

OFFICE OF THE CITY ADMINISTRATIVE OFFICER


Date: March 6, 2025

CAO File No. 0220-06198-0012

Council File No. 24-0275

Council District: All

To: The City Council

From: Matthew W. Szabo, City Administrative Officer 

Subject: **PRIORITIZED CRITICAL HIRING PROCESS STATUS UPDATE – FEBRUARY 2025**

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 13th of these monthly reports, through the end of February 2025. Additional information regarding the PCH process and PCH Committee can be found within the February 2024 status report (C.F. 24-0275).

Through February 28, 2025, the CAO has received 3,749 submissions from departments for review by the PCH Committee. Since the inception of the PCH process, a total of 1,881 submissions have been approved, authorizing departments to hire 6,244 employees (1,933 full-time and 4,311 part-time). During the month of February 2025, 192 new requests were submitted. In February 2025, the PCH Committee approved 99 submissions, authorizing departments to hire 103 employees (93 full-time and 10 part-time).

Attachment 1 provides a breakdown of the PCH submissions by department from the implementation of the PCH process through February 28, 2025, along with their status. Attachment 2 provides a summary of the PCH Committee actions from the implementation of the PCH process through February 28, 2025. Attachment 3 details the incremental changes in the status of PCH submissions during the month of February 2025. Attachment 4 includes a summary of the PCH Committee's actions during the month of February 2025.

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:11250084

Attachment 1: Submissions for PCH Committee Review

Attachment 2: Summary of PCH Committee Actions

Attachment 3: Change in Status from the Prior Month - Submissions for PCH Committee Review

Attachment 4: Monthly Summary of PCH Committee Actions

Submissions for PCH Committee Review
Status as of February 28, 2025

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	21	-	9	5	6	1
Animal Services	108	11	4	55	36	2
Cannabis Regulation	26	-	8	13	3	2
City Administrative Officer	42	1	2	38	1	-
City Attorney	106	20	29	40	11	6
City Clerk	47	9	2	24	4	8
City Planning	90	1	33	41	9	6
City Tourism	1	-	-	1	-	-
Civil + Human Rights and Equity	11	2	-	4	5	-
Community Investment for Families	37	1	4	25	4	3
Controller	25	-	10	8	5	2
Cultural Affairs	84	6	13	40	16	9
Disability	13	-	1	8	4	-
Economic and Workforce Development	100	10	12	65	5	8
El Pueblo	6		-	6	-	-
Emergency Management	14		-	10	2	2
Ethics	8		-	8	-	-
Finance	12		1	8	-	3
Fire	158	4	-	69	62	23
General Services	430	53	29	220	117	11
Housing	354	98	26	192	7	31
Information Technology Agency	67	-	15	41	7	4
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	205	10	50	114	22	9
Police	221	1	90	115	14	1
Public Works - Board	18	-	2	10	4	2
Public Works - Contract Administration	51	-	7	21	23	-
Public Works - Engineering	243	63	53	103	7	17
Public Works - Sanitation	345	136	40	136	13	20
Public Works - Street Lighting	19	7	1	4	3	4
Public Works - Street Services	324	62	71	143	36	12
Recreation and Parks	238	27	18	174	8	11
Transportation	269	103	22	120	10	14
Youth Development	8	1	2	3	1	1
Zoo	47	14	12	17	3	1
Total	3,749	640	566	1,881	449	213

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.

**Requests Denied by PCH Committee includes requests to fill positions that were eliminated in the 2024-25 Adopted Budget.

Summary of PCH Committee Actions

Status as of February 28, 2025

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	11	5	5	-	6	2	27
Animal Services	91	55	53	122	36	36	-
Cannabis Regulation	16	13	13	-	3	3	-
City Administrative Officer	39	38	35	4	1	1	-
City Attorney	51	40	40	-	11	11	-
City Clerk	28	24	23	1	4	4	-
City Planning	50	41	41	-	9	9	-
City Tourism	1	1	1	-	-	-	-
Civil + Human Rights and Equity	9	4	2	4	5	5	-
Community Investment for Families	29	25	23	3	4	1	3
Controller	13	8	8	-	5	5	-
Cultural Affairs	56	40	21	62	16	15	1
Disability	12	8	7	2	4	4	-
Economic and Workforce Development	70	65	64	3	5	5	-
El Pueblo	6	6	3	8	-	-	-
Emergency Management	12	10	8	2	2	2	-
Ethics	8	8	8	-	-	-	-
Finance	8	8	9	-	-	-	-
Fire	131	69	88	25	62	62	-
General Services	337	220	176	155	117	115	2
Housing	199	192	190	12	7	7	-
Information Technology Agency	48	41	39	2	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	136	114	98	38	22	21	1
Police	129	115	113	2	14	14	-
Public Works - Board	14	10	10	-	4	4	-
Public Works - Contract Administration	44	21	21	-	23	23	-
Public Works - Engineering	110	103	100	26	7	7	-
Public Works - Sanitation	149	136	133	3	13	13	-
Public Works - Street Lighting	7	4	4	-	3	3	-
Public Works - Street Services	179	143	143	-	36	36	-
Recreation and Parks	182	174	320	3,800	8	10	-
Transportation	130	120	120	-	10	10	-
Youth Development	4	3	2	2	1	1	-
Zoo	20	17	12	35	3	3	-
Total	2,330	1,881	1,933	4,311	449	440	34
		Total Positions		6,244			
					474		

