

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: July 05, 2024

CAO File No. 0220-06198-0004

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 – JUNE 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 June 2024. Additional information regarding the PCH process and PCH Committee can be found within the February 2024 status report (C.F. 24-0275).

Through June 30, 2024, the CAO has received 1,587 submissions from departments for review by the PCH Committee. A total of 788 submissions have been approved, authorizing departments to hire 4,955 employees (764 full-time and 4,191 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:11250002

Attachment 1: Submissions for PCH Committee Review

Attachment 2: Summary of PCH Committee Actions

**Submissions for PCH Committee Review**

Status as of June 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		Pending Review by CAO	Pending Review by PCH Committee	Approved by PCH Committee	Denied by PCH Committee	Request Rescinded by the Department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	7	-	-	1	6	-
Animal Services	67	-	2	27	36	2
Cannabis Regulation	15	1	-	10	3	1
City Administrative Officer	14	-	-	14	-	-
City Attorney	38	2	1	19	10	6
City Clerk	20	2	-	9	4	5
City Planning	39	-	1	28	9	1
Civil + Human Rights and Equity	6	-	-	1	5	-
Community Investment for Families	13	2	2	4	4	1
Controller	15	6	1	3	5	-
Cultural Affairs	40	6	1	14	15	4
Disability	6	-	-	2	4	-
Economic and Workforce Development	48	6	2	31	4	5
El Pueblo	4	-	-	4	-	-
Emergency Management	9	1	-	6	2	-
Ethics	3	-	-	3	-	-
Finance	7	4	-	3	-	-
Fire	112	77	-	17	13	5
General Services	265	6	24	110	117	8
Housing	85	11	-	59	5	10
Information Technology Agency	26	6	-	13	7	-
Neighborhood Empowerment	1	-	-	-	1	-
Personnel	95	15	8	48	22	2
Police	99	8	15	62	14	-
Public Works - Board	14	5	1	3	4	1
Public Works - Contract Administration	31	-	-	8	23	-
Public Works - Engineering	58	34	-	23	-	1
Public Works - Sanitation	81	9	-	51	11	10
Public Works - Street Lighting	5	-	-	2	2	1
Public Works - Street Services	122	66	6	50	-	-
Recreation and Parks	128	4	-	116	7	1
Transportation	105	41	-	42	9	13
Youth Development	1	-	-	-	1	-
Zoo	8	-	-	5	3	-
<b>Total</b>	<b>1,587</b>	<b>312</b>	<b>64</b>	<b>788</b>	<b>346</b>	<b>77</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 June 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	7	1	1	-	6	2	27
Animal Services	63	27	25	122	36	36	-
Cannabis Regulation	13	10	10	-	3	3	-
City Administrative Officer	14	14	12	2	-	-	-
City Attorney	29	19	19	-	10	10	-
City Clerk	13	9	8	1	4	4	-
City Planning	37	28	28	-	9	9	-
Civil + Human Rights and Equity	6	1	-	2	5	5	-
Community Investment for Families	8	4	4	-	4	1	3
Controller	8	3	3	-	5	5	-
Cultural Affairs	29	14	8	37	15	15	-
Disability	6	2	2	-	4	4	-
Economic and Workforce Development	35	31	31	-	4	4	-
El Pueblo	4	4	3	4	-	-	-
Emergency Management	8	6	4	2	2	2	-
Ethics	3	3	3	-	-	-	-
Finance	3	3	3	-	-	-	-
Fire	30	17	16	3	13	13	-
General Services	227	110	80	132	117	115	2
Housing	64	59	57	12	5	5	-
Information Technology Agency	20	13	13	-	7	7	-
Neighborhood Empowerment	1	-	-	-	1	1	-
Personnel	70	48	40	14	22	21	1
Police	76	62	61	1	14	14	-
Public Works - Board	7	3	3	-	4	4	-
Public Works - Contract Administration	31	8	8	-	23	23	-
Public Works - Engineering	23	23	21	23	-	-	-
Public Works - Sanitation	62	51	50	1	11	11	-
Public Works - Street Lighting	4	2	2	-	2	2	-
Public Works - Street Services	50	50	50	-	-	-	-
Recreation and Parks	123	116	157	3,800	7	9	-
Transportation	51	42	42	-	9	9	-
Youth Development	1	-	-	-	1	1	-
Zoo	8	5	-	35	3	3	-
<b>Total</b>	<b>1,134</b>	<b>788</b>	<b>764</b>	<b>4,191</b>	<b>346</b>	<b>338</b>	<b>33</b>
		<b>Total Positions</b>		<b>4,955</b>			
					<b>371</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.