



August 11, 2025

The Honorable City Council  
City of Los Angeles  
City Hall, Room 395  
Los Angeles, CA 90012  
Attn: Personnel and Hiring Committee

Community Investment for Families Report Back on the Status of Department Layoffs, Vacancies, and Transfer Opportunities (C.F. 25-0660)

Honorable Members:

The Community Investment for Families Department (CIFD) submits the following report in response to Council File 25-0660, which directs City departments to provide an update on departmental layoffs, vacancies, and transfer opportunities.

As part of the Fiscal Year 2025-26 City Budget, CIFD experienced a reduction in authorized positions, decreasing from 106 to 99. Of the seven (7) position authorities that were eliminated, four (4) were filled (see Table 1). Over the past ten (10) weeks, CIFD has collaborated closely with the Personnel Department to address the impacts of the position reductions. The focus has been to:

- Mitigate the impact of the eliminated positions;
- Absorb the four (4) displaced employees into other roles within the department; and
- Continue to strengthen internal staffing capacity in order to retain institutional knowledge.

Classification	Number of Positions	Status
Administrative Clerk	1	The displaced employee was assigned to another vacancy within the department. The position is in lieu.
Management Analyst	3	The three displaced employees have been assigned to other Management Analyst positions within the department.

Table 1 - Deleted Filled Positions

CIFD has successfully reassigned all displaced employees to other vacancies within the department. The department currently has a vacancy rate of 9%, representing nine (9) vacant positions (see Table 2). CIFD continues to work closely with the Personnel Department to address these vacancies.

While the department prioritizes the use of the Expedited Transfer process to fill these positions when feasible, CIFD is committed to moving forward to address its staffing needs. Notably, 78% of the current vacancies are in supervisory or management classifications, making filling these vacancies critical to maintaining operational needs.

Classification	Number of Vacancies	Expedited Transfer Eligible	Status
Assistant Chief Grants Administrator	1	No	This is an exempt position. Staff is finalizing the job bulletin and plans to fill the position soon.
Executive Administrative Assistant II	1	Yes	The position is being held vacant for a SUB position to avoid displacement.
Fiscal Systems Specialist II	1	No	The department has struggled to fill this position, including using the Expedited Transfer process. CIFD is working with the Personnel Department and the CAO to explore other options, such as an in-lieu, to fill the position.
Management Analyst	1	Yes	Recently vacated position. Will work with the Personnel Department to request applications from the Expedited Transfer candidate pool.
Senior Accountant I	2	Yes	Although the classification is on the Expedited Transfer list, there are no available applicants at the I level. Additionally, one of the positions is exempt, and there is no active list. CIFD will continue to explore other options to fill the positions.
Senior Management Analyst I	3	Yes	Both the Expedited Transfer List and the Certification process are being used to fill these positions. Interviews are scheduled.

Table 2 - CIFD Current Vacancies

CIFD remains committed to minimizing disruption to staff and services and will continue working with the Personnel Department towards this goal. If you have questions or require additional information, please email our Executive Officer, Ruth Rodrigues, at [ruth.rodrigues@lacity.org](mailto:ruth.rodrigues@lacity.org).

Respectfully,



Abigail R. Marquez  
General Manager