

HOLLY L. WOLCOTT
CITY CLERK

20-0600-S7 City of Los Angeles
CALIFORNIA

OFFICE OF THE
CITY CLERK

PETTY F. SANTOS
EXECUTIVE OFFICER



Council and Public Services Division
200 N. Spring Street, Room 395
Los Angeles, CA 90012
General Information - (213) 978-1133
FAX: (213) 978-1040

PATRICE Y. LATTIMORE
DIVISION MANAGER

clerk.lacity.org

ERIC GARCETTI
MAYOR

October 22, 2020

Councilmember Paul Krekorian, Chair
Budget and Finance Committee

RE: Council File No. 20-0600-S79

On October 21, 2020, the Personnel and Animal Welfare Committee considered a Motion (Koretz – Lee) relative to modifying the hiring unfreeze process. After consideration, and having provided an opportunity for public comment, the Committee moved to make the following recommendations:

1. INSTRUCT the City Administrative Officer (CAO) and Chief Legislative Analyst (CLA) and REQUEST the Mayor to administer a streamlined hiring freeze exemption approval process as follows:
 - a. 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 the Mayor's concurrence with such exemptions to include positions required for returns from protective leave and reversion to a previous classification.
 - b. The first level of review will be completed by the CAO for unfreeze requests with priority' approval to given for positions requested to be unfrozen for: public health or public safety, to include Park Ranger positions, revenue generation; legal mandate; or no General Fund impact.
 - c. Position requests recommended for approval by the CAO/Mayor will be sent to the 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, that will meet biweekly, or as necessary, to ensure timely response to the unfreeze requests and if no concerns are raised by the CLA within a 14 day period, the positions will be deemed approved; and the CLA will make every effort to respond in less than 14 days, if there are no concerns.

- d. Position requests that are not recommended for approval by the CAO or Mayor's Office will be sent to the panel for consideration.
 - e. If the panel recommends approval, those position requests will be deemed approved, and no further action will be required by the Mayor or Council.
 - f. 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.
 - g. For all considered position requests. the CAO will make every effort to complete its review within a 14 day period; however, more complicated requests may require additional time and information exchange with a department and the Mayor will have 14 days to review and either recommend approval or disapproval; if no action has occurred by the Mayors Office after 14 days, the request will be submitted to the review panel for consideration.
 - h. 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 above Recommendation No. 1c.
 - i. If the requesting department does not concur with a modification, the position request will be sent to the panel for review pursuant to Recommendation Nos. 2c through 2f.
2. AUTHORIZE the CAO to clarify instructions to departments consistent with this motion.

This file is now transmitted to the Budget and Finance Committee.

Adam R. Lid
Legislative Assistant

Vote:
Koretz: Yes
Lee: Yes
Price: Absent