

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: August 29, 2025

CAO File No. 0111-31501-0034  
Council File No. 25-0660  
Council District: All

To: The City Council

From: Matthew W. Szabo, City Administrative Officer 

Subject: **STATUS OF ELIMINATED FILLED POSITIONS AS OF AUGUST 28, 2025**

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### RECOMMENDATION

That the Council note and file this report, as it is provided for informational purposes only.

### SUMMARY

This Office, in collaboration with the Personnel Department, has been reporting regularly to the Personnel and Hiring Committee regarding the ongoing Citywide layoff process necessitated by the elimination of filled positions in the 2025-26 Adopted Budget. As employees are still occupying positions in the City's human resources and payroll application, Workday, that were eliminated as of July 1, this Office has issued substitute authority for the employees occupying these filled eliminated positions to provide employment authority for the employees while the City completes the layoff process. The Personnel Department and this Office continue to work with departments to identify opportunities to transition employees out of these positions to reduce layoffs.

The most recent data extract from Workday, as of August 28, 2025, determined that 349 employees remain in the substitute authority positions that were issued pending layoff processing. Therefore, the current number of potential layoffs is up to 349 as of August 28, 2025. A total of 279 of the 349 potential layoffs are currently being held in abeyance, due to agreements with employee labor organizations. Therefore, 70 layoffs are currently actively being processed by the Personnel Department using this filled substitute authority data. Attachment 1 provides a summary of the eliminated filled positions by department. Attachment 2 provides a breakdown of the substitute authority positions issued for eliminated filled positions by classification.

### FISCAL IMPACT STATEMENT

There is no fiscal impact associated with approval of the recommendation to note and file this report.

### FINANCIAL POLICIES STATEMENT

This report is in compliance with the City's Financial Policies.

MWS:KJS:11260020

Attachment 1: Eliminated Filled Positions by Department

Attachment 2: Substitute Authority Positions Issued for Eliminated Filled Positions

### Eliminated Filled Positions by Department

| <b>Department</b>                  | <b>2025-26<br/>Budget<br/>Adoption</b> | <b>July 1,<br/>2025</b> | <b>July 17,<br/>2025</b> | <b>July 31,<br/>2025</b> | <b>August 14,<br/>2025</b> | <b>August 28,<br/>2025</b> |
|------------------------------------|--|-------------------------|--------------------------|--------------------------|----------------------------|----------------------------|
| Aging                              | 1                                      | 1                       | -                        | -                        | -                          | -                          |
| Animal Services                    | -                                      | 5                       | 5                        | 5                        | 4                          | -                          |
| Building and Safety                | 9                                      | 9                       | -                        | -                        | -                          | -                          |
| City Administrative Officer        | 10                                     | 10                      | 9                        | 2                        | -                          | -                          |
| City Clerk                         | 4                                      | 2                       | -                        | -                        | -                          | -                          |
| City Planning                      | 14                                     | 12                      | 8                        | -                        | -                          | -                          |
| Civil, Human Rights and Equity     | 7                                      | 5                       | 4                        | 4                        | 3                          | 3                          |
| Community Investment for Families  | 4                                      | 2                       | 2                        | 1                        | -                          | -                          |
| Disability                         | 4                                      | 4                       | 4                        | 4                        | 4                          | 4                          |
| Economic and Workforce Development | 2                                      | 3                       | -                        | -                        | -                          | -                          |
| Fire - Sworn*                      | 41                                     | 44                      | -                        | -                        | -                          | -                          |
| General Services                   | 33                                     | 38                      | 37                       | 28                       | 22                         | 22                         |
| Information Technology Agency      | 34                                     | 34                      | 34                       | 34                       | 30                         | 27                         |
| Neighborhood Empowerment           | 4                                      | 4                       | 4                        | 4                        | 4                          | 3                          |
| Personnel                          | 57                                     | 55                      | 53                       | 50                       | 48                         | 49                         |
| Police                             | 248                                    | 236                     | 230                      | 226                      | 222                        | 219                        |
| PW Board                           | 2                                      | 2                       | 2                        | 2                        | 2                          | 2                          |
| PW Contract Administration         | 4                                      | 8                       | -                        | -                        | -                          | -                          |
| PW Engineering                     | 23                                     | 7                       | -                        | -                        | -                          | -                          |
| PW Sanitation                      | 44                                     | 49                      | 35                       | 22                       | 10                         | 10                         |
| PW Street Lighting                 | 8                                      | 8                       | 7                        | 8                        | 7                          | 7                          |
| PW Street Services                 | 24                                     | 13                      | 2                        | 1                        | 1                          | -                          |
| Recreation and Parks               | -                                      | 1                       | -                        | -                        | -                          | -                          |
| Transportation                     | 29                                     | 34                      | 7                        | -                        | -                          | -                          |
| Youth Development                  | 8                                      | 8                       | 5                        | 3                        | 3                          | 3                          |
| Zoo                                | -                                      | 1                       | -                        | -                        | -                          | -                          |
| <b>Total</b>                       | <b>614</b>                             | <b>595</b>              | <b>448</b>               | <b>394</b>               | <b>360</b>                 | <b>349</b>                 |

