

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 5, 2026

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**

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

The Personnel Department continues to work on transferring City employees employed in City departments that may face layoffs through the Expedited Transfer Process (ETP). The ETP team continues to receive applications and work with departments to fill positions. 1,769 ETP applications have been received and 23,621 applications have been referred to various City departments. The Personnel Department has also established various eligible lists for job classifications wherein many of the positions have been identified for elimination. Below is a breakdown of our ETP efforts:

Expedited Transfer Process (ETP) Update

Special Funded Vacancies	Applications Received	Applications Referred	Unique Employees Referred
374 (-46)	1,769 (+1)	23,621 (+3,188)	1,680 (+6)

CJOs Made	CJOs Accepted	CJOs Declined	CJOs Pending Decision	Transfers Completed
210 (+9)	135 (+9)	75 (+0)	0 (+0)	134 (+8)

Updated as of June 4, 2026 (change from April 20, 2026 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 35 of the accepted CJOs the completed transfers indicated in the chart above pertain to General Fund positions.

LAPD Position Updates

In January 2026, in conjunction with the CAO, LAPD was approved to move 92 employees out of substitute positions and into vacant regular authorized positions. Moving all 92 employees in vacant positions was completed at the end of March. The Personnel Department will continue to work with LAPD and CAO to determine if additional ETP transfers are necessary.

Further updates will be provided based on the number of remaining sub-authority positions.

Attachment 1

ETP METRICS BY DEPARTMENT

Hiring Department	Total Positions Available	Total Application Referrals	CJOs Accepted	Transfers Completed
Aging	1	116	2	2
Building & Safety	30	588	6	6
Cannabis Regulation	0	171	0	0
City Administrative Officer	1	162	1	1
Cultural Affairs	2	374	3	3
EWDD	5	601	2	2
Finance	0	477	16	16
GSD	0	59	0	0
Harbor	9	1,033	11	11
Housing	77	1,257	17	17
LACERS	2	1,440	5	5
LAFPP	6	469	3	3
LAWA	106	2,595	19	19
Library	14	700	3	3
Personnel	1	34	0	0
Planning	1	102	0	0
Public Accountability	1	16	0	0
Public Works: Board	0	217	2	2
Public Works: Contract Administration	1	356	0	0
Public Works: Engineering	6	397	1	1
Public Works: Sanitation	76	548	5	5
Public Works: Street Lighting	4	170	0	0
Public Works: Street Services	8	141	0	0
Recreation & Parks	13	1,232	2	2
Tourism	1	176	0	0
Transportation	9	122	2	1
*Critical General Funded Positions	-	10,068	35	35
GRAND TOTALS	374	23,621	135	134

Updated as of June 4, 2026

*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	9	4	4
ACCOUNTING CLERK	16	1	1
ADMINISTRATIVE CLERK	52	16	16
AIR CONDITIONING MECHANIC	1	0	0
BUILDING OPERATING ENGINEER	4	0	0
BUILDING REPAIRER I	1	0	0
CARPENTER	1	0	0
CIVIL ENGINEERING ASSOCIATE II	5	0	0
CIVIL ENGINEERING ASSOCIATE III	15	0	0
COMMUNICATIONS ELECTRICIAN	1	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE	9	8	8
CUSTODIAN	6	6	6
DATABASE ARCHITECT	0	1	1
ELECTRICIAN	9	1	1
ENVIRONMENTAL SPECIALIST II	4	0	0
EQUIPMENT OPERATOR	9	2	2
EXECUTIVE ADMINISTRATIVE ASSISTANT II	3	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT III	4	1	1
FIELD ENGINEERING AIDE	0	1	1
GARAGE ATTENDANT	0	1	1
GARDENER CARETAKER	4	2	2
HEAVY DUTY TRUCK OPERATOR	6	4	4
MAINTENANCE LABORER	9	1	1
MANAGEMENT ANALYST	40	27	27
MANAGEMENT ASSISTANT	33	7	6
MATERIALS TESTING TECHNICIAN	0	1	1
PLUMBER	1	0	0
PROGRAMMER ANALYST III	1	1	1
PROGRAMMER ANALYST IV	2	0	0
PROGRAMMER ANALYST V	3	0	0
PUBLIC RELATIONS SPECIALIST II	1	0	0

Job Classification *special-funded vacancies only	Positions Available	CJOs Accepted	Transfers Completed
REAL ESTATE OFFICER	3	0	0
SECRETARY	5	0	0
SECURITY OFFICER	13	1	1
SENIOR ACCOUNTANT I	2	0	0
SENIOR ACCOUNTANT II	6	0	0
SENIOR ADMINISTRATIVE CLERK	36	10	10
SENIOR COMMUNICATIONS OPERATOR	3	0	0
SENIOR CUSTODIAN I	4	0	0
SENIOR MANAGEMENT ANALYST I	21	1	1
SENIOR MANAGEMENT ANALYST II	6	2	2
SENIOR PERSONNEL ANALYST I	5	0	0
SENIOR REAL ESTATE OFFICER	2	0	0
SENIOR STOREKEEPER	1	0	0
STRUCTURAL ENGINEERING ASSOCIATE IV	3	0	0
SYSTEMS ADMINISTRATOR I	1	0	0
SYSTEMS ADMINISTRATOR II	2	0	0
SYSTEMS ADMINISTRATOR III	3	0	0
SYSTEMS ANALYST	8	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	0	0
TOTALS	374	100	99

Updated as of June 4, 2026

Note: The four job classes highlighted in red (Database Architect, Field Engineering Aide, Garage Attendant, and Materials Testing Technician) are no longer available for ETP because the vacancies have been filled.

Attachment 2

Expedited Transfer Process (ETP)

timeframe varies depending on hiring department's internal review process

