

## PERSONNEL & ANIMAL WELFARE

## BUDGET & FINANCE

### MOTION

The 2020-21 Budget included the continuation of a Citywide Hiring Freeze preventing City departments from hiring new employees for the duration of the 2020-21 Fiscal Year. On July 1, 2020, Council approved various actions to amend the 2020-21 Budget, including recommendations regarding a hiring unfreeze process.

The process to unfreeze specific positions was established to ensure a modest amount of flexibility so that critical positions, especially those that had no additional General Fund impact, could be considered to be exempt from the hiring freeze. At this time, to further streamline the unfreeze process timeline for approval, additional recommendations on the process should be implemented whereby only positions recommended for disapproval would be forwarded to Council for further consideration.

I THEREFORE MOVE that the hiring unfreeze process be amended, as follows:

1. Certain requests will not require exemption from the hiring freeze and will be automatically unfrozen by the CAO who will create a list of automatic exemptions, subject to CLA and Mayor's Office concurrence. Such exemptions include positions required for returns from protective leave and reversion to a previous classification.
2. The first level of review will be completed by the CAO for unfreeze requests. Priority approval will be given for positions requested to be unfrozen for: public health or public safety; revenue generation; legal mandate; or no General Fund impact.
3. Position requests recommended for approval by the City Administrative Officer (CAO)/Mayor's Office will be sent to the Chief Legislative Analyst (CLA), the CLA will flag any position requests of concern, and those requests will be sent for review to a panel, consisting of the CAO, CLA and Mayor's Office, that will meet biweekly, or as necessary, to ensure timely response to the unfreeze requests. If no concerns are raised by the CLA within a 14 day period, the positions will be deemed approved. The CLA will make every effort to respond in less than 14 days, if there are no concerns.
4. Position requests that are not recommended for approval by the CAO or Mayor's Office will be sent to the panel for consideration.
5. If the panel recommends approval, those position requests will be deemed approved, and no further action will be required by the Mayor or Council.
6. If the panel does not recommend approval, those position requests will be forwarded to the Personnel and Animal Welfare Committee and full Council for review.

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7. For all considered position requests, the CAO will make every effort to complete his review within a 14 day period. However, more complicated requests may require additional time and information exchange with a department. The Mayor's Office will have 14 days to review and either recommend approval or disapproval. If no action has occurred by the Mayor's Office after 14 days, the request will be submitted to the review panel for consideration.
8. If a position request is approved with modifications, and the requesting department concurs with those modifications, these positions will be considered approvals and handled as outlined in item 5.
9. If the requesting department does not concur with a modification, the position request will be sent to the panel for review pursuant to items 4 through 6.
10. Authorize the CAO to clarify instructions to departments consistent with this motion.

PRESENTED BY:

  
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PAUL KORETZ  
Councilmember, 5<sup>th</sup> District

SECONDED BY:

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JOHN S. LEE (verbal)  
Councilmember, 12th District

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