

**REPORT FROM**

## **OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

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Date: June 6, 2024

CAO File No. 0220-06198-0003

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

Through May 31, 2024, the CAO has received 1,422 submissions from departments for review by the PCH Committee. A total of 407 submissions have been approved, authorizing departments to hire 4,496 employees (371 full-time and 4,125 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:11240125*

Attachment 1: Submissions for PCH Committee Review

Attachment 2: Summary of PCH Committee Actions

**Submissions for PCH Committee Review**  
Status as of May 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		Pending Review by CAO	Pending Review by PCH Committee	Approved by PCH Committee	Denied by PCH Committee	Request Rescinded by the Department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	7	3	1	-	3	-
Animal Services	64	5	15	8	35	1
Cannabis Regulation	14	-	-	10	3	1
City Administrative Officer	10	-	-	10	-	-
City Attorney	37	20	2	7	8	-
City Clerk	17	9	1	1	3	3
City Planning	38	7	15	7	8	1
Civil + Human Rights and Equity	6	-	-	1	5	-
Community Investment for Families	9	-	-	4	4	1
Controller	14	6	3	-	5	-
Cultural Affairs	37	12	-	9	15	1
Disability	6	-	-	2	4	-
Economic and Workforce Development	43	1	20	10	8	4
El Pueblo	4	-	-	4	-	-
Emergency Management	9	4	-	3	2	-
Ethics	3	-	-	3	-	-
Finance	6	3	-	3	-	-
Fire	108	81	3	6	13	5
General Services	212	40	4	51	109	8
Housing	81	34	19	19	3	6
Information Technology Agency	20	-	1	12	7	-
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	58	3	3	30	22	-
Police	91	-	15	62	14	-
Public Works - Board	14	5	1	3	4	1
Public Works - Contract Administration	31	-	4	8	19	-
Public Works - Engineering	53	31	5	16	-	1
Public Works - Sanitation	72	9	8	36	11	8
Public Works - Street Lighting	5	-	4	-	-	1
Public Works - Street Services	110	110	-	-	-	-
Recreation and Parks	128	49	1	75	2	1
Transportation	105	90	-	2	-	13
Youth Development	1	-	-	-	1	-
Zoo	8	-	-	5	3	-
<b>Total</b>	<b>1,422</b>	<b>522</b>	<b>125</b>	<b>407</b>	<b>312</b>	<b>56</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 May 31, 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	3	-	-	-	3	1	24
Animal Services	43	8	7	120	35	35	-
Cannabis Regulation	13	10	10	-	3	3	-
City Administrative Officer	10	10	8	2	-	-	-
City Attorney	15	7	7	-	8	8	-
City Clerk	4	1	1	-	3	3	-
City Planning	15	7	7	-	8	8	-
Civil + Human Rights and Equity	6	1	-	2	5	5	-
Community Investment for Families	8	4	4	-	4	1	3
Controller	5	-	-	-	5	5	-
Cultural Affairs	24	9	3	37	15	15	-
Disability	6	2	2	-	4	4	-
Economic and Workforce Development	18	10	10	-	8	8	-
El Pueblo	4	4	3	4	-	-	-
Emergency Management	5	3	3	-	2	2	-
Ethics	3	3	3	-	-	-	-
Finance	3	3	3	-	-	-	-
Fire	19	6	6	-	13	13	-
General Services	160	51	44	104	109	109	-
Housing	22	19	18	10	3	3	-
Information Technology Agency	19	12	12	-	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	52	30	22	10	22	21	1
Police	76	62	61	1	14	14	-
Public Works - Board	7	3	3	-	4	4	-
Public Works - Contract Administration	27	8	8	-	19	19	-
Public Works - Engineering	16	16	16	-	-	-	-
Public Works - Sanitation	47	36	36	-	11	11	-
Recreation and Parks	77	75	72	3,800	2	2	-
Transportation	2	2	2	-	-	-	-
Youth Development	1	-	-	-	1	1	-
Zoo	8	5	-	35	3	3	-
<b>Total</b>	<b>719</b>	<b>407</b>	<b>371</b>	<b>4,125</b>	<b>312</b>	<b>306</b>	<b>28</b>
		<b>Total Positions</b>			<b>334</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.