

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

---

Date: December 9, 2024

CAO File No. 0220-06198-0009

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 – NOVEMBER 2024**

---

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

Through November 30, 2024, the CAO has received 3,101 submissions from departments for review by the PCH Committee. Since the inception of the PCH process, a total of 1,467 submissions have been approved, authorizing departments to hire 5,712 employees (1,425 full-time and 4,287 part-time). During the month of November 2024, 177 new requests were submitted. In November 2024, the PCH Committee approved 35 submissions, authorizing departments to hire 47 employees (31 full-time and 16 part-time).

Attachment 1 provides a breakdown of the PCH submissions by department from the implementation of the PCH process through November 30, 2024, along with their status. Attachment 2 provides a summary of the PCH Committee actions from the implementation of the PCH process through November 30, 2024. Attachment 3 details the incremental changes in the status of PCH submissions during the month of November 2024. Attachment 4 includes a summary of the PCH Committee's actions during the month of November 2024.

## **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:11250057*

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 November 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	21	8	4	3	6	-
Animal Services	78	3	9	28	36	2
Cannabis Regulation	26	-	9	12	3	2
City Administrative Officer	32	-	3	28	1	-
City Attorney	59	14	4	24	11	6
City Clerk	35	-	4	19	4	8
City Planning	78	-	25	38	9	6
City Tourism	1	-	-	1	-	-
Civil + Human Rights and Equity	11	4	-	2	5	-
Community Investment for Families	31	-	9	15	4	3
Controller	20	-	6	7	5	2
Cultural Affairs	69	6	6	33	16	8
Disability	12	-	2	6	4	-
Economic and Workforce Development	76	1	11	51	5	8
El Pueblo	6	-	-	6	-	-
Emergency Management	12	-	2	7	2	1
Ethics	8	2	2	4	-	-
Finance	10	-	-	7	-	3
Fire	146	8	6	47	62	23
General Services	355	15	27	185	117	11
Housing	254	50	33	137	7	27
Information Technology Agency	55	-	21	23	7	4
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	175	13	32	100	22	8
Police	193	-	64	114	14	1
Public Works - Board	16	1	1	9	4	1
Public Works - Contract Administration	42	-	2	17	23	-
Public Works - Engineering	209	45	68	72	7	17
Public Works - Sanitation	274	103	23	115	13	20
Public Works - Street Lighting	19	8	1	3	3	4
Public Works - Street Services	283	87	57	98	35	6
Recreation and Parks	214	16	29	151	8	10
Transportation	244	123	11	87	10	13
Youth Development	8	2	1	3	1	1
Zoo	28	5	4	15	3	1
<b>Total</b>	<b>3,101</b>	<b>514</b>	<b>476</b>	<b>1,467</b>	<b>448</b>	<b>196</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 November 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	9	3	3	-	6	2	27
Animal Services	64	28	26	122	36	36	-
Cannabis Regulation	15	12	12	-	3	3	-
City Administrative Officer	29	28	25	4	1	1	-
City Attorney	35	24	24	-	11	11	-
City Clerk	23	19	18	1	4	4	-
City Planning	47	38	38	-	9	9	-
City Tourism	1	1	1	-	-	-	-
Civil + Human Rights and Equity	7	2	-	4	5	5	-
Community Investment for Families	19	15	13	3	4	1	3
Controller	12	7	7	-	5	5	-
Cultural Affairs	49	33	16	60	16	15	1
Disability	10	6	5	2	4	4	-
Economic and Workforce Development	56	51	50	3	5	5	-
El Pueblo	6	6	3	8	-	-	-
Emergency Management	9	7	5	2	2	2	-
Ethics	4	4	4	-	-	-	-
Finance	7	7	8	-	-	-	-
Fire	109	47	45	17	62	62	-
General Services	302	185	144	152	117	115	2
Housing	144	137	135	12	7	7	-
Information Technology Agency	30	23	23	-	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	122	100	88	31	22	21	1
Police	128	114	112	2	14	14	-
Public Works - Board	13	9	9	-	4	4	-
Public Works - Contract Administration	40	17	17	-	23	23	-
Public Works - Engineering	79	72	69	26	7	7	-
Public Works - Sanitation	128	115	114	1	13	13	-
Public Works - Street Lighting	6	3	3	-	3	3	-
Public Works - Street Services	133	98	98	-	35	35	-
Recreation and Parks	159	151	211	3,800	8	10	-
Transportation	97	87	87	-	10	10	-
Youth Development	4	3	2	2	1	1	-
Zoo	18	15	10	35	3	3	-
<b>Total</b>	<b>1,915</b>	<b>1,467</b>	<b>1,425</b>	<b>4,287</b>	<b>448</b>	<b>439</b>	<b>34</b>
		<b>Total Positions</b>		<b>5,712</b>			
					<b>473</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.

