

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: September 13, 2024

CAO File No. 0220-06198-0006

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

Through August 31, 2024, the CAO has received 2,227 submissions from departments for review by the PCH Committee. Since the inception of the PCH process, a total of 1,259 submissions have been approved, authorizing departments to hire 5,476 employees (1,234 full-time and 4,242 part-time). During the month of August 2024, 352 new requests were submitted. In August 2024, the PCH Committee approved 236 submissions, authorizing departments to hire 266 employees (243 full-time and 23 part-time).

Attachment 1 provides a breakdown of the PCH submissions by department from the implementation of the PCH process through August 31, 2024, along with their status. Attachment 2 provides a summary of the PCH Committee actions from the implementation of the PCH process through August 31, 2024. Attachment 3 details the incremental changes in the status of PCH submissions during the month of August 2024. Attachment 4 includes a summary of the PCH Committee's actions during the month of August 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:11250020

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 August 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	13	3	3	1	6	-
Animal Services	69	-	3	28	36	2
Cannabis Regulation	16	-	1	11	3	1
City Administrative Officer	23	-	7	16	-	-
City Attorney	40	1	1	21	11	6
City Clerk	31	1	3	15	4	8
City Planning	47	1	1	34	9	2
City Tourism	1	-	1	-	-	-
Civil + Human Rights and Equity	7	-	-	2	5	-
Community Investment for Families	26	-	5	15	4	2
Controller	16	-	6	5	5	-
Cultural Affairs	54	2	6	24	15	7
Disability	11	-	5	2	4	-
Economic and Workforce Development	64	-	2	49	5	8
El Pueblo	6	1	-	5	-	-
Emergency Management	12	-	2	7	2	1
Ethics	3	-	-	3	-	-
Finance	10	1	2	4	-	3
Fire	128	-	1	43	62	22
General Services	343	11	36	168	117	11
Housing	159	30	28	72	7	22
Information Technology Agency	36	2	-	23	7	4
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	130	3	12	89	22	4
Police	166	10	28	113	14	1
Public Works - Board	15	-	1	9	4	1
Public Works - Contract Administration	33	-	-	10	23	-
Public Works - Engineering	124	36	19	46	7	16
Public Works - Sanitation	165	14	7	114	13	17
Public Works - Street Lighting	10	1	-	3	2	4
Public Works - Street Services	155	29	-	87	35	4
Recreation and Parks	185	4	25	142	8	6
Transportation	107	-	-	84	10	13
Youth Development	6	-	1	3	1	1
Zoo	15	-	-	11	3	1
Total	2,227	150	206	1,259	445	167

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 August 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	7	1	1	-	6	2	27
Animal Services	64	28	26	122	36	36	-
Cannabis Regulation	14	11	11	-	3	3	-
City Administrative Officer	16	16	13	4	-	-	-
City Attorney	32	21	21	-	11	11	-
City Clerk	19	15	14	1	4	4	-
City Planning	43	34	34	-	9	9	-
City Tourism	-	-	-	-	-	-	-
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	39	24	14	41	15	15	-
Disability	6	2	2	-	4	4	-
Economic and Workforce Development	54	49	48	3	5	5	-
El Pueblo	5	5	3	6	-	-	-
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	285	168	135	135	117	115	2
Housing	79	72	70	12	7	7	-
Information Technology Agency	30	23	23	-	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	111	89	78	29	22	21	1
Police	127	113	111	2	14	14	-
Public Works - Board	13	9	9	-	4	4	-
Public Works - Contract Administration	33	10	10	-	23	23	-
Public Works - Engineering	53	46	44	23	7	7	-
Public Works - Sanitation	127	114	113	1	13	13	-
Public Works - Street Lighting	5	3	3	-	2	2	-
Public Works - Street Services	122	87	87	-	35	35	-
Recreation and Parks	150	142	201	3,800	8	10	-
Transportation	94	84	84	-	10	10	-
Youth Development	4	3	2	2	1	1	-
Zoo	14	11	6	35	3	3	-
Total	1,704	1,259	1,234	4,242	445	437	33
		Total Positions		5,476			
					470		

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 July 31, 2024 to August 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	4	1	3	-	-	-
Animal Services	2	-	1	1	-	-
Cannabis Regulation	1	-	1	-	-	-
City Administrative Officer	8	-	7	1	-	-
City Attorney	-	(2)	-	1	1	-
City Clerk	3	(4)	3	3	-	1
City Planning	5	1	1	3	-	-
City Tourism	1	-	1	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-
Community Investment for Families	6	-	5	-	-	1
Controller	-	-	-	-	-	-
Cultural Affairs	6	(4)	4	3	-	3
Disability	5	-	5	-	-	-
Economic and Workforce Development	2	(3)	2	2	-	1
El Pueblo	1	-	-	1	-	-
Emergency Management	-	(3)	2	-	-	1
Ethics	-	-	-	-	-	-
Finance	3	1	2	-	-	-
Fire	5	(78)	1	19	49	14
General Services	62	7	32	21	-	2
Housing	66	28	28	6	2	2
Information Technology Agency	5	1	-	4	-	-
Neighborhood Empowerment	-	-	-	-	-	-
Personnel	12	(4)	-	15	-	1
Police	38	10	(9)	37	-	-
Public Works - Board	-	(5)	(1)	6	-	-
Public Works - Contract Administration	-	-	-	-	-	-
Public Works - Engineering	47	13	7	12	-	15
Public Works - Sanitation	18	(29)	7	33	-	7
Public Works - Street Lighting	3	(1)	-	1	-	3
Public Works - Street Services	33	(33)	(10)	37	35	4
Recreation and Parks	16	(23)	14	19	1	5
Transportation	-	-	(4)	3	1	-
Youth Development	-	(1)	(2)	3	-	-
Zoo	-	(6)	-	5	-	1
Total	352	(134)	100	236	89	61

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
August 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	1	1	1	-	-	-	-
Cannabis Regulation	-	-	-	-	-	-	-
City Administrative Officer	1	1	1	-	-	-	-
City Attorney	2	1	1	-	1	1	-
City Clerk	3	3	3	-	-	-	-
City Planning	3	3	3	-	-	-	-
City Tourism	-	-	-	-	-	-	-
Civil + Human Rights and Equity	-	-	-	-	-	-	-
Community Investment for Families	-	-	-	-	-	-	-
Controller	-	-	-	-	-	-	-
Cultural Affairs	3	3	-	3	-	-	-
Disability	-	-	-	-	-	-	-
Economic and Workforce Development	2	2	2	-	-	-	-
El Pueblo	1	1	-	2	-	-	-
Emergency Management	-	-	-	-	-	-	-
Ethics	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-
Fire	68	19	19	-	49	49	-
General Services	21	21	20	1	-	-	-
Housing	8	6	6	-	2	2	-
Information Technology Agency	4	4	4	-	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-	-
Personnel	15	15	13	14	-	-	-
Police	37	37	36	1	-	-	-
Public Works - Board	6	6	6	-	-	-	-
Public Works - Contract Administration	-	-	-	-	-	-	-
Public Works - Engineering	12	12	12	-	-	-	-
Public Works - Sanitation	33	33	33	-	-	-	-
Public Works - Street Lighting	1	1	1	-	-	-	-
Public Works - Street Services	72	37	37	-	35	35	-
Recreation and Parks	20	19	35	-	1	1	-
Transportation	4	3	3	-	1	1	-
Youth Development	3	3	2	2	-	-	-
Zoo	5	5	5	-	-	-	-
Total	325	236	243	23	89	89	-
		Total Positions	266			89	

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.