

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0111-31504-0000

Date: November 26, 2025

To: The Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **SUBSTITUTE AND IN-LIEU POSITION AUTHORITIES NEEDED IN 2025-26**

RECOMMENDATION

That the Council note and file this memorandum.

DISCUSSION

Council File 25-0600 instructed the City Administrative Officer to prepare a listing of all substitute and in-lieu position authorities needed to fulfill the intent of the 2025-26 Budget. I have attached the requested listing by department. No Council action is required.

The Council also adopted a policy that states that authorization of substitute positions, other than for layoff avoidance, shall require Council approval only if a department does not have adequate savings identified within its budget to fund such requests. Departments will transmit these types of requests separately to the Council for consideration.

MWS:VMV:01260053

Attachments

2025-26 SUBSTITUTE POSITION AUTHORITIES

ATTACHMENT 1

2025-26 REQUESTED SUBSTITUTE POSITION AUTHORITIES									
Requested Position Authorities			Position Authorities Kept Vacant			Period Requested		Reason Needed	
No.	Code	Class Title	No.	Code	Class Title	From	To		
Building and Safety									
1	9171-2	Senior Management Analyst II	}	1	1555-2	Fiscal Systems Specialist II	07/01/25	06/30/26	To meet peak workload.
				1	1358	Administrative Clerk (Half-Time)			
<u>1</u>				<u>2</u>					
City Attorney									
5	0577	Paralegal II	5	0576	Paralegal I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
12	0568	Administrative Coordinator II	12	0567	Administrative Coordinator I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
4	0568	Administrative Coordinator II	4	0582	Legal Secretary III	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
1	0568	Administrative Coordinator II	1	0583	Executive Legal Secretary I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
2	0568	Administrative Coordinator II	2	0560	City Attorney Investigator II	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
1	0597	Deputy City Attorney IV				07/01/25	06/30/26	For leave of absence replacement.	
<u>1</u>	<u>0555</u>	<u>Chief Assistant City Attorney</u>				<u>07/01/25</u>	<u>06/30/26</u>	<u>For leave of absence replacement.</u>	
26				<u>24</u>					
City Planning									
1	9734-1	Commission Executive Assistant I	1			07/01/25	06/30/26	For sick leave replacement.	
Controller									
1	9198-1	Financial Management Specialist I (Half-Time)	}	1	1523-2	Senior Accountant II	07/01/25	06/30/26	To meet peak workload.
1	1525-2	Pr. Accountant II (Half-Time)		1	1518	Senior Auditor	07/01/25	06/30/26	To meet peak workload.
1	1523-2	Senior Accountant II				07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
1	1597-2	Senior Systems Analyst II	1	1555-2	Fiscal Systems Specialist II	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
2	1555-1	Fiscal Systems Specialist I	2	1597-1	Senior System Analyst I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
4	9177-A	Administrative Deputy Controller	4	9177	Administrative Deputy Controller	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
<u>10</u>				<u>9</u>					
Disability									
1	9134	Principal Project Coordinator	1	9184	Management Analyst	07/01/25	06/30/26	To meet peak workload	

2025-26 SUBSTITUTE POSITION AUTHORITIES

ATTACHMENT 1

2025-26 REQUESTED SUBSTITUTE POSITION AUTHORITIES

Requested Position Authorities			Position Authorities Kept Vacant			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
El Pueblo								
1	1513	Accountant	1	1539	Management Assistant	07/01/25	06/30/26	To meet peak workload
Fire (Sworn)								
1	3563-5	Fire Helicopter Pilot V				07/01/25	06/30/26	For sick leave replacement
4	2121	Apparatus Operator				07/01/25	06/30/26	For sick leave replacement
5	2131	Engineer of Fire Department				07/01/25	06/30/26	For sick leave replacement.
5	2128-2	Fire Inspector II				07/01/25	06/30/26	For sick leave replacement.
6	2142-1	Fire Captain I				07/01/25	06/30/26	For sick leave replacement.
7	2142-2	Fire Captain II				07/01/25	06/30/26	For sick leave replacement.
1	2152	Fire Battalion Chief				07/01/25	06/30/26	For sick leave replacement.
1	5125	Fireboat Mate				07/01/25	06/30/26	For sick leave replacement.
125	2112-1	Firefighter I				07/01/25	06/30/26	For entry level training
70	2112-3	Firefighter III				07/01/25	06/30/26	For sick leave replacement
50	2112-3	Firefighter III				07/01/25	06/30/26	To meet peak workload
<u>275</u>			<u>0</u>					
General Services								
1	1111	Messenger Clerk				07/01/25	06/30/26	For sick leave replacement.
1	3775	Sheet Metal Worker				07/01/25	06/30/26	For sick leave replacement.
<u>2</u>			<u>0</u>					
Housing								
1	1513	Accountant				07/01/25	06/30/26	For sick leave replacement.
Personnel								
1	9167-2	Senior Personnel Analyst II	1	9167-1	Senior Personnel Analyst I	07/01/25	06/30/26	To meet peak workload.
1	1116	Secretary	1	1775	Workers' Compensation Claims Assistant	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	9171-1	Senior Management Analyst I	1	9167-1	Senior Personnel Analyst I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	1596	Systems Analyst	1	1731	Personnel Analyst	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<u>4</u>			<u>4</u>					

