

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 5, 2024

CAO File No. 0220-06198-0000

Council File No. 23-0600-S115

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 – FEBRUARY 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 first of these monthly reports, and covers the period of February 2-29, 2024.

On February 5, 2024, the CAO released a Memorandum to the Heads of all City Departments, providing instructions for the PCH process (Memo). In accordance with the Council and Mayoral action, the Memo instructed departments to immediately halt all hiring activities, including for promotions, transfers, and new hires, and indicated that all hiring activities must now be conducted in accordance with the PCH process. The Memo outlined the procedures for the implementation of the PCH process and established the following five categories of positions:

- Positions with job offers made prior to PCH implementation: All job offers made by departments prior to February 2, 2024 would be honored and would not be subject to the PCH process.
- Positions not requiring additional review: As approved by the Council and Mayor, some departments and positions are entirely exempt from the PCH process, including the proprietary departments, Building and Safety, Library, and select positions in Police, Fire, Personnel, and Sanitation that directly support public health and safety. Departments and positions in this category may continue hiring activities without any additional oversight or review.
- Positions and/or transactions requiring Administrative Review only: Some human resources transactions may be completed with a review by the CAO alone. These include

administrative and technical changes in accordance with City rules and policies. Specific examples include the transition of employees between classifications in accordance with the Targeted Local Hire and Bridge to Jobs program documents and reversions of employees while on protective leave in accordance with the City's Civil Service rules. Departments are required to submit these transactions to the CAO for review and may complete these transactions upon the CAO's approval.

- Positions and/or transactions requiring Reassignment Review only: In the event departments need to transition employees between existing positions to ensure continuity of services, these transactions can be approved by the CAO alone. Departments are required to submit these transactions to the CAO for review and may complete these transactions upon the CAO's approval.
- Positions for PCH Review: All requests to hire, transfer, or promote staff that do not qualify for the categories above are required to be submitted for review to the PCH Committee.

The majority of requests submitted by Departments are included in the final category, PCH Review. To submit a request for review by the PCH Committee, departments complete a form providing information such as the position classification and the priority reason for each hire. Priority reasons were approved by the Council, and include:

- Directly involved with preventing homelessness and addressing the City's homelessness crisis;
- Required for public health or public safety (including positions in the Department of Transportation);
- To address a legal mandate;
- To mitigate risk and address liabilities;
- Directly involved with the implementation of the Human Resources and Payroll (HRP) project;
- To be hired through Targeted Local Hire, Bridge to Jobs, Clean LA, or Workforce Equity Demonstration program for critical services;
- Fully paid by special funds that are not subsidized by the General Fund;
- Revenue generating positions, where the revenue generated exceeds the full cost of the position;
- Positions related to the implementation of grant-funded programs or projects that are not fully reimbursed;
- Positions that execute programs funded through state and federal grants that are fully reimbursed; and,
- Provides both unique and critical services that a department cannot otherwise provide using existing resources.

Upon submission of a PCH Review request, the request is forwarded to department's liaison CAO budget analyst for a review and analysis. The CAO's analysis is then forwarded to the PCH Committee for review. The PCH Committee is comprised of representatives from the CAO, Chief Legislative Analyst, and the Mayor's Office. During the month of February 2024, the PCH Committee met twice to review requests from departments. A large volume of requests were finalized for PCH Committee review in late February, and the PCH Committee intends to meet

again in early March to review pending requests.

For the period of February 2-29, 2024, the CAO received 505 requests submissions from Departments for PCH review. Attachment 1 provides a breakdown of the PCH Review submissions by department, along with their current 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:11240084

Attachment 1: Submissions for PCH Committee Review

Attachment 2: Summary of PCH Committee Actions

Submissions for PCH Committee Review
Status as of February 29, 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	-	-	-	-
City Administrative Officer	5	-	3	2	-	-
City Clerk	6	2	-	1	3	-
City Planning	14	-	-	6	8	-
Community Investment for Families	7	3	-	1	3	-
Controller	3	-	2	-	1	-
Cultural Affairs	1	1	-	-	-	-
Disability	6	-	-	2	4	-
Economic and Workforce Development	17	3	13	-	-	1
Emergency Management	4	-	-	3	1	-
Ethics	3	-	-	3	-	-
Finance	4	3	-	1	-	-
Fire	51	45	6	-	-	-
General Services	117	-	78	29	2	8
Housing	10	1	7	-	-	2
Personnel	22	-	15	5	2	-
Police	11	2	9	-	-	-
Public Works - Board	2	2	-	-	-	-
Public Works - Contract Administration	28	6	22	-	-	-
Public Works - Engineering	33	33	-	-	-	-
Public Works - Sanitation	29	23	4	2	-	-
Public Works - Street Services	38	38	-	-	-	-
Recreation and Parks	81	35	28	17	-	1
Transportation	2	2	-	-	-	-
Youth Development	1	-	1	-	-	-
Zoo	8	-	8	-	-	-
Total	505	201	196	72	24	12

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 February 29, 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
City Administrative Officer	2	2	2	-	-	-	-
City Clerk	4	1	1	-	3	3	-
City Planning	14	6	6	-	8	8	-
Community Investment for Families	4	1	1	-	3	3	-
Controller	1	-	-	-	1	1	-
Disability	6	2	2	-	4	4	-
Emergency Management	4	3	3	-	1	1	-
Ethics	3	3	3	-	-	-	-
Finance	1	1	1	-	-	-	-
General Services	31	29	22	104	2	2	-
Personnel	7	5	2	6	2	2	-
Public Works - Sanitation	2	2	2	-	-	-	-
Recreation and Parks	17	17	-	1,603	-	-	-
Total	96	72	45	1,713	24	24	-

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.