

City of Los Angeles

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Date: July 16, 2025

To: The Honorable City Council
% City Clerk, Room 395, City Hall
Attention: Honorable Tim McOsker, Chair, Personnel and Hiring Committee

From: Tiena Johnson Hall, General Manager
Los Angeles Housing Department

LOS ANGELES HOUSING DEPARTMENT VACANCY AND TRANSFER REPORT IN RESPONSE TO C.F. 25-0660

This report is submitted in response to the Personnel and Hiring Committee's directive for departments to provide a written update on the status of vacancies, the number of employee transfers (or transfer opportunities), and the classifications involved in those transfers to or from the department.

As of July 16, 2025, the Los Angeles Housing Department (LAHD) has 184 vacancies, of which 125 are in the common classifications (citywide classifications) for the expedited transfer process. The balance of 59 vacancies are in classifications specific to LAHD only, or were not included in the expedited transfer process. These positions include Housing Investigators, Housing Inspectors, and Rehabilitation Construction Specialists.

So far, 291 candidates have been referred to LAHD to fill the 125 vacancies across 10 common classifications. To date, LAHD has reached out to 72 candidates:

Candidates contacted	72
Interviews occurred or scheduled for future date	45
Declined to interview	24
Did not show up for the interview after scheduling	3

Following is the status of the 125 common classification vacant positions:

Classification	Number of Common Classification Vacancies	Status as of July 16, 2025
ADMINISTRATIVE CLERK	35	Interviewed five (5) applicants, one offer made
SENIOR ADMINISTRATIVE CLERK	10	Applications under review - interviews to be scheduled

ACCOUNTANT	6	Applications under review - interviews to be scheduled
ACCOUNTING CLERK	5	Interviewed seven (7) applicants on 7/15 and 7/16, two (2) offers made, one declined, and one (1) pending
COMMUNICATIONS INFORMATION REPRESENTATIVE	19	Interviewed 11 applicants, four (4) offers made, two accepted
MANAGEMENT ANALYST	31	Interviewed six (6) applicants, one (1) offer made and accepted. Additional interviews scheduled for 7/21
MANAGEMENT ASSISTANT	8	Interviewed three (3) applicants on 7/10; offers pending
SENIOR MANAGEMENT ANALYST I	8	Applications under review - interview to be scheduled
SYSTEMS ANALYST	2	Applications under review - interview to be scheduled
PROGRAMMER ANALYST III	1	Applications under review - interview to be scheduled
TOTAL VACANCIES	125	

For any questions regarding this report, please contact LAHD's Executive Officer, Tricia Keane, at tricia.keane@lacity.org.