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**BUREAU OF
CONTRACT ADMINISTRATION**

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Honorable Members of the City Council
c/o Office of the City Clerk
200 North Spring Street, Room 395
Los Angeles, CA 90012

July 30, 2025

Honorable Members:

**BUREAU OF CONTRACT ADMINISTRATION REPORT BACK ON VACANCIES AND
TRANSFER OPPORTUNITIES – COUNCIL FILE 25-0660**

This report is submitted in response to the Personnel and Hiring Committee's instructions for departments to provide a written update on the status of vacancies, the number of transfers (or transfer opportunities), and the classifications involved in transfers to or from the department.

Layoff Avoidance

The Bureau of Contract Administration (Bureau) is pleased to report that there are sufficient vacancies within the Bureau to absorb the four filled position eliminations in the Adopted Budget.

Vacancies

The Bureau has 361 position authorities and a total of 41 vacancies.

Of those, 21 are in the classifications of Construction Inspector (CI), Senior CI, Principal CI, Chief CI, and Compliance Program Manager I that are either unique to Bureau or only shared with proprietary departments.

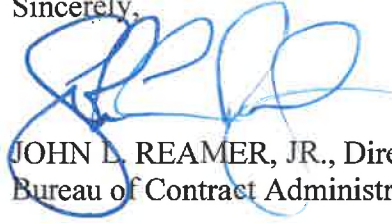
Below is a status on the remaining common classification vacancies:

Classification	Vacancies	Current Status
Data Analyst	1	Pending allocation by Civil Service Commission
Management Analyst	12	Pending interviews through Expedited Transfer Process
Senior Management Analyst I	6	Pending interviews through Expedited Transfer Process
Senior Systems Analyst II	1	In queue



To date, the Bureau has also lost 4 employees due to expedited transfers to other departments, and is anticipating additional transfers that will ultimately be filled via expedited transfers into the department.

Sincerely,

A handwritten signature in blue ink, appearing to read "JLR", is written over a circular blue stamp.

JOHN L. REAMER, JR., Director
Bureau of Contract Administration

JLR:RM:lg

CF 25-0660 Report Back on Vacancies

