

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER


Date: August 2, 2024

CAO File No. 0220-06198-0005

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

Through July 31, 2024, the CAO has received 1,875 submissions from departments for review by the PCH Committee. A total of 1,023 submissions have been approved, authorizing departments to hire 5,210 employees (991 full-time and 4,219 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:11250006

Attachment 1: Submissions for PCH Committee Review

Attachment 2: Summary of PCH Committee Actions

Submissions for PCH Committee Review
Status as of July 31, 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		Pending Review by CAO	Pending Review by PCH Committee	Approved by PCH Committee	Denied by PCH Committee	Request Rescinded by the Department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	9	2	-	1	6	-
Animal Services	67	-	2	27	36	2
Cannabis Regulation	15	-	-	11	3	1
City Administrative Officer	15	-	-	15	-	-
City Attorney	40	3	1	20	10	6
City Clerk	28	5	-	12	4	7
City Planning	42	-	-	31	9	2
Civil + Human Rights and Equity	7	-	-	2	5	-
Community Investment for Families	20	-	-	15	4	1
Controller	16	-	6	5	5	-
Cultural Affairs	48	6	2	21	15	4
Disability	6	-	-	2	4	-
Economic and Workforce Development	62	3	-	47	5	7
El Pueblo	5	1	-	4	-	-
Emergency Management	12	3	-	7	2	-
Ethics	3	-	-	3	-	-
Finance	7	-	-	4	-	3
Fire	123	78	-	24	13	8
General Services	281	4	4	147	117	9
Housing	93	2	-	66	5	20
Information Technology Agency	31	1	-	19	7	4
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	118	7	12	74	22	3
Police	128	-	37	76	14	1
Public Works - Board	15	5	2	3	4	1
Public Works - Contract Administration	33	-	-	10	23	-
Public Works - Engineering	77	23	12	34	7	1
Public Works - Sanitation	147	43	-	81	13	10
Public Works - Street Lighting	7	2	-	2	2	1
Public Works - Street Services	122	62	10	50	-	-
Recreation and Parks	169	27	11	123	7	1
Transportation	107	-	4	81	9	13
Youth Development	6	1	3	-	1	1
Zoo	15	6	-	6	3	-
Total	1,875	284	106	1,023	356	106

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 July 31, 2024

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	7	1	1	-	6	2	27
Animal Services	63	27	25	122	36	36	-
Cannabis Regulation	14	11	11	-	3	3	-
City Administrative Officer	15	15	12	4	-	-	-
City Attorney	30	20	20	-	10	10	-
City Clerk	16	12	11	1	4	4	-
City Planning	40	31	31	-	9	9	-
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	36	21	14	38	15	15	-
Disability	6	2	2	-	4	4	-
Economic and Workforce Development	52	47	46	3	5	5	-
El Pueblo	4	4	3	4	-	-	-
Emergency Management	9	7	5	2	2	2	-
Ethics	3	3	3	-	-	-	-
Finance	4	4	4	-	-	-	-
Fire	37	24	22	17	13	13	-
General Services	264	147	115	134	117	115	2
Housing	71	66	64	12	5	5	-
Information Technology Agency	26	19	19	-	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	96	74	65	15	22	21	1
Police	90	76	75	1	14	14	-
Public Works - Board	7	3	3	-	4	4	-
Public Works - Contract Administration	33	10	10	-	23	23	-
Public Works - Engineering	41	34	32	23	7	7	-
Public Works - Sanitation	94	81	80	1	13	13	-
Public Works - Street Lighting	4	2	2	-	2	2	-
Public Works - Street Services	50	50	50	-	-	-	-
Recreation and Parks	130	123	166	3,800	7	9	-
Transportation	90	81	81	-	9	9	-
Youth Development	1	-	-	-	1	1	-
Zoo	9	6	1	35	3	3	-
Total	1,379	1,023	991	4,219	356	348	33
		Total Positions		5,210			
					381		

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.