



CITY OF BOSTON IN CITY COUNCIL

IN THE YEAR TWO THOUSAND TWENTY-TWO

ORDER REQUESTING CERTAIN INFORMATION UNDER SECTION 17F RELATIVE TO THE PERSONNEL REVIEW COMMITTEE AND PERSONNEL VACANCIES

- WHEREAS*, The Personnel Review Committee (PRC), in place for over a decade, strictly controls and monitors all hiring and is comprised of the Chief Financial Officer, the Human Resources Director, and the City's Budget Director; *and*
- WHEREAS*, The PRC has been tasked with reviewing all postings for vacant positions by agreement or contract since at least fiscal year 2006, and every fiscal year's budget book states a variation of, "All hiring was scrutinized and only critical positions were approved"; *and*
- WHEREAS*, On June 18, 2008, precipitated by the financial crisis of 2007-2008, Mayor Thomas M. Menino issued an Executive Order requiring that, "All prospective employment contracts, whether dependent or independent, whether funded by general appropriation or grant funds, must be reviewed and approved by the Personnel Review Committee prior to any verbal or written agreement with the proposed contractor"; *and*
- WHEREAS*, The City instituted stricter controls with a hiring freeze in October 2008, where the PRC would "analyze posted positions and make recommendations for filling only strategically critical roles," communicated through a memorandum to Cabinet officers and Department heads by the then-Director of Administration and Finance; *and*
- WHEREAS*, Each fiscal year, the City's adopted budget presents the actual net change in full-time equivalent (FTE) personnel for the past calendar year, along with a projection for the net increase or decrease of FTEs for the current calendar year, however, the City has only met or exceeded projected increases of FTEs five times over the span of 17 years; *and*
- WHEREAS*, Volume I of the fiscal year 2022 budget book states on page 41, "The City projects a net increase in FTE levels of 406.5 from January 1, 2021 to January 1, 2022," while Volume I of the fiscal year 2023 recommended budget states on page 42, "The total net decrease in FTEs from January 1, 2021 to January 1, 2022 was 178.2" and that "The City projects a net increase in FTE levels of 421.7 from January 1, 2022 to January 1, 2023; *and*
- WHEREAS*, Budget summaries available through the Office of Budget Management website indicate the elimination of over 100 "long-term vacant" positions in the FY17 budget, 23 in FY18, 10 in FY19, nine in FY20, 16 in FY21, 14 in FY22, and 14 additional "long-term vacant" positions in the proposed FY23 budget, totalling over 186 positions eliminated; *and*
- WHEREAS*, While stringent fiscal management in a budget where personnel and benefits account for over three quarters of the City's total appropriations is needed, effects of chronic understaffing, stagnant hiring, and onerous human resource processes across City departments and agencies have negative consequences on the provision of services and quality of life for residents; *NOW, THEREFORE BE IT*

ORDERED: That under the provisions of section 17F of Chapter 452 of the Acts of 1948, as amended, and any other applicable provision of law, the Mayor be, and hereby is, requested to obtain and deliver to the City Council at a hearing of a committee thereof, through the members of the Personnel Review Committee, being the Chief Financial Officer, the Director of the Office of Budget Management, and the Director of the Office of Human Resources, to be held not earlier than one week of the receipt hereof, the following information:

- 1.) Detailed descriptions and process charts outlining the current steps required of Cabinet officers and Department heads to obtain approval for posting and filling vacant personnel positions, as well as any upcoming changes pending implementation; and
- 2.) Details of any written policies or procedures adopted by the Personnel Review Committee, Chief Financial Officer, Director of Human Resources, or Director of Budget Management to determine what vacancies to approve filling or what vacant positions to eliminate; and
- 3.) A list of dates the Personnel Review Committee met in fiscal years 2020, 2021, and 2022 to date, and records of decisions made regarding personnel vacancies; and
- 4.) Copies of any memoranda or correspondence from the Personnel Review Committee, the Chief Financial Officer, the Director of Human Resources, or the Director of Budget Management, from fiscal year 2020 to present, to Cabinet officers or Department heads relating to the required process for filling or eliminating vacant positions; and
- 5.) A list of job titles, descriptions, departments, and justification for each of the approximately 190 “long-term vacant positions” eliminated from fiscal year 2017 to present, including:
 - a.) Length of time each position was vacant prior to being eliminated; and
 - b.) The number of similar or equivalent positions which existed; and
 - c.) The collective bargaining unit associated with the eliminated position, if any; and
 - d.) Date(s) a Cabinet officer or Department head submitted an approval request form to the PRC to fill a vacant position; and
 - e.) Whether the elimination of the position was at the request or recommendation of the Cabinet officer, Department head, or otherwise; and
 - f.) Whether the functions of the eliminated role were subsequently, or currently are being, fulfilled by contract, and the contract amount; and
- 6.) The total amount of new hires by department and current net change in full-time equivalent (FTE) personnel from January 1, 2022 to date, and details of any plans to achieve the projected net increase of 421.7 FTE from January 1, 2022 to January 1, 2023 as stated on page 43 of Volume I of the fiscal year 2023 recommended budget; and
- 7.) Details of current requests to post or fill personnel vacancies submitted by Cabinet officers or Department heads pending PRC approval.
- 8.) The current fiscal year 2022 FTE utilization rate by cabinet, department, and program.