

CAPRI MADDOX, ESQ.
GENERAL MANAGER

CLAUDIA LUNA
ASSISTANT GENERAL MANAGER

KIM KASRELIOVICH, ESQ.
ASSISTANT GENERAL MANAGER

**CITY OF LOS ANGELES
CALIFORNIA**



**KAREN BASS
MAYOR**

**CIVIL + HUMAN RIGHTS
AND EQUITY DEPARTMENT**

201 N. LOS ANGELES ST., SUITE 6
LOS ANGELES, CA 90012

(213) 978-1845

<https://civilandhumanrights.lacity.org>

August 8, 2025

Honorable Members of the Personnel and Hiring Committee
c/o City Clerk
200 North Spring Street, Room 395
Los Angeles, CA 90012

**RE: LOS ANGELES CIVIL, HUMAN RIGHTS AND EQUITY DEPARTMENT REPORT BACK
ON VACANCIES AND TRANSFER OPPORTUNITIES (COUNCIL FILE 25-0660)**

SUMMARY

In response to Council File 25-0660, this report provides an update on the Los Angeles Civil, Human Rights and Equity Department's (LA Civil Rights) staffing status, including current vacancies, transfer opportunities, position eliminations, and ongoing layoff avoidance efforts.

The FY 2025–26 Adopted Budget authorized a total of 27 positions for LA Civil Rights. From the previous year's adopted budget, FY 2024-2025, ten positions were eliminated; five of the eliminated positions were filled, and five were vacant at the time the budget was adopted.

As of August 1, 2025, LA Civil Rights has experienced the following changes among the impacted positions:

- Our Executive Administrative Assistant, who was subject to a proposed layoff, elected to retire.
- One Human Relations Advocate, on emergency appointment, also on the proposed layoff list, concluded their appointment at the end of the term.
- One Public Relations Specialist voluntarily separated from City service.

As a result, four filled positions remain subject to layoff:

1. **Assistant General Manager, Civil Rights Enforcement Division:** This employee was notified by the Personnel Department on Monday, August 4, 2025, that they will be placed on administrative leave effective August 11, 2025, through August 22, 2025. Following this period, their employment with the City will conclude.

2. **Public Information Director:** In an effort to retain this employee, we submitted a request to the City Administrative Officer and the Personnel Department to maintain the employee with a substitute authority using a recently vacated **Senior Project Coordinator** position (due to retirement). As of this report, the request is under review.
3. **Two Special Investigator I positions:** These roles are slated for layoff. The Special Investigator classification was not included on the Expedited Transfer Request Form, likely due to the absence of available positions in that classification at the time of its issuance. We continue to work with the Personnel Department to identify potential transfer opportunities for these employees in other City departments.

Ongoing Efforts

The LA Civil Rights Department remains fully committed to supporting our affected staff and exploring every feasible layoff avoidance strategy. We are actively monitoring citywide vacancies, collaborating with the Personnel Department, and advocating for transfer placements where possible. Our goal is to retain as much institutional knowledge and experienced staff as possible while complying with current budgetary constraints.

In alignment with the instructions from City Council (Council File 25-0660), the table below summarizes the number of vacancies, transfers, and layoff statuses by classification as of August 1, 2025.

Table 1: Current Vacancies

Classification	Vacancies (Post-Budget)	Notes
Senior Project Coordinator	1	Requested to use this for the substitute position authority for the Public Information Director. Awaiting Approval.
Human Relations Advocate	1	Per the CAO's Office, this position must be kept vacant to achieve a 3% savings rate for the department.

Table 2: Positions Eliminated in FY25-26 Budget

Position Code	Position Classification Eliminated	Notes
P140178	7319-0 - Assistant General Manager, Civil, Human Rights and Equity	Layoff effective August 22, 2025
P076579	0602-1 - Special Investigator I	Department is actively seeking vacancies in other departments
P076576	0602-1 - Special Investigator I	Department is actively seeking vacancies in other departments

P139146	1800-1 - Public Information Director I	Awaiting CAO/Personnel approval for the substitute authority request.
P148468	1785-1 - Public Relations Specialist I	Voluntary separation from the City
P076567	1117-3 - Executive Administrative Assistant III	Voluntary retirement
P076566	9734-2 - Commission Executive Assistant II	Position vacated January 2025
P076573	1358-0 - Administrative Clerk	Position vacated November 2024
P076575	9171-1 - Senior Management Analyst I	Position vacated January 2025
P076584	9207-0 - Human Relations Advocate	Emergency Appointment - assignment ended April 2025

For any questions or further information, please contact Claudia Luna, Assistant General Manager, at Claudia.Luna@lacity.org or Francia Bent, Director of Budget, at Francia.Bent@lacity.org.

Sincerely,



CAPRI MADDOX, ESQ.
General Manager
Los Angeles Civil, Human Rights and Equity Department