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.

**Requests Denied by PCH Committee includes requests to fill positions that were eliminated in the 2024-25 Adopted Budget.

Change in Status from the Prior Month - Submissions for PCH Committee Review

Change from January 31, 2025 to February 28, 2025

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	-	(1)	1	-	-	-
Animal Services	5	-	2	3	-	-
Cannabis Regulation	-	-	-	-	-	-
City Administrative Officer	2	-	-	2	-	-
City Attorney	15	15	-	-	-	-
City Clerk	3	1	(1)	3	-	-
City Planning	-	(1)	(1)	2	-	-
City Tourism	-	-	-	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-
Community Investment for Families	-	(5)	2	3	-	-
Controller	-	(4)	4	-	-	-
Cultural Affairs	5	(4)	3	6	-	-
Disability	-	(1)	-	1	-	-
Economic and Workforce Development	12	6	3	3	-	-
El Pueblo	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-
Ethics	-	-	-	-	-	-
Finance	-	-	(1)	1	-	-
Fire	9	4	-	5	-	-
General Services	18	-	(3)	21	-	-
Housing	25	3	17	5	-	-
Information Technology Agency	6	(6)	3	9	-	-
Neighborhood Empowerment	-	-	-	-	-	-
Personnel	11	-	11	-	-	-
Police	1	1	-	-	-	-
Public Works - Board	1	-	1	-	-	-
Public Works - Contract Administration	6	(1)	6	1	-	-
Public Works - Engineering	15	2	5	8	-	-
Public Works - Sanitation	10	(19)	21	8	-	-
Public Works - Street Lighting	-	-	(1)	1	-	-
Public Works - Street Services	25	-	25	-	-	-
Recreation and Parks	7	3	1	3	-	-
Transportation	5	3	(10)	12	-	-
Youth Development	-	-	-	-	-	-
Zoo	11	4	5	2	-	-
Total	192	-	93	99	-	-

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.

Monthly Summary of PCH Committee Actions
February 2025

Department	Total Requests Reviewed by PCH Committee	APPROVED			DENIED		
		Number of Requests	Number of Full-Time*	Number of Part-Time*	Number of Requests	Number of Full-Time*	Number of Part-Time*
Aging	-	-	-	-	-	-	-
Animal Services	3	3	3	-	-	-	-
Cannabis Regulation	-	-	-	-	-	-	-
City Administrative Officer	2	2	2	-	-	-	-
City Attorney	-	-	-	-	-	-	-
City Clerk	3	3	3	-	-	-	-
City Planning	2	2	2	-	-	-	-
City Tourism	-	-	-	-	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-	-
Community Investment for Families	3	3	3	-	-	-	-
Controller	-	-	-	-	-	-	-
Cultural Affairs	6	6	4	2	-	-	-
Disability	1	1	1	-	-	-	-
Economic and Workforce Development	3	3	3	-	-	-	-
El Pueblo	-	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-	-
Ethics	-	-	-	-	-	-	-
Finance	1	1	1	-	-	-	-
Fire	5	5	4	1	-	-	-
General Services	21	21	18	3	-	-	-
Housing	5	5	5	-	-	-	-
Information Technology Agency	9	9	7	2	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-	-
Personnel	-	-	-	-	-	-	-
Police	-	-	-	-	-	-	-
Public Works - Board	-	-	-	-	-	-	-
Public Works - Contract Administration	1	1	1	-	-	-	-
Public Works - Engineering	8	8	8	-	-	-	-
Public Works - Sanitation	8	8	6	2	-	-	-
Public Works - Street Lighting	1	1	1	-	-	-	-
Public Works - Street Services	-	-	-	-	-	-	-
Recreation and Parks	3	3	7	-	-	-	-
Transportation	12	12	12	-	-	-	-
Youth Development	-	-	-	-	-	-	-
Zoo	2	2	2	-	-	-	-
Total	99	99	93	10	-	-	-
Total Positions			103			0	

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.