

CITY OF LOS ANGELES
INTERDEPARTMENTAL MEMORANDUM

Date: August 7, 2025

To: Personnel and Hiring Committee

From: Stephen David Simon, Executive Director 
Department on Disability

Subject: **DISABILITY REPORT ON VACANCIES AND TRANSFER OPPORTUNITIES
(CF 25-0660)**

RECOMMENDATION

That the City Council note and file this report.

BACKGROUND

The Personnel and Hiring Committee instructed the Department on Disability 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

In Fiscal Year 2024-25, the Department on Disability had a total of 30 authorities, 25 regular authorities and 5 resolution authorities. In the adopted budget for FY 2025-26, Disability lost four position authorities, leaving the Department with a total of 21 regular authorities and 5 resolution authorities.

The Department currently has one Management Analyst vacancy; however, that position is required to be held vacant in order to fund the substitute authority for Disability's Director of Operations and Finance (Budget Director). Thus, there currently are no opportunities for employment in the Department as that vacancy must be maintained.

The four positions eliminated in the FY 2025-26 budget were three Project Coordinators and one Sr. Administrative Clerk. Two of the Project Coordinators are exempt and are scheduled to separate from the City on August 23, 2025 (end of Pay Period 4). The Department has worked with the Personnel Department to search for any open opportunities for exempt employment across the City. The Sr. Administrative Clerk is participating in the expedited transfer process and seeking to be placed in another City department where vacancies exist. The third Project Coordinator has received information from the Personnel Department.

Given the lack of internal vacancies, the Department currently is unable to take additional internal steps to avoid the layoffs contained in the FY 2025-26 budget.