\*Fire - Sworn: As Fire sworn employees will not be subject to layoffs, they have been removed from this list as of the July 17, 2025 update. As of the August 14, 2025 update, there are no eliminated filled positions in the Fire Department.

**Substitute Authority Positions Issued for Eliminated Filled Positions**  
*as of August 28, 2025*

| <b>Department</b>              | <b>Classification</b>  | <b>MOU</b> | <b>No. of Positions</b> |
|--------------------------------|--|------------|-------------------------|
| Civil, Human Rights and Equity | 7319-0 - Assistant General Manager, Civil, Human Rights and Equity | MOU 00     | 1                       |
| Civil, Human Rights and Equity | 0602-1 - Special Investigator I                                    | MOU 01     | 2                       |
| Disability                     | 1537-0 - Project Coordinator                                       | MOU 01     | 3                       |
| Disability                     | 1368-0 - Senior Administrative Clerk                               | MOU 03     | 1                       |
| General Services               | 3176-0 - Custodian Supervisor                                      | MOU 12     | 1                       |
| General Services               | 1702-2 - Emergency Management Coordinator II                       | MOU 20     | 1                       |
| General Services               | 3711-6 - Equipment Mechanic  | MOU 14     | 1                       |
| General Services               | 3743-0 - Heavy Duty Equipment Mechanic                             | MOU 14     | 1                       |
| General Services               | 9184-0 - Management Analyst  | MOU 01     | 1                       |
| General Services               | 1539-0 - Management Assistant                                      | MOU 01     | 3                       |
| General Services               | 3446-0 - Plumber Supervisor  | MOU 13     | 1                       |
| General Services               | 1835-0 - Storekeeper   | MOU 14     | 2                       |
| General Services               | 1835-M - Storekeeper M   | MOU 14     | 5                       |
| General Services               | 1214-0 - Supply Services Payment Clerk                             | MOU 03     | 2                       |
| General Services               | 1596-0 - Systems Analyst   | MOU 01     | 3                       |
| General Services               | 3583-0 - Truck Operator  | MOU 04     | 1                       |
| Information Technology Agency  | 1461-1 - Communications Information Representative I               | MOU 03     | 1                       |
| Information Technology Agency  | 1461-2 - Communications Information Representative II              | MOU 03     | 9                       |
| Information Technology Agency  | 1461-3 - Communications Information Representative III             | MOU 03     | 2                       |
| Information Technology Agency  | 1470-0 - Data Base Architect                                       | MOU 21     | 1                       |
| Information Technology Agency  | 1456-0 - Information Services Specialist                           | MOU 21     | 2                       |
| Information Technology Agency  | 9184-0 - Management Analyst  | MOU 01     | 1                       |
| Information Technology Agency  | 1201-0 - Principal Clerk   | MOU 20     | 1                       |
| Information Technology Agency  | 1428-2 - Senior Computer Operator II                               | MOU 21     | 1                       |
| Information Technology Agency  | 1455-2 - Systems Administrator II                                  | MOU 21     | 5                       |
| Information Technology Agency  | 1455-3 - Systems Administrator III                                 | MOU 21     | 1                       |
| Information Technology Agency  | 1596-0 - Systems Analyst   | MOU 01     | 3                       |
| Neighborhood Empowerment       | 1537-0 - Project Coordinator                                       | MOU 01     | 3                       |
| Personnel                      | 1358-0 - Administrative Clerk                                      | MOU 03     | 14                      |
| Personnel                      | 1535-2 - Administrative Intern II                                  | MOU 01     | 1                       |
| Personnel                      | 1670-1 - Graphics Designer I                                       | MOU 21     | 1                       |
| Personnel                      | 1742-0 - Human Resources Assistant                                 | MOU 00     | 1                       |
| Personnel                      | 9184-0 - Management Analyst  | MOU 01     | 5                       |
| Personnel                      | 1539-0 - Management Assistant                                      | MOU 01     | 1                       |
| Personnel                      | 1731-0 - Personnel Analyst   | MOU 01     | 3                       |
| Personnel                      | 1714-1 - Personnel Director I                                      | MOU 63     | 2                       |
| Personnel                      | 1129-0 - Personnel Records Supervisor                              | MOU 20     | 3                       |
| Personnel                      | 1739-1 - Personnel Research Analyst I                              | MOU 01     | 2                       |
| Personnel                      | 1739-2 - Personnel Research Analyst II                             | MOU 01     | 1                       |
| Personnel                      | 1201-0 - Principal Clerk   | MOU 20     | 1                       |
| Personnel                      | 1368-0 - Senior Administrative Clerk                               | MOU 03     | 8                       |
| Personnel                      | 9167-1 - Senior Personnel Analyst I                                | MOU 00     | 2                       |
| Personnel                      | 9167-O - Senior Personnel Analyst I                                | MOU 64     | 2                       |
| Personnel                      | 9167-2 - Senior Personnel Analyst II                               | MOU 00     | 2                       |
| Police                         | 1358-0 - Administrative Clerk                                      | MOU 03     | 55                      |
| Police                         | 6147-0 - Audio Visual Technician                                   | MOU 02     | 1                       |
| Police                         | 2236-1 - Crime and Intelligence Analyst I                          | MOU 01     | 6                       |
| Police                         | 2236-2 - Crime and Intelligence Analyst II                         | MOU 01     | 1                       |

