

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

Date: December 2, 2025

To: The Honorable Members of the Personnel and Hiring Committee

From: Malaika Billups, General Manager, Personnel Department



Subject: **COUNCIL FILE NO. 25-0660 - CITYWIDE LAYOFF MANAGEMENT**

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**RECOMMENDATION**

That the City Council note and file this report.

**BACKGROUND**

The Personnel and Hiring Committee instructed the Personnel Department to provide regular updates regarding an expedited Citywide transfer process for layoff avoidance and preparation for potential layoffs.

In addition, the Personnel Department is also responding to the Personnel and Hiring Committee's directive for departments to provide a written update on the status of vacancies, the number of employee transfers (or transfer opportunities), and the classifications involved in those transfers to or from the department.

**DISCUSSION**

**Citywide Layoffs Update**

On September 19, 2025, the Personnel Department suspended layoff calculations per the direction of the Mayor's Office due to labor agreements. The Personnel Department is still working on obtaining unpaid leave information from the Department of Water and Power for any future calculations.

## Expedited Transfer Process (ETP) Update

Special Funded Vacancies	Applications Received	Applications Referred	Unique Employees Referred
448 (+17)	1,732 (+4)	13,597 (+1,142)	1,623 (+28)

CJOs Made	CJOs Accepted	CJOs Declined	CJOs Pending Decision	Transfers Completed
175 (+5)	113 (+2)	62 (+3)	0 (+0)	113 (+16)

*Updated as of November 25, 2025 (change from October 31, 2025 report)*

This chart includes metrics related to both Special Funded and General Funded positions. Attachment 1 includes detailed ETP metrics regarding the Special Funded positions, specifically.

### General Funded Position Transfers

In response to the suspension of the City's Priority Critical Hiring (PCH) process, the Personnel Department has been assisting City departments in filling vacant critical General Funded positions via the expedited transfer process. This process is implemented for City departments that have been unsuccessful in filling their critical General Funded vacancies using internal hiring efforts. These requests to fill General Funded positions are being submitted by City department Human Resources staff directly to the Expedited Transfer Team for processing via an official request Google Form. If the position can be filled with existing ETP applicants, then those applications will be referred for consideration. If there are no ETP applications for the subject job class or an appropriate in-lieu job classification, then the Personnel Department will allow the requesting department to proceed with alternative hiring options, such as certifying an existing eligible list or using an Emergency Appointment to fill the vacancy.

Please note that 24 of the accepted CJOs the completed transfers indicated in the chart above pertain to General Fund positions.

### Department Presentations

The ETP Team has developed a presentation aimed at City employees in job classifications within City departments that were facing layoffs. The presentation has been approved by the CAO and labor. The purpose of hosting these presentations is to inform City employees of what the negotiated labor agreements mean for this fiscal year and the upcoming fiscal year, explain that employees in specific job classifications within certain departments will still need to transfer to other City departments, and promote and describe, in more detail, how ETP works and where important information can be obtained. The first presentation was held remotely on Thursday, November 20, 2025. Approximately 60 employees from the Personnel Department, Information Technology Agency (ITA), Department of Neighborhood Empowerment (DONE), and the Department of Disability (DOD) attended the one hour presentation. Attendees were presented

with important information regarding the labor negotiations, an overview of ETP and available resources, and a question and answer portion. The presentation was recorded and has been posted on the ETP website (transfer portal), which can be found by accessing this link: [Expedited Transfer Portal](https://sites.google.com/lacity.org/expeditedtransfersite) (https://sites.google.com/lacity.org/expeditedtransfersite). The Team is working with staff from the Los Angeles Police Department (LAPD) to schedule presentations for their employees. The first presentation has been scheduled for December 3, 2025.

### Personnel Department Vacancies Update

For Fiscal Year 2025-2026, the Personnel Department lost a total of 116 authorized positions - 57 filled positions and 59 vacant positions. Using a combination of strategies, including ETP and placing employees in deleted filled positions into vacant positions that were not deleted in the department, Personnel has the remaining deleted filled positions left to place as of November 21, 2025:

Job Classification	Quantity	Notes
Administrative Clerk	5	No current vacant position in department to place employee.
Personnel Records Supervisor	1	No current vacant position in department to place employee.
Administrative Clerk	3	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Management Assistant	1	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Personnel Analyst	1	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Principal Clerk	1	Will be moved to future vacant position in department due to retirement of incumbent in early 2026.
Senior Administrative Clerk	3	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Senior Personnel Analyst I	1	Will be moved to future vacant position in department due to end of 120-day appointment in 2026.
Senior Personnel Analyst II	1	Employee return on protective leave from another department.
<b>Total</b>	<b>17</b>	

The Personnel Department anticipates that these employees will find positions by the end of the fiscal year via ETP to other departments or newly vacated positions within the Personnel Department due to attrition (e.g. resignations, transfers and promotions to other departments, retirements).

