

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: May 6, 2024

CAO File No. 0220-06198-0002

Council File No. 24-0275

Council District: All

To: Budget, Finance and Innovation Committee  
Personnel, Audits, and Hiring Committee

From: Matthew W. Szabo, City Administrative Officer 

Subject: **PRIORITIZED CRITICAL HIRING PROCESS STATUS UPDATE – APRIL 2024**

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### RECOMMENDATION

That the Council note and file this report, as it is provided for informational purposes only.

### SUMMARY

On January 26, 2024 the Council approved the City Administrative Officer's (CAO) recommendation to implement a Prioritized Critical Hiring (PCH) process (C.F. 23-0600-S115). The Mayor concurred with the Council action on February 2, 2024, which commenced the implementation of the PCH. The Council further directed the CAO to report monthly following the implementation of the PCH process on positions that departments have filled through the process. This report is the third of these monthly reports, through the end of April 2024. Additional information regarding the PCH process and PCH Committee can be found within the February 2024 status report (C.F. 24-0275).

Through April 30, 2024, the CAO has received 1,319 submissions from departments for review by the PCH Committee. A total of 217 submissions have been approved, authorizing departments to hire 4,262 employees (181 full-time and 4,081 part-time). Attachment 1 provides a breakdown of the PCH submissions by department, along with their status. Attachment 2 provides a summary of the PCH Committee actions.

### FISCAL IMPACT STATEMENT

There is no fiscal impact associated with approval of the recommendation to Note and File this report.

### FINANCIAL POLICIES STATEMENT

This report is in compliance with the City's Financial Policies.

MWS:BC:MAV:11240094

Attachment 1: Submissions for PCH Committee Review

Attachment 2: Summary of PCH Committee Actions

**Submissions for PCH Committee Review**  
Status as of April 30, 2024

Department	Total Requests* Submitted	Status of Request				
		Pending Review by CAO	Pending Review by PCH Committee	Approved by PCH Committee	Denied by PCH Committee	Request Rescinded by the Department
Aging	7	3	2	-	2	-
Animal Services	55	14	-	6	35	-
Cannabis Regulation	14	1	1	8	3	1
City Administrative Officer	8	-	2	6	-	-
City Attorney	36	19	17	-	-	-
City Clerk	12	6	-	1	3	2
City Planning	30	-	14	7	8	1
Civil + Human Rights and Equity	6	3	-	-	3	-
Community Investment for Families	9	-	-	3	5	1
Controller	14	8	3	-	3	-
Cultural Affairs	33	30	-	-	2	1
Disability	6	-	-	2	4	-
Economic and Workforce Development	42	12	18	7	4	1
El Pueblo	3	1	-	2	-	-
Emergency Management	7	2	1	3	1	-
Ethics	3	-	-	3	-	-
Finance	6	3	-	3	-	-
Fire	105	83	-	4	13	5
General Services	211	39	59	42	63	8
Housing	72	43	15	7	1	6
Information Technology Agency	19	5	12	-	2	-
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	54	12	20	12	10	-
Police	90	25	37	14	14	-
Public Works - Board	9	7	1	-	1	-
Public Works - Contract Administration	31	-	4	8	19	-
Public Works - Engineering	48	40	2	5	-	1
Public Works - Sanitation	64	33	20	2	4	5
Public Works - Street Lighting	5	-	4	-	-	1
Public Works - Street Services	110	110	-	-	-	-
Recreation and Parks	121	43	11	66	-	1
Transportation	79	65	-	1	-	13
Youth Development	1	-	1	-	-	-
Zoo	8	-	-	5	3	-
<b>Total</b>	<b>1,319</b>	<b>607</b>	<b>244</b>	<b>217</b>	<b>204</b>	<b>47</b>

*If a department is not listed above, a request for PCH Review has not been submitted.*

\* For full-time positions (employees hired in regular, resolution, and substitute authority positions), a request may only include one position. Requests for part-time positions (employees hired under as-needed and hiring hall employment authority) may include multiple positions in a single request.

**Summary of PCH Committee Actions**  
Status as of April 30, 2024

Department	Total Requests Reviewed by PCH Committee	APPROVED			DENIED		
		Number of Requests	Number of Full-Time* Positions	Number of Part-Time* Positions	Number of Requests	Number of Full-Time* Positions	Number of Part-Time* Positions
Aging	2	-	-	-	2	-	24
Animal Services	41	6	5	120	35	35	-
Cannabis Regulation	11	8	8	-	3	3	-
City Administrative Officer	6	6	5	1	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	4	1	1	-	3	3	-
City Planning	15	7	7	-	8	8	-
Civil + Human Rights and Equity	3	-	-	-	3	3	-
Community Investment for Families	8	3	3	-	5	2	3
Controller	3	-	-	-	3	3	-
Cultural Affairs	2	-	-	-	2	2	-
Disability	6	2	2	-	4	4	-
Economic and Workforce Development	11	7	7	-	4	4	-
El Pueblo	2	2	1	4	-	-	-
Emergency Management	4	3	3	-	1	1	-
Ethics	3	3	3	-	-	-	-
Finance	3	3	3	-	-	-	-
Fire	17	4	4	-	13	13	-
General Services	105	42	35	104	63	63	-
Housing	8	7	6	10	1	1	-
Information Technology Agency	2	-	-	-	2	2	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	22	12	8	7	10	9	1
Police	28	14	14	-	14	14	-
Public Works - Board	1	-	-	-	1	1	-
Public Works - Contract Administration	27	8	8	-	19	19	-
Public Works - Engineering	5	5	5	-	-	-	-
Public Works - Sanitation	6	2	2	-	4	4	-
Recreation and Parks	66	66	50	3,800	-	-	-
Transportation	1	1	1	-	-	-	-
Zoo	8	5	-	35	3	3	-
<b>Total</b>	<b>421</b>	<b>217</b>	<b>181</b>	<b>4,081</b>	<b>204</b>	<b>198</b>	<b>28</b>

*If a department is not listed above, a request has not yet been reviewed by the Committee.*

\*Full-time positions include employees hired in regular, resolution, and substitute authority positions. Part-time positions include employees hired under as-needed and hiring hall employment authority.