

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: August 15, 2025

CAO File No. 0111-31501-0030
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 14, 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 August 14, 2025, determined that 360 employees remain in the substitute authority positions issued pending layoff processing. Therefore, the current number of anticipated layoffs is up to 360 as of August 14, 2025. 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. The Personnel Department is using this filled substitute authority data to inform their layoff seniority calculation process.

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:MAV:11260014

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 17, 2025	July 31, 2025	August 14, 2025
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
Community Investment for Families	4	2	2	1	-
Disability	4	4	4	4	4
Economic and Workforce Development	2	3	-	-	-
Fire - Sworn*	41	44	-	-	-
General Services	33	38	37	28	22
Information Technology Agency	34	34	34	34	30
Neighborhood Empowerment	4	4	4	4	4
Personnel	57	55	53	50	48
Police	248	236	230	226	222
PW Board	2	2	2	2	2
PW Contract Administration	4	8	-	-	-
PW Engineering	23	7	-	-	-
PW Sanitation	44	49	35	22	10
PW Street Lighting	8	8	7	8	7
PW Street Services	24	13	2	1	1
Recreation and Parks	-	1	-	-	-
Transportation	29	34	7	-	-
Youth Development	8	8	5	3	3
Zoo	-	1	-	-	-
Total	614	595	448	394	360

*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 14, 2025

Department	Classification	MOU	No. of Positions
Animal Services	1358-0 - Administrative Clerk	MOU 03	1
Animal Services	1101-X - Office Trainee Administrative Clerk	MOU 03	1
Animal Services	4316-2 - Senior Animal Control Officer II	MOU 12	1
Animal Services	1576-0 - Transitional Worker	MOU 00	1
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	10
Information Technology Agency	1461-3 - Communications Information Representative III	MOU 03	1
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	2
Information Technology Agency	1201-0 - Principal Clerk	MOU 20	1
Information Technology Agency	1368-0 - Senior Administrative Clerk	MOU 03	1
Information Technology Agency	1467-1 - Senior Communications Operator I	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	4
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

Substitute Authority Positions Issued for Eliminated Filled Positions
as of August 14, 2025

Department	Classification	MOU	No. of Positions
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	1
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
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	12
Police	1360-0 - Office Services Assistant	MOU 03	2
Police	1101-X - Office Trainee Administrative Clerk	MOU 03	1
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	17
Police	1368-0 - Senior Administrative Clerk	MOU 03	54
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
PW Street Services	7213-0 - Geographic Information Systems Specialist	MOU 21	1
Youth Development	9184-0 - Management Analyst	MOU 01	2
Youth Development	1786-0 - Principal Public Relations Representative	MOU 20	1
Total			360