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*as of August 28, 2025*

| <b>Department</b>  | <b>Classification</b>                              | <b>MOU</b> | <b>No. of Positions</b> |
|--------------------|--|------------|-------------------------|
| Police             | 1117-2 - Executive Administrative Assistant II     | MOU 37     | 2                       |
| Police             | 1508-0 - Management Aide                           | MOU 01     | 7                       |
| Police             | 9184-0 - Management Analyst                        | MOU 01     | 28                      |
| Police             | 1539-0 - Management Assistant                      | MOU 01     | 11                      |
| Police             | 1360-0 - Office Services Assistant                 | MOU 03     | 3                       |
| Police             | 1627-2 - Police Performance Auditor II             | MOU 01     | 3                       |
| Police             | 3687-2 - Police Surveillance Specialist II         | MOU 13     | 3                       |
| Police             | 1152-1 - Principal Clerk Police I                  | MOU 20     | 5                       |
| Police             | 1152-2 - Principal Clerk Police II                 | MOU 20     | 11                      |
| Police             | 1116-0 - Secretary                                 | MOU 03     | 16                      |
| Police             | 1368-0 - Senior Administrative Clerk               | MOU 03     | 53                      |
| Police             | 9171-1 - Senior Management Analyst I               | MOU 20     | 4                       |
| Police             | 9171-2 - Senior Management Analyst II              | MOU 20     | 6                       |
| Police             | 9167-1 - Senior Personnel Analyst I                | MOU 00     | 1                       |
| Police             | 9167-O - Senior Personnel Analyst I                | MOU 64     | 1                       |
| Police             | 1835-0 - Storekeeper                               | MOU 14     | 1                       |
| Police             | 1832-1 - Warehouse and Toolroom Worker I           | MOU 14     | 1                       |
| PW Board           | 1358-0 - Administrative Clerk                      | MOU 03     | 1                       |
| PW Board           | 1789-0 - Motion Picture and Television Manager     | MOU 36     | 1                       |
| PW Sanitation      | 7320-0 - Environmental Affairs Officer             | MOU 17     | 1                       |
| PW Sanitation      | 1785-2 - Public Relations Specialist II            | MOU 01     | 1                       |
| PW Sanitation      | 4128-1 - Sanitation Wastewater Manager I           | MOU 36     | 1                       |
| PW Sanitation      | 4293-0 - Senior Environmental Compliance Inspector | MOU 19     | 7                       |
| PW Street Lighting | 3799-0 - Electrical Craft Helper                   | MOU 02     | 3                       |
| PW Street Lighting | 3811-0 - Street Lighting Electrician               | MOU 02     | 1                       |
| PW Street Lighting | 7527-2 - Street Lighting Engineering Associate II  | MOU 08     | 2                       |
| PW Street Lighting | 7527-3 - Street Lighting Engineering Associate III | MOU 08     | 1                       |
| Youth Development  | 9184-0 - Management Analyst                        | MOU 01     | 2                       |
| Youth Development  | 1786-0 - Principal Public Relations Representative | MOU 20     | 1                       |
| <b>Total</b>       |  |            | <b>349</b>              |