

McCloskey, Benjamin (MYR)

From: McCloskey, Benjamin (MYR)
Sent: Tuesday, January 14, 2025 1:44 PM
To: McCloskey, Benjamin (MYR)
Subject: Pausing new programs & Citywide hiring freeze
Attachments: Position Request Form.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

City Department Heads, CFOs, and Budget Leads -

I would like to provide some additional implementation details regarding two directives Mayor Lurie shared with department heads last week: pausing new programs and contracts, and a Citywide hiring freeze.

Pause new programs and contracts

Work related to *new* programs and contracts should be paused if agreements have not yet been signed. Please have your department head provide their assigned Mayor's Office Policy Chief and MBO analyst a memo requesting approval before executing any new agreements.

Extensions to existing programs and contracts may proceed without Mayor's Office approval as long as your department will be able to comply with your budget reduction target and you do not anticipate proposing the elimination of these programs or contracts. If you are unsure about these instructions, please reach out to your MBO analyst. The Mayor expects all departments to fully meet their budget reduction targets with reasonable proposals, and to work toward eliminating their least effective programs or contracts.

Hiring Freeze

The Mayor's Office has implemented a hiring freeze as of Wednesday, January 9. All position Requests to Fill (RTFs) previously approved were cancelled in PeopleSoft and may not be filled unless reapproved by the Mayor's Office using the below-described process.

Going forward, all positions will require Mayor's Office approval. The Mayor's Office Policy Chiefs and Mayor's Budget Office will review requests for exemptions to the hiring freeze once per month. This includes reactivations of cancelled RTFs, as well as approval of other department priorities. Please prioritize and submit all positions that your department would like approved on the attached form. Return the prioritized list covering any approvals you need for the next 2 months to your MBO analyst by Friday, January 31. All requests will be reviewed and decided upon in the first two weeks of February. Your analyst will reach out to you with questions and to let you know the status of your requests. The next opportunity to request additional approval to fill positions will be February 28th.

If you would like to provide additional explanation/justification for your position request, you may also submit a memo of no more than 2 pages per department.

These changes are impactful for all departments as well as MBO, and I sincerely appreciate your patience and cooperation. Working together, we can address the City's structural deficit while ensuring the City provides excellent service to our residents. If you have any questions or urgent concerns about this directive, please reach out directly to me or your MBO analyst.

Thank you,
Benjamin

Benjamin McCloskey (he/him)
Interim Mayor's Budget Director
Office of Mayor Daniel Lurie
benjamin.mccloskey@sfgov.org