**Change in Status from the Prior Month - Submissions for PCH Committee Review**  
Change from October 31, 2024 to November 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	-	-	-	-	-	-
Animal Services	-	-	-	-	-	-
Cannabis Regulation	-	(4)	4	-	-	-
City Administrative Officer	1	-	-	-	1	-
City Attorney	14	14	-	-	-	-
City Clerk	-	-	-	-	-	-
City Planning	-	(1)	1	-	-	-
City Tourism	-	-	-	-	-	-
Civil + Human Rights and Equity	1	1	-	-	-	-
Community Investment for Families	-	-	-	-	-	-
Controller	-	-	(2)	2	-	-
Cultural Affairs	-	-	(3)	3	-	-
Disability	-	-	(1)	1	-	-
Economic and Workforce Development	4	1	3	-	-	-
El Pueblo	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-
Ethics	2	2	(1)	1	-	-
Finance	-	-	-	-	-	-
Fire	4	4	(2)	2	-	-
General Services	-	-	-	-	-	-
Housing	61	24	19	13	-	5
Information Technology Agency	-	-	-	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-
Personnel	12	7	(3)	8	-	-
Police	2	(15)	17	-	-	-
Public Works - Board	-	-	-	-	-	-
Public Works - Contract Administration	1	-	1	-	-	-
Public Works - Engineering	4	(31)	35	-	-	-
Public Works - Sanitation	40	35	4	1	-	-
Public Works - Street Lighting	6	6	-	-	-	-
Public Works - Street Services	14	14	-	-	-	-
Recreation and Parks	11	(5)	12	-	-	4
Transportation	-	-	-	-	-	-
Youth Development	-	-	-	-	-	-
Zoo	-	-	(4)	4	-	-
<b>Total</b>	<b>177</b>	<b>52</b>	<b>80</b>	<b>35</b>	<b>1</b>	<b>9</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.

**Monthly Summary of PCH Committee Actions**  
November 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	-	-	-	-	-	-	-
Animal Services	-	-	-	-	-	-	-
Cannabis Regulation	-	-	-	-	-	-	-
City Administrative Officer	1	-	-	-	1	1	-
City Attorney	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-
City Planning	-	-	-	-	-	-	-
City Tourism	-	-	-	-	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-	-
Community Investment for Families	-	-	-	-	-	-	-
Controller	2	2	2	-	-	-	-
Cultural Affairs	3	3	-	14	-	-	-
Disability	1	1	1	-	-	-	-
Economic and Workforce Development	-	-	-	-	-	-	-
El Pueblo	-	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-	-
Ethics	1	1	1	-	-	-	-
Finance	-	-	-	-	-	-	-
Fire	2	2	2	-	-	-	-
General Services	-	-	-	-	-	-	-
Housing	13	13	13	-	-	-	-
Information Technology Agency	-	-	-	-	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-	-
Personnel	8	8	7	2	-	-	-
Police	-	-	-	-	-	-	-
Public Works - Board	-	-	-	-	-	-	-
Public Works - Contract Administration	-	-	-	-	-	-	-
Public Works - Engineering	-	-	-	-	-	-	-
Public Works - Sanitation	1	1	1	-	-	-	-
Public Works - Street Lighting	-	-	-	-	-	-	-
Public Works - Street Services	-	-	-	-	-	-	-
Recreation and Parks	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-
Youth Development	-	-	-	-	-	-	-
Zoo	4	4	4	-	-	-	-
<b>Total</b>	<b>36</b>	<b>35</b>	<b>31</b>	<b>16</b>	<b>1</b>	<b>1</b>	<b>-</b>
		<b>Total Positions</b>	<b>47</b>			<b>1</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.