

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** July 2, 2025

**TO:** The Honorable Members of the Personnel and Hiring Committee

**FROM:** Petty F. Santos, Interim City Clerk  
Office of the City Clerk

Signed with ClerkSign

  
JUL 02, 2025 8:18AM



**SUBJECT: VACANCY/TRANSFER REPORT FROM THE OFFICE OF THE CITY CLERK**

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**RECOMMENDATION**

That the City Council note and file this report.

**BACKGROUND**

The Personnel and Hiring Committee instructed the Office of the City Clerk (City Clerk) to provide a written report on the current number of vacancies, the number of transfers (or opportunities for transfers), and the classifications of transfers to or from the department.

**DISCUSSION**

Budget Information (Position Control)

In Fiscal Year (FY) 2024-25 the Office of the City Clerk had a total of 128 authorities (115 regular authorities and 13 resolution authorities). As of today's adopted budget for FY 2025-26, the City Clerk has a total of 116 authorities (108 regular authorities and 8 resolution authorities).

The City Clerk's current vacancy rate is approximately 7.76% with nine positions out of 116 authorized positions showing a "vacant" status. The table below delineates the existing vacancies in the department.

Vacancies

1513-0	ACCOUNTANT	1407	REGULAR
1223-0	ACCOUNTING CLERK	1407	REGULAR
1223-0	ACCOUNTING CLERK	1407	REGULAR
1223-0	ACCOUNTING CLERK	1406	REGULAR
1223-0	ACCOUNTING CLERK	1407	RESOLUTION
9252-0	EXEC OFFICER	1450	REGULAR
9184-0	MANAGEMENT ANALYST	1407	REGULAR
1282-0	RECORDS MGMT OFFICER	1405	REGULAR
1368-0	SR ADMINISTRATIVE CLERK	1402	REGULAR

### Explanation of Vacancies

**ACCOUNTANT (1 POSITION):** The City Clerk plans to report this vacancy to the Personnel Department and utilize the expedited transfer process to fill this vacancy as soon as possible.

**ACCOUNTING CLERK (4 POSITIONS):** Due to the urgent need to assist the elected offices with invoicing and payments, the City Clerk intends to utilize the expedited transfer process as administered by the Personnel Department, to fill two of the vacancies. In an effort to retain vital institutional knowledge, the department has certified the existing Accounting Clerk eligible list and has chosen to promote an internal candidate currently sitting in an Accounting Clerk authority. The department also selected one other candidate from the eligible list. A conditional job offer was made and accepted and it is anticipated that the vacancy will be filled effective 7/13/25. The final Accounting Clerk vacancy is being held to facilitate the continued retention of a retired employee on a 120-day appointment for FY 2025-26.

**EXECUTIVE OFFICER (1 POSITION):** This vacancy is being held as the incumbent is currently serving as the Interim City Clerk.

**MANAGEMENT ANALYST (1 POSITION):** This authority, as approved in the budget for FY 2025-26, has been allotted eight months funding. The Human Resources Services Section (HRSS) of the City Clerk is currently engaging in the allocation process. Once the position is officially allocated, the department intends on filling the vacancy by certifying the existing eligible list. The department anticipates filling the vacancy by the end of the 2025 calendar year.

**RECORDS MANAGEMENT OFFICER (1 POSITION):** The City Clerk has nominated an internal candidate for an emergency appointment to this position. The HRSS section is gathering the necessary documentation to request the approval of the emergency appointment.

**SENIOR ADMINISTRATIVE CLERK (1 POSITION):** This authority is being held vacant to facilitate the retention of an internal candidate currently employed as a Project Assistant. This incumbent has substantial institutional knowledge of the Business Improvement District workflow and is an invaluable asset to operations. This vacancy will continue to generate salary savings.

**\*\*EXECUTIVE ADMINISTRATIVE ASSISTANT II (1 POSITION):** The City Clerk is anticipating a vacancy in the aforementioned authority as a result of a promotional opportunity which was accepted by the employee. The department intends to report this vacancy to the Personnel Department in order to utilize the expedited transfer process for filling the position.

### Transfers/Layoff Avoidance

In FY 2025-26, the City Clerk lost 2 Programmer Analyst positions in the Systems division, one of which had an incumbent sitting in the authority, and three filled Senior Administrative Clerk positions in Council and Public Services, due to the elimination of the Passport Services Program. The department was able to secure internal transfers for two employees that were sitting in the Senior Administrative Clerk positions. One authority was vacated due a separation of City Service and the department was able to retain an employee who was sitting in an authority which was scheduled for deletion.

Utilizing the expedited transfer process, the City Clerk was able to successfully facilitate the interdepartmental transfer of the incumbents sitting in the eliminated Programmer Analyst position and the Senior Administrative Clerk position to avoid layoff.

Next Steps/Action Items

In an effort to partner with the City of Los Angeles in its endeavor to avoid layoffs for as many current employees as feasible, the City Clerk will report current vacancies for positions that are identified on the list for expedited transfer, as generated by the Personnel Department, and participate in the vetting, transfer and hiring process.

\*\*position not found on table as this vacancy will be effective 7/13/25

PFS/PJ/LH:ih  
EXE-035-25