

OFFICE OF THE MAYOR

EXECUTIVE ORDER HM 26-18

HIRING PROCESS IMPROVEMENT TASK FORCE

WHEREAS, the City of New Orleans depends on a capable, responsive, and well-staffed municipal workforce to deliver essential public services, implement policy priorities, and maintain effective day-to-day government operations;

WHEREAS, persistent vacancies and delays in filling necessary and authorized positions can impair the City’s ability to provide services efficiently, respond to resident needs, and meet operational demands across departments and agencies;

WHEREAS, the current hiring process involves numerous separate steps and approvals—as many as 17 in some departments—that generally proceed in a sequential manner and that can prolong the hiring process for needed positions;

WHEREAS, hiring processes that may be unnecessarily lengthy, duplicative, or cumbersome can frustrate departments, discourage qualified applicants, and hinder the City’s ability to recruit and retain talented public servants;

WHEREAS, the current administration has made hiring for necessary at City Hall a priority and is committed to building a more effective, timely, and accountable process for filling vacant positions;

WHEREAS, meaningful improvement in hiring timelines may require both administrative changes within the executive branch and consideration of potential reforms to Civil Service rules, practices, and procedures, where appropriate and lawful;

WHEREAS, the Mayor finds it necessary and appropriate to establish a task force within the executive branch to improve efficiencies in the City’s hiring process and to develop practical recommendations to simplify, improve, and expedite hiring;

NOW THEREFORE, I, HELENA MORENO, pursuant to the authority vested in me as the Mayor of the City of New Orleans by Section 4-206(3) of the New Orleans Home Rule Charter and other applicable law, **DO HEREBY ORDER AS FOLLOWS:**

1. **Establishment of Task Force.** There is hereby established within the Office of the Mayor the Hiring Process Improvement Task Force (“Task Force”).

2. **Purpose.** The purpose of the Task Force is to conduct a comprehensive review of the City’s hiring process to:

- A. identify inefficiencies, redundancies, bottlenecks, and unnecessary delays;
- B. recommend measures to simplify and streamline the hiring process;
- C. recommend administrative, procedural, technological, and policy improvements to improve accountability and reduce time-to-hire;
- D. identify opportunities to improve coordination among departments and reviewing offices; and
- E. develop recommendations regarding potential Civil Service rule, policy, or process reforms that may lawfully support a faster and more efficient hiring system.

3. **Scope of Review.** The Task Force shall review the full lifecycle of hiring for City positions, including but not limited to:

- A. position request and authorization procedures;
- B. budget and funding verifications;
- C. classification and job posting procedures;
- D. recruitment and applicant screening;
- E. interview and selection processes;
- F. background checks, pre-employment screening, and related compliance steps;
- G. approval and sign-off requirements across departments and central offices;
- H. onboarding procedures and time-to-start delays;
- I. use of technology, forms, and workflow management tools;
- J. distinctions between classified and unclassified service hiring processes; and
- K. Civil Service rules, practices, and procedures that may contribute to delay or complexity.

4. **Duties.** The Task Force shall:

- A. map the current hiring process, including the sequential review and approval structure currently in use;
- B. identify which steps are legally required, operationally necessary, duplicative, discretionary, or appropriate for consolidation or parallel processing;
- C. solicit input from department heads, hiring managers, human resources personnel, the Civil Service Department, the City Attorney’s Office, the Chief Administrative Office, employees involved in hiring, and other stakeholders as appropriate;
- D. review best practices from comparable local governments and public-sector employers;

- E. recommend process improvements that can be implemented administratively by the executive branch;
- F. recommend performance benchmarks and accountability measures, including target timelines for major hiring stages;
- G. identify any proposed legislative, regulatory, or rule changes needed to implement reforms; and
- H. prepare a written report setting forth findings and recommendations.

5. **Membership.** The Task Force shall be chaired by the Chief Administrative Officer, or the Chief Administrative Officer's designee. The Mayor shall appoint such additional members as necessary to carry out the purposes of this Order, which may include representatives from:

- Office of the Mayor;
- Chief Administrative Office, through its Human Resources office;
- Law Department;
- Finance Department;
- Civil Service Department, in an advisory or liaison capacity as appropriate;
- One or more department heads or appointing authorities with demonstrated institutional experience in hiring-related matters; and
- such other personnel or subject-matter experts as the Mayor deems appropriate.

The Chair may invite additional participants, advisors, or technical staff, including representatives of labor organizations, to assist the Task Force as needed.

6. **Administrative Support.** The Office of the Mayor and the Chief Administrative Office shall provide staff and administrative support necessary for the Task Force to perform its duties. All executive departments, offices, and agencies shall cooperate with the Task Force and provide information, data, and assistance upon request, consistent with law.

7. **Deliverables.**

A. Within sixty (60) days of the effective date of this Order, the Task Force shall submit to the Mayor an initial report that:

1. describes the current hiring process and identifies major bottlenecks and inefficiencies;
2. recommends immediate administrative actions to reduce time-to-hire;
3. proposes medium-term process improvements, including workflow, staffing, and technology changes; and
4. identifies any potential Civil Service rule reforms or related changes that merit further evaluation or formal proposal.

B. Within ninety (90) days of the effective date of this Order, the Task Force shall submit a final report containing:

1. a prioritized reform plan;
2. recommended implementation steps and responsible offices;
3. proposed metrics for measuring improvement;
4. any recommended changes to policies, rules, ordinances, or practices; and
5. such additional recommendations as the Task Force deems appropriate to simplify, improve, and expedite hiring.

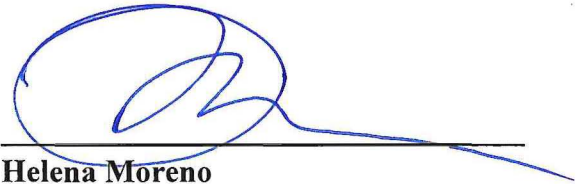
8. **Construction.** Nothing in this Order shall be construed to supersede the authority of the Civil Service Commission, to amend any Civil Service rule, or to waive any requirement imposed by applicable law, rule, or collective bargaining obligation. Recommendations concerning Civil Service reform shall be advisory unless and until adopted through the appropriate legal process.

9. **Nature of Task Force.** The Task Force created by this Order is established as an internal executive branch working group to assist the Mayor in evaluating administrative processes and developing recommendations for executive action and potential legal reform.

10. **Effective Date.** This Executive Order shall become effective immediately upon signature and shall remain in effect until amended, superseded, or rescinded.

11. **Duration.** This Executive Order shall remain effective until amended, rescinded, or terminated in accordance with applicable law.

WITNESS MY HAND AND SEAL THIS 7TH DAY OF APRIL, 2026 AT NEW ORLEANS, LOUISIANA.



Helena Moreno
Mayor
City of New Orleans