

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: November 21, 2025

CAO File No. 0111-31501-0079
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 NOVEMBER 20, 2025**

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 November 20, 2025, determined that 245 employees remain in the substitute authority positions that were issued pending layoff processing. Therefore, the current number of potential layoffs is up to 245 as of November 20, 2025. However, all of these potential layoffs are currently being held in abeyance, due to approved agreements with employee labor organizations. 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:11260060

Attachment 1: Eliminated Filled Positions by Department

Attachment 2: Substitute Authority Positions Issued for Eliminated Filled Positions

Eliminated Filled Positions by Department

Department	2025-26 Budget Adoption	July 1, 2025	July 31, 2025	August 28, 2025	September 25, 2025	October 23, 2025	November 20, 2025
Aging	1	1	-	-	-	-	-
Animal Services	-	5	5	-	-	-	-
Building and Safety	9	9	-	-	-	-	-
City Administrative Officer	10	10	2	-	-	-	-
City Clerk	4	2	-	-	-	-	-
City Planning	14	12	-	-	-	-	-
Civil, Human Rights and Equity	7	5	4	3	2	2	2
Community Investment for Families	4	2	1	-	-	-	-
Disability	4	4	4	4	3	3	2
Economic and Workforce Development	2	3	-	-	-	-	-
Fire - Sworn*	41	44	-	-	-	-	-
General Services	33	38	28	22	15	14	1
Information Technology Agency	34	34	34	27	14	11	10
Neighborhood Empowerment	4	4	4	3	3	2	2
Personnel	57	55	50	49	41	27	17
Police	248	236	226	219	209	205	200
PW Board	2	2	2	2	2	1	1
PW Contract Administration	4	8	-	-	-	-	-
PW Engineering	23	7	-	-	-	-	-
PW Sanitation	44	49	22	10	9	9	9
PW Street Lighting	8	8	8	7	-	-	-
PW Street Services	24	13	1	-	-	-	-
Recreation and Parks	-	1	-	-	-	-	-
Transportation	29	34	-	-	-	-	-
Youth Development	8	8	3	3	2	1	1
Zoo	-	1	-	-	-	-	-
Total	614	595	394	349	300	275	245

*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 November 20, 2025

Department	Classification	MOU	No. of Positions
Civil, Human Rights and Equity	0602-1 - Special Investigator I	MOU 01	2
Disability	1537-0 - Project Coordinator	MOU 01	2
General Services	1539-0 - Management Assistant	MOU 01	1
Information Technology Agency	1461-2 - Communications Information Representative II	MOU 03	8
Information Technology Agency	1461-3 - Communications Information Representative III	MOU 03	2
Neighborhood Empowerment	1537-0 - Project Coordinator	MOU 01	2
Personnel	1358-0 - Administrative Clerk	MOU 03	8
Personnel	1539-0 - Management Assistant	MOU 01	1
Personnel	1731-0 - Personnel Analyst	MOU 01	1
Personnel	1129-0 - Personnel Records Supervisor	MOU 20	1
Personnel	1201-0 - Principal Clerk	MOU 20	1
Personnel	1368-0 - Senior Administrative Clerk	MOU 03	3
Personnel	9167-1 - Senior Personnel Analyst I	MOU 00	1
Personnel	9167-2 - Senior Personnel Analyst II	MOU 00	1
Police	1358-0 - Administrative Clerk	MOU 03	49
Police	2236-1 - Crime and Intelligence Analyst I	MOU 01	6
Police	2236-2 - Crime and Intelligence Analyst II	MOU 01	1
Police	1117-2 - Executive Administrative Assistant II	MOU 37	2
Police	1508-0 - Management Aide	MOU 01	6
Police	9184-0 - Management Analyst	MOU 01	25
Police	1539-0 - Management Assistant	MOU 01	9
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	9
Police	1116-0 - Secretary	MOU 03	15
Police	1368-0 - Senior Administrative Clerk	MOU 03	51
Police	9171-1 - Senior Management Analyst I	MOU 20	3
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 Sanitation	1785-2 - Public Relations Specialist II	MOU 01	1
PW Sanitation	4293-0 - Senior Environmental Compliance Inspector	MOU 19	7
PW Sanitation	3112-0 - Maintenance Laborer	MOU 04	1
Youth Development	1786-0 - Principal Public Relations Representative	MOU 20	1
Total			245