2025-26 SUBSTITUTE POSITION AUTHORITIES

ATTACHMENT 1

2025-26 REQUESTED SUBSTITUTE POSITION AUTHORITIES

Requested Position Authorities			Position Authorities Kept Vacant			Period Requested		Reason Needed	
No.	Code	Class Title	No.	Code	Class Title	From	To		
Public Works - Street Lighting									
1	1538	Senior Project Coordinator	1	3811	Street Lighting Electrician	07/01/25	06/30/26	To meet peak workload.	
1	9134	Principal Project Coordinator	1	3811	Street Lighting Electrician	07/01/25	06/30/26	To meet peak workload.	
1	1537	Project Coordinator	1	3811	Street Lighting Electrician	07/01/25	06/30/26	To meet peak workload.	
3	7537-B	Street Lighting Engineer/PMI	3	7537	Street Lighting Engineer	07/01/25	06/30/26	To meet peak workload.	
1	3351	Cement Finisher Worker		1	7213	Geographic Information Specialist	07/01/25	06/30/26	To meet peak workload.
<u>7</u>			<u>7</u>						
Transportation									
1	2481-1	Supervising Transportation Planner I	1	7278	Transportation Engineer	07/01/25	06/30/26	To meet peak workload.	
1	1593-2	Departmental Chief Accountant II	1	1513	Accountant	07/01/25	06/30/26	To meet peak workload.	
				1	1513	Accountant			
<u>2</u>			<u>3</u>						
Youth Development									
1	0883	Service Coordinator	1	9171-1	Senior Management Analyst I	07/01/25	06/30/26	To meet peak workload.	
Zoo									
1	7320-C	Environmental Affairs Officer/PMII	1	7320	Environmental Affairs Officer	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.	
1	7929-B	Landscape Architect I/PMI		1	7929-1	Landscape Architect I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
				1	1358	Administrative Clerk	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<u>2</u>			<u>3</u>						

2025-26 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2025-26 REQUESTED IN-LIEU POSITION AUTHORITIES

Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Building and Safety								
1	4211	Building Inspector	1	4251	Building Mechanical Inspector	07/01/25	06/30/26	To meet peak workload.
1	4240	Fire Sprinkler Inspector	1	4211	Building Inspector	07/01/25	06/30/26	To meet peak workload.
1	7239-1	Geotechnical Engineer I	1	7255-2	Engineering Geologist II	07/01/25	06/30/26	To meet peak workload.
<u>3</u>			<u>3</u>					
Cannabis Regulation								
1	1539	Management Assistant	1	1785-1	Public Relations Specialist I	07/01/25	06/30/26	To meet peak workload.
City Administrative Officer								
2	1538	Senior Project Coordinator	2	1779-2	Data Analyst II	07/01/25	06/30/26	To meet peak workload.
2	1541-2	Senior Administrative Analyst II	2	1552-3	Finance Specialist III	07/01/25	06/30/26	To meet peak workload.
1	1541-2	Senior Administrative Analyst II	1	1552-4	Finance Specialist IV	07/01/25	06/30/26	To meet peak workload.
1	1645	Risk and Insurance Assistant	1	9184	Management Analyst	07/01/25	06/30/26	To meet peak workload.
<u>6</u>			<u>6</u>					
City Clerk								
1	1119-1	Accounting Records Supervisor I	1	1523-2	Senior Accountant II	07/01/25	06/30/26	To meet peak workload.
1	1538	Senior Project Coordinator	1	9171-1	Senior Management Analyst I	07/01/25	06/30/26	To meet peak workload.
1	1455-3	Systems Administrator III	1	1597-2	Senior Systems Analyst II	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<u>3</u>			<u>3</u>					
City Planning								
1	7214-2	Geographic Information Systems Supervisor II	1	1470	Data Base Architect	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	1542	Project Assistant	1	1539	Management Assistant	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<u>2</u>			<u>2</u>					
Civil Human Rights, and Equity								
1	9207	Human Relations Advocate	1	2496	Community Affairs Advocate	07/01/25	06/30/26	To meet peak work load.
Community Investment for Families								
1	1577	Assistant Chief Grants Administrator	1	9171-2	Senior Management Analyst II	07/01/25	06/30/26	To meet peak workload.
1	1539	Management Assistant	1	7310-2	Environmental Specialist II	07/01/25	06/30/26	To meet peak workload.
<u>2</u>			<u>2</u>					

