

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: May 14, 2026

CAO File No. 0220-06309-0001

Council File No. --

Council District: All

To: The City Council

From: Matthew W. Szabo, City Administrative Officer 

Subject: **2026 VACANCY REPORTING IN ACCORDANCE WITH GOVERNMENT CODE SECTION 3502.3**

RECOMMENDATION

That the Council hold a public hearing relative to the status of vacancies prior to the adoption of the 2026-27 Budget, in accordance with California Government Code Section 3502.3.

SUMMARY

In September 2024, California Assembly Bill No. 2561 added Section 3502.3 to the California Government Code. Section 3502.3 requires that each public agency within the State of California present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year. Section 3502.3 further requires that the presentation be made prior to the adoption of the final budget and include policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. The recognized employee organization for each bargaining unit is entitled to make a presentation at the public hearing.

Attached is a list of vacancies per Memorandum of Understanding (MOU) for each of the City's recognized employee organizations. This list of vacancies reflects data as of April 1, 2026. The data does not include proprietary departments (Department of Water and Power, Los Angeles World Airports, Port of Los Angeles, Los Angeles City Employees' Retirement System, and Los Angeles Fire and Police Pensions) nor does it include positions budgeted within the Office of the Mayor or the City Council. All other departments are included. The City's MOUs have an average vacancy rate of approximately 15 percent.

Section 3502.3 further stipulates that any bargaining unit with a vacancy rate that exceeds 20 percent may request additional information regarding the position vacancies, including information on the number of applicants for vacant positions, average number of days to complete the hiring process, and opportunities to improve compensation and working conditions. The following bargaining units have a vacancy rate that exceed 20 percent: Plant Equipment Operation and Repair (MOU 09), Service and Crafts (MOU 14), Fire Chief Officers (MOU 22), Los Angeles Municipal Police Officers (MOU 28), Management Attorneys (MOU 32), Executive Administrative Assistants (MOU 37), and Park Ranger (MOU 65). To date, all bargaining units except Management Attorneys (MOU 32) have requested this additional information.

Representatives from this Office and the Personnel Department will be available to discuss the status of the City's vacancies and recruitment and retention efforts at the public hearing upon scheduling by the City Council.

FISCAL IMPACT STATEMENT

There is no fiscal impact associated with approval of the recommendation to hold a public hearing regarding the City's vacant positions.

FINANCIAL POLICIES STATEMENT

This report is in compliance with the City's Financial Policies.

MWS:BC:JL:SJ:01260077

Attachment: Citywide Vacancies by Bargaining Unit

Citywide Vacancies by Bargaining Unit
as of April 1, 2026

Bargaining Unit	Authorized Positions*			
	Vacant	Filled	Total	Percent Vacant
MOU 00 - Non-Represented	29	266	295	9.83%
MOU 01 - Administrative	344	1,835	2,179	15.79%
MOU 02 - Building Trades Rank and File	125	697	822	15.21%
MOU 03 - Clerical and Support Services	586	3,228	3,814	15.36%
MOU 04 - Equipment Operation and Labor Employees	308	2,629	2,937	10.49%
MOU 05 - Inspectors	151	793	944	16.00%
MOU 06 - Librarian	33	270	303	10.89%
MOU 08 - Professional Engineering and Scientific	220	1,370	1,590	13.84%
MOU 09 - Plant Equipment Operation and Repair	111	281	392	28.32%
MOU 10 - Professional Medical Services	10	90	100	10.00%
MOU 11 - Recreational	59	293	352	16.76%
MOU 12 - Supervisory Blue Collar	75	659	734	10.22%
MOU 13 - Supervisory Building Trades and Related Employees	21	96	117	17.95%
MOU 14 - Service and Crafts**	269	558	827	32.53%
MOU 15 - Service Employees	41	279	320	12.81%
MOU 16 - Supervisory Librarian	9	108	117	7.69%
MOU 17 - Supervisory Professional Engineering and Scientific	74	498	572	12.94%
MOU 18 - Safety / Security	151	995	1,146	13.18%
MOU 19 - Supervisory Technical	24	322	346	6.94%
MOU 20 - Supervisory Administrative	179	1,137	1,316	13.60%
MOU 21 - Technical Rank and File	213	975	1,188	17.93%
MOU 22 - Fire Chief Officers	22	75	97	22.68%
MOU 23 - Firefighters and Fire Captains	245	3,181	3,426	7.15%
MOU 24 - Police Officers, Lieutenant and Below	2,119	8,503	10,622	19.95%
MOU 25 - Police Officers, Captain and Above	9	106	115	7.83%
MOU 28 - Los Angeles Municipal Police Officers	1	3	4	25.00%
MOU 29 - City Attorneys	57	513	570	10.00%
MOU 32 - Management Attorneys	6	15	21	28.57%
MOU 36 - Management Employees	69	537	606	11.39%
MOU 37 - Executive Administrative Assistants	21	65	86	24.42%
MOU 61 - Senior Administrative and Administrative Analysts	7	60	67	10.45%
MOU 63 - Personnel Director	-	20	20	0.00%
MOU 65 - Park Ranger	13	29	42	30.95%
Total	5,601	30,486	36,087	
Average Vacancy Rate by MOU:				15.35%

Includes all City departments except: Department of Water and Power, Los Angeles World Airports, Port of Los Angeles, Los Angeles City Employees' Retirement System, Los Angeles Fire and Police Pensions, Mayor, and Council.

*Authorized Positions includes all regular and resolution authority positions in the 2025-26 Adopted Budget.

**In its November 13, 2025 meeting, the Civil Service Commission reallocated 111 Equipment Mechanics in the General Services Department to Heavy Duty Equipment Mechanic. The Office of the City Administrative Officer authorized 111 substitute authorities to accommodate employees found "legally employed" as Heavy Duty Equipment Mechanics. Employees were then moved from regular authorities to these substitute authorities, leading to a higher vacancy rate presented on this table. As of April 1, 2026, 93 of these substitute authorities were filled.