## Attachment 1

### ETP METRICS BY DEPARTMENT

Hiring Department	Total Positions Available	Total Application Referrals	CJOs Accepted	Transfers Completed
Aging	0	98	2	2
Building & Safety	30	386	1	1
Cannabis Regulation	1	171	0	0
City Administrative Officer	3	162	0	0
Cultural Affairs	2	374	3	3
EWDD	3	401	2	2
Finance	11	389	16	16
GSD	1	24	0	0
Harbor	28	455	11	11
Housing	80	692	17	17
LACERS	11	532	3	3
LAFPP	4	366	3	3
LAWA	119	2,528	19	19
Library	16	586	3	3
Office of Public Accountability	1	16	0	0
Public Works: Board	3	199	2	2
Public Works: Contract Administration	4	229	0	0
Public Works: Engineering	39	370	1	1
Public Works: Sanitation	57	490	4	4
Public Works: Street Lighting	4	158	0	0
Public Works: Street Services	11	76	0	0
Recreation & Parks	18	873	1	1
Tourism	0	11	0	0
Transportation	2	96	1	1
*Critical General Funded Positions	-	3,915	24	24
<b>GRAND TOTALS</b>	<b>448</b>	<b>13,597</b>	<b>113</b>	<b>113</b>

*Updated as of November 25, 2025*

\*Departments filling critical General Funded vacancies at this time include City Administrative Officer, City Clerk, Controller's Office, GSD, LAFD, Planning, Board of Public Works, PW: Contract Administration, PW: Engineering, PW: Street Services, and DOT.

## ETP METRICS BY JOB CLASSIFICATION

Job Classification *special-funded vacancies only	Positions Available	CJOs Accepted	Transfers Completed
ACCOUNTANT	13	4	4
ACCOUNTING CLERK	21	1	1
ADMINISTRATIVE CLERK	50	11	11
AIR CONDITIONING MECHANIC	1	0	0
BENEFITS ANALYST	6	1	1
BENEFITS SPECIALIST	1	0	0
BUILDING OPERATING ENGINEER	3	0	0
BUILDING REPAIRER I	2	0	0
CARPENTER	1	0	0
CITY PLANNER	1	0	0
CIVIL ENGINEERING ASSOCIATE II	11	0	0
CIVIL ENGINEERING ASSOCIATE III	35	0	0
CIVIL ENGINEERING ASSOCIATE IV	2	0	0
COMMUNICATIONS ELECTRICIAN	1	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE I, II, III	16	8	8
CUSTODIAN	4	6	6
CUSTODIAN SUPERVISOR	4	0	0
DATABASE ARCHITECT	1	1	1
ELECTRICIAN	10	1	1
ENVIRONMENTAL SPECIALIST II, III	1	0	0
EQUIPMENT OPERATOR	10	2	2
EXECUTIVE ADMINISTRATIVE ASSISTANT II	6	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT III	1	1	1
FIELD ENGINEERING AIDE	0	1	1
GARAGE ATTENDANT	1	1	1
GARDENER CARETAKER	8	2	2
GRAPHICS DESIGNER II	1	0	0
HEAVY DUTY EQUIPMENT MECHANIC	3	0	0
HEAVY DUTY TRUCK OPERATOR	6	4	4
INTERNAL AUDITOR II	1	0	0
MAINTENANCE LABORER	5	1	1

Job Classification *special-funded vacancies only	Positions Available	CJOs Accepted	Transfers Completed
MANAGEMENT ANALYST	30	26	26
MANAGEMENT ASSISTANT	16	6	6
MATERIALS TESTING TECHNICIAN	0	1	1
PROGRAMMER ANALYST II	1	0	0
PROGRAMMER ANALYST III	5	1	1
PROGRAMMER ANALYST IV	1	0	0
PROGRAMMER ANALYST V	3	0	0
PUBLIC RELATIONS SPECIALIST II	3	0	0
REAL ESTATE OFFICER	3	0	0
ROOFER	1	0	0
SECRETARY	6	0	0
SECURITY OFFICER	44	1	1
SENIOR ACCOUNTANT I	2	0	0
SENIOR ACCOUNTANT II	5	0	0
SENIOR ADMINISTRATIVE CLERK	33	6	6
SENIOR CIVIL ENGINEER	1	0	0
SENIOR COMMUNICATIONS OPERATOR	4	0	0
SENIOR CUSTODIAN I	5	0	0
SENIOR MANAGEMENT ANALYST I	31	1	1
SENIOR MANAGEMENT ANALYST II	7	1	1
SENIOR PERSONNEL ANALYST I	4	0	0
SENIOR REAL ESTATE OFFICER	1	0	0
SENIOR STOREKEEPER	1	0	0
STREET SERVICES WORKER II	1	0	0
STRUCTURAL ENGINEERING ASSOCIATE IV	4	0	0
SYSTEMS ADMINISTRATOR II	3	0	0
SYSTEMS ADMINISTRATOR III	1	0	0
SYSTEMS ANALYST	5	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	0	0
<b>TOTALS</b>	<b>448</b>	<b>89</b>	<b>89</b>

*Updated as of November 25, 2025*

**Note:** The two job classes highlighted in red (Field Engineering Aide and Materials Testing Technician) are no longer available for ETP because the vacancies have been filled.

## Attachment 2

## Expedited Transfer Process (ETP)