2025-26 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2025-26 REQUESTED IN-LIEU POSITION AUTHORITIES

Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Controller								
2	1628-1	Controller Audit Analyst I	2	1625-2	Internal Auditor II	07/01/25	06/30/26	To meet peak workload.
1	1628-1	Controller Audit Analyst I	1	0602-1	Special Investigator I	07/01/25	06/30/26	To meet peak workload.
2	1629-1	Senior Controller Audit Analyst I	2	1625-3	Internal Auditor III	07/01/25	06/30/26	To meet peak workload.
1	1539	Management Assistant	1	1779-1	Data Analyst I	07/01/25	06/30/26	To meet peak workload.
1	9198-3	Financial Management Specialist III	1	1593-3	Departmental Chief Accountant III	07/01/25	06/30/26	To meet peak workload.
1	1555-2	Fiscal Systems Specialist II	1	9171-2	Senior Management Analyst II	07/01/25	06/30/26	To meet peak workload.
1	1117-2	Executive Administrative Assistant II	1	1625-2	Internal Auditor II	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	1625-2	Internal Auditor II	1	9184	Management Analyst	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	1596	Systems Analyst	1	1630	Payroll Analyst	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<hr/>			<hr/>					
11			11					
Economic and Workforce Development								
2	1537	Project Coordinator	2	9184	Management Analyst	07/01/25	06/30/26	To meet peak workload.
1	9182	Chief Management Analyst	1	1593-4	Departmental Chief Accountant IV	07/01/25	06/30/26	To meet peak workload.
<hr/>			<hr/>					
3			3					
Emergency Management								
1	9134	Principal Project Coordinator	1	7375	Climate Emergency Mobilization Officer	07/01/25	06/30/26	To meet peak workload.
Finance								
1	1358	Administrative Clerk	1	1223	Accounting Clerk	07/01/25	06/30/26	To meet peak workload.
1	1368	Senior Administrative Clerk	1	1229-1	Customer Service Specialist I	07/01/25	06/30/26	To meet peak workload.
<hr/>			<hr/>					
2			2					
Fire (Civilian)								
1	1368	Senior Administrative Clerk	1	1116	Secretary	07/01/25	06/30/26	To meet peak workload.
1	3638	Senior Communications Electrician	1	1431-4	Programmer/Analyst IV	07/01/25	06/30/26	To meet peak workload.
1	9167-1	Senior Personnel Analyst I	1	1632	Fire Special Investigator	07/01/25	06/30/26	To meet peak workload.
<hr/>			<hr/>					
3			3					

2025-26 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2025-26 REQUESTED IN-LIEU POSITION AUTHORITIES

Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
General Services								
1	1539	Management Assistant	1	1726-2	Safety Engineering Associate II	07/01/25	06/30/26	To meet peak workload.
1	3115	Maintenance & Construction Helper	1	3477	Senior Roofer	07/01/25	06/30/26	To meet peak workload.
1	1358	Administrative Clerk	1	1223	Accounting Clerk	07/01/25	06/30/26	To meet peak workload.
1	1368	Senior Administrative Clerk	1	1223	Accounting Clerk	07/01/25	06/30/26	To meet peak workload.
<hr/>			<hr/>					
4			4					
Housing								
2	1358	Administrative Clerk	2	1223	Accounting Clerk	07/01/25	06/30/26	To meet peak workload.
1	1555-2	Fiscal Systems Specialist II	1	9171-2	Senior Management Analyst II	07/01/25	06/30/26	To meet peak workload.
1	9184	Management Analyst	1	1571-1	Financial Development Officer I	07/01/25	06/30/26	To meet peak workload.
1	9171-1	Senior Management Analyst I	1	8502-1	Rehabilitation Project Coordinator I	07/01/25	06/30/26	To meet peak workload.
1	9184	Management Analyst	1	1569-1	Rehabilitation Construction Specialist I	07/01/25	06/30/26	To meet peak workload.
1	1358	Administrative Clerk	1	1223	Accounting Clerk	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	1431-4	Programmer/Analyst IV	1	1597-1	Senior Systems Analyst I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	1800-1	Public Information Director I	1	8502-1	Rehabilitation Project Coordinator I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<hr/>			<hr/>					
9			9					
Information Technology Agency								
1	1429	IT Specialist	1	1431-3	Programmer Analyst III	07/01/25	06/30/26	To meet peak workload.
1	1429	IT Specialist	1	1431-4	Programmer Analyst IV	07/01/25	06/30/26	To meet peak workload.
1	1429	IT Specialist	1	1431-5	Programmer Analyst V	07/01/25	06/30/26	To meet peak workload.
1	1431-3	Programmer/Analyst III	1	14551-1	Systems Administrator I	07/01/25	06/30/26	To meet peak workload.
2	1455-3	Systems Administrator III	2	1597-2	Senior Systems Analyst II	07/01/25	06/30/26	To meet peak workload.
1	1555-2	Fiscal Systems Specialist II	1	9171-2	Senior Management Analyst II	07/01/25	06/30/26	To meet peak workload.
2	1596	Systems Analyst	2	1431-3	Programmer Analyst III	07/01/25	06/30/26	To meet peak workload.
9	1596	Systems Analyst	9	1431-4	Programmer/Analyst IV	07/01/25	06/30/26	To meet peak workload.
1	1596	Systems Analyst	1	1431-5	Programmer/Analyst V	07/01/25	06/30/26	To meet peak workload.
3	1596	Systems Analyst	3	1455-1	Systems Administrator I	07/01/25	06/30/26	To meet peak workload.
2	1596	Systems Analyst	2	1455-2	Systems Administrator II	07/01/25	06/30/26	To meet peak workload.
1	1136-1	Data Processing Technician I	1	1596	Systems Analyst	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<hr/>			<hr/>					
25			25					
Neighborhood Empowerment								
3	1537	Project Coordinator	3	9208	Neighborhood Empowerment Analyst	07/01/25	06/30/26	To meet peak workload.

2025-26 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2025-26 REQUESTED IN-LIEU POSITION AUTHORITIES

Requested Position Authorities			In-Lieu of these Position Authorities			Period Requested		Reason Needed
No.	Code	Class Title	No.	Code	Class Title	From	To	
Personnel								
3	1539	Management Assistant	3	1203	Benefits Specialist	07/01/25	06/30/26	To meet peak workload.
1	1731	Personnel Analyst	1	0602-2	Special Investigator II	07/01/25	06/30/26	To meet peak workload.
1	1539	Management Assistant	1	2317-2	Correctional Nurse II	07/01/25	06/30/26	To meet peak workload.
1	1596	Systems Analyst	1	1431-3	Programmer/Analyst III	07/01/25	06/30/26	To meet peak workload.
1	1535-2	Administrative Intern II	1	1739-1	Personnel Research Analyst I	07/01/25	06/30/26	To meet peak workload.
1	1455-2	Systems Administrator II	1	1470	Database Architect	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	9167-2	Senior Personnel Analyst II	1	1740	Personnel Research Psychologist I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	1670-2	Graphics Designer II	1	1431-3	Programmer Analyst III	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	2332	Licensed Vocational Nurse	1	0651	Physician I	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<hr/>			<hr/>					
11			11					
Public Works - Board								
1	1539	Management Assistant	1	7310-2	Environmental Specialist II	07/01/25	06/30/26	To meet peak workload.
Public Works - Contract Administration								
6	0602-1	Special Investigator I	6	9184	Management Analyst	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
Public Works - Engineering								
1	7237	Civil Engineer	1	7255-1	Engineering Geologist I	07/01/25	06/30/26	To meet peak workload.
2	7872	Environmental Engineer	2	7237	Civil Engineer	07/01/25	06/30/26	To meet peak workload.
1	7957-2	Structural Engineering Associate II	1	7246-2	Civil Engineering Associate II	07/01/25	06/30/26	To meet peak workload.
<hr/>			<hr/>					
4			4					
Public Works - Sanitation								
1	1170	Payroll Supervisor	1	9184	Management Analyst	07/01/25	06/30/26	To meet peak workload.
1	4126-2	Sanitation Solid Resources Manager II	1	9182	Chief Management Analyst	07/01/25	06/30/26	To meet peak workload.
1	4126-2	Sanitation Solid Resources Manager II	1	7875	Principal Environmental Engineer	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	7310-2	Environmental Specialist II	1	7871-2	Environmental Engineering Associate II	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	1119-1	Accounting Records Supervisor I	1	9184	Management Analyst	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
1	7840-3	Wastewater Treatment Laboratory Manager III	1	4128-3	Sanitation Wastewater Manager III	07/01/25	06/30/26	To solve a classification problem that will not be part of the 2025-26 DPO.
<hr/>			<hr/>					
6			6					