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Date: July 15, 2025

REF: EXE-119-25

To: The Honorable Members of the Personnel and Hiring Committee

From: 
Ted Ross, General Manager
Information Technology Agency

Subject: **INFORMATION TECHNOLOGY AGENCY REPORT BACK ON
VACANCIES AND TRANSFER OPPORTUNITIES - C.F. 25-0660**

The Personnel and Hiring Committee instructed the Information Technology Agency (ITA) to provide a written report on the number of vacancies, the number of transfers (or opportunities for transfers), and the classification of transfers to or from the department in relation to the citywide layoff avoidance plan (C.F. No. 25-0660).

In 2023-24, the ITA had a total of 462 authorized positions, 451 regular and 11 resolution authorities. In 2024-25, ITA positions were reduced by 69 positions by the Adopted Budget for a total of 393 authorized positions, 381 regular and 12 resolution authorities. The 2025-26 Adopted Budget then eliminated another 65 positions, further reducing the department to 328 authorized positions, which include 322 are regular and six (6) are resolution authorities. At time of this report, 34 of the 65 eliminated positions are filled and could potentially result in a layoff. Per the City Administrative Office (CAO) instruction memo on procedures for layoff avoidance dated May 30, 2025, the ITA can prevent 19 filled position layoffs by utilizing 20 current and upcoming vacancies to approve in-lieu and substitute authorities. A further two of the 34 positions will become vacant in the upcoming weeks (due to a transfer out and a resignation from City service) which will prevent two more filled position layoffs.

If the proposal is approved, ITA will have 13 filled positions remaining that could be subject to layoffs. One Senior Communications Operator I, one Communications Information Representative III, and 11 Communications Information Representative II are common classifications among City of Los Angeles departments and are also on the Personnel Department's Expedited Transfer list to maximize their opportunity to avoid a layoff from City service.

Any questions regarding this report may be directed to Maria Ramos, Chief Management Analyst, at maria.ramos@lacity.org.

ec: Anissa Raja, Council District 15

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