

OFFICE OF THE CITY ADMINISTRATIVE OFFICER


Date: October 9, 2024

CAO File No. 0220-06198-0007

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

Through September 30, 2024, the CAO has received 2,499 submissions from departments for review by the PCH Committee. Since the inception of the PCH process, a total of 1,399 submissions have been approved, authorizing departments to hire 5,621 employees (1,364 full-time and 4,257 part-time). During the month of September 2024, 272 new requests were submitted. In September 2024, the PCH Committee approved 140 submissions, authorizing departments to hire 145 employees (130 full-time and 15 part-time).

Attachment 1 provides a breakdown of the PCH submissions by department from the implementation of the PCH process through September 30, 2024, along with their status. Attachment 2 provides a summary of the PCH Committee actions from the implementation of the PCH process through September 30, 2024. Attachment 3 details the incremental changes in the status of PCH submissions during the month of September 2024. Attachment 4 includes a summary of the PCH Committee's actions during the month of September 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:11250028

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 September 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	13	3	1	3	6	-
Animal Services	78	3	9	28	36	2
Cannabis Regulation	26	9	-	12	3	2
City Administrative Officer	29	-	2	27	-	-
City Attorney	44	-	3	24	11	6
City Clerk	33	1	3	17	4	8
City Planning	68	4	11	38	9	6
City Tourism	1	-	-	1	-	-
Civil + Human Rights and Equity	7	-	-	2	5	-
Community Investment for Families	29	1	6	15	4	3
Controller	18	-	8	5	5	-
Cultural Affairs	57	-	4	30	16	7
Disability	11	-	5	2	4	-
Economic and Workforce Development	70	-	7	50	5	8
El Pueblo	6	-	-	6	-	-
Emergency Management	12	-	2	7	2	1
Ethics	3	-	-	3	-	-
Finance	10	-	3	4	-	3
Fire	134	6	1	43	62	22
General Services	343	11	28	176	117	11
Housing	184	31	-	124	7	22
Information Technology Agency	45	2	9	23	7	4
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	143	5	19	92	22	5
Police	168	-	39	114	14	1
Public Works - Board	16	1	1	9	4	1
Public Works - Contract Administration	37	-	1	13	23	-
Public Works - Engineering	170	50	28	68	7	17
Public Works - Sanitation	173	17	9	114	13	20
Public Works - Street Lighting	12	1	1	3	3	4
Public Works - Street Services	205	64	6	94	35	6
Recreation and Parks	193	11	17	151	8	6
Transportation	139	18	11	87	10	13
Youth Development	6	-	1	3	1	1
Zoo	15	-	-	11	3	1
Total	2,499	238	235	1,399	447	180

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 September 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	27	27	24	4	-	-	-
City Attorney	35	24	24	-	11	11	-
City Clerk	21	17	16	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	10	5	5	-	5	5	-
Cultural Affairs	46	30	16	46	16	15	1
Disability	6	2	2	-	4	4	-
Economic and Workforce Development	55	50	49	3	5	5	-
El Pueblo	6	6	3	8	-	-	-
Emergency Management	9	7	5	2	2	2	-
Ethics	3	3	3	-	-	-	-
Finance	4	4	4	-	-	-	-
Fire	105	43	41	17	62	62	-
General Services	293	176	138	140	117	115	2
Housing	131	124	122	12	7	7	-
Information Technology Agency	30	23	23	-	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	114	92	81	29	22	21	1
Police	128	114	112	2	14	14	-
Public Works - Board	13	9	9	-	4	4	-
Public Works - Contract Administration	36	13	13	-	23	23	-
Public Works - Engineering	75	68	65	26	7	7	-
Public Works - Sanitation	127	114	113	1	13	13	-
Public Works - Street Lighting	6	3	3	-	3	3	-
Public Works - Street Services	129	94	94	-	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	14	11	6	35	3	3	-
Total	1,846	1,399	1,364	4,257	447	438	34
		Total Positions		5,621			
					472		

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 August 31, 2024 to September 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	-	-	(2)	2	-	-
Animal Services	9	3	6	-	-	-
Cannabis Regulation	10	9	(1)	1	-	1
City Administrative Officer	6	-	(5)	11	-	-
City Attorney	4	(1)	2	3	-	-
City Clerk	2	-	-	2	-	-
City Planning	21	3	10	4	-	4
City Tourism	-	-	(1)	1	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-
Community Investment for Families	3	1	1	-	-	1
Controller	2	-	2	-	-	-
Cultural Affairs	3	(2)	(2)	6	1	-
Disability	-	-	-	-	-	-
Economic and Workforce Development	6	-	5	1	-	-
El Pueblo	-	(1)	-	1	-	-
Emergency Management	-	-	-	-	-	-
Ethics	-	-	-	-	-	-
Finance	-	(1)	1	-	-	-
Fire	6	6	-	-	-	-
General Services	-	-	(8)	8	-	-
Housing	25	1	(28)	52	-	-
Information Technology Agency	9	-	9	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-
Personnel	13	2	7	3	-	1
Police	2	(10)	11	1	-	-
Public Works - Board	1	1	-	-	-	-
Public Works - Contract Administration	4	-	1	3	-	-
Public Works - Engineering	46	14	9	22	-	1
Public Works - Sanitation	8	3	2	-	-	3
Public Works - Street Lighting	2	-	1	-	1	-
Public Works - Street Services	50	35	6	7	-	2
Recreation and Parks	8	7	(8)	9	-	-
Transportation	32	18	11	3	-	-
Youth Development	-	-	-	-	-	-
Zoo	-	-	-	-	-	-
Total	272	88	29	140	2	13

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
September 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	2	-	-	-	-
Animal Services	-	-	-	-	-	-	-
Cannabis Regulation	1	1	1	-	-	-	-
City Administrative Officer	11	11	11	-	-	-	-
City Attorney	3	3	3	-	-	-	-
City Clerk	2	2	2	-	-	-	-
City Planning	4	4	4	-	-	-	-
City Tourism	1	1	1	-	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-	-
Community Investment for Families	-	-	-	-	-	-	-
Controller	-	-	-	-	-	-	-
Cultural Affairs	7	6	2	5	1	-	1
Disability	-	-	-	-	-	-	-
Economic and Workforce Development	1	1	1	-	-	-	-
El Pueblo	1	1	-	2	-	-	-
Emergency Management	-	-	-	-	-	-	-
Ethics	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-
General Services	8	8	3	5	-	-	-
Housing	52	52	52	-	-	-	-
Information Technology Agency	-	-	-	-	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-	-
Personnel	3	3	3	-	-	-	-
Police	1	1	1	-	-	-	-
Public Works - Board	-	-	-	-	-	-	-
Public Works - Contract Administration	3	3	3	-	-	-	-
Public Works - Engineering	22	22	21	3	-	-	-
Public Works - Sanitation	-	-	-	-	-	-	-
Public Works - Street Lighting	1	-	-	-	1	1	-
Public Works - Street Services	7	7	7	-	-	-	-
Recreation and Parks	9	9	10	-	-	-	-
Transportation	3	3	3	-	-	-	-
Youth Development	-	-	-	-	-	-	-
Zoo	-	-	-	-	-	-	-
Total	142	140	130	15	2	1	1
		Total Positions	145				
						2	

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.