

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 25, 2026

To: The Honorable Members of the Personnel and Hiring Committee

From: Malaika Billups, General Manager, Personnel Department



Subject: **COUNCIL FILE NO. 25-0660 - CITYWIDE LAYOFF MANAGEMENT**

RECOMMENDATION

That the City Council note and file this report.

BACKGROUND

The Personnel and Hiring Committee instructed the Personnel Department to provide regular updates regarding an expedited Citywide transfer process for layoff avoidance and preparation for potential layoffs.

In addition, the Personnel Department is also responding 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.

DISCUSSION

Citywide Layoffs Update

On September 19, 2025, the Personnel Department suspended layoff calculations per the direction of the Mayor's Office due to labor agreements. The Personnel Department is still working on incorporating the Department of Water and Power's unpaid leave information for any future calculations.

Expedited Transfer Process (ETP) Update

Special Funded Vacancies	Applications Received	Applications Referred	Unique Employees Referred
407 (+17)	1,763 (+2)	18,344 (+587)	1,665 (+23)

CJOs Made	CJOs Accepted	CJOs Declined	CJOs Pending Decision	Transfers Completed
188 (+3)	120 (+2)	68 (+1)	0 (+0)	120 (+2)

Updated as of February 24, 2026 (change from February 10, 2026 report)

This chart includes metrics related to both Special Funded and General Funded positions. Attachment 1 includes detailed ETP metrics regarding the Special Funded positions, specifically.

General Funded Position Transfers

In response to the suspension of the City's Priority Critical Hiring (PCH) process, the Personnel Department has been assisting City departments in filling vacant critical General Funded positions via the expedited transfer process. This process is implemented for City departments that have been unsuccessful in filling their critical General Funded vacancies using internal hiring efforts. These requests to fill General Funded positions are being submitted by City department Human Resources staff directly to the Expedited Transfer Team for processing via an official request Google Form. If the position can be filled with existing ETP applicants, then those applications will be referred for consideration. If there are no ETP applications for the subject job class or an appropriate in-lieu job classification, then the Personnel Department will allow the requesting department to proceed with alternative hiring options, such as certifying an existing eligible list or using an Emergency Appointment to fill the vacancy.

Please note that 27 of the accepted CJOs the completed transfers indicated in the chart above pertain to General Fund positions.

Department Presentations

The ETP Team developed a presentation aimed at City employees in job classifications within City departments that were facing layoffs. The presentation was approved by the CAO and labor. The purpose of hosting these presentations is to inform City employees of what the negotiated labor agreements mean for this fiscal year and the upcoming fiscal year, explain that employees in specific job classifications within certain departments will still need to transfer to other City departments, and promote and describe, in more detail, how ETP works and where important information can be obtained. The first presentation was held remotely on Thursday, November 20, 2025. Approximately 60 employees from the Personnel Department, Information Technology Agency (ITA), Department of Neighborhood Empowerment (DONE), and the Department of Disability (DOD) attended the one hour presentation. The second presentation

was held remotely on December 3, 2025 for LAPD staff. Over 160 LAPD employees attended the presentation. A recording of the presentation has been posted on the ETP website (transfer portal), which can be found by accessing this link: [Expedited Transfer Portal \(https://sites.google.com/lacity.org/expeditedtransfersite\)](https://sites.google.com/lacity.org/expeditedtransfersite). The Team continues to work on transferring staff and will determine if additional presentations are needed.

LAPD Position Updates

In January 2026, in conjunction with the CAO, LAPD was approved to move 92 employees out of substitute positions and into vacant regular authorized positions. This move is scheduled to be completed over 3 separate transactions. The first transaction has been completed and as a result, 30 employees have been moved out of sub-authority positions and into authorized positions. LAPD anticipates completing the second transaction by the end of February, which would result in moving an additional 30 employees into authorized positions, and completing the manual movement of employees. The third and final transaction is estimated to be completed by mid March and would result in moving 32 employees into authorized positions.

Once LAPD has completed all transactions, approximately 76 sub-authority positions will remain, which will require some resolution in order to avoid layoffs. With the department's current attribution rate, which is significantly higher than prior years, this number should continue to decrease. An additional focus of the department is to move employees in LAPD specific job classifications to authorized positions, which after all transactions are completed, it is anticipated that only 5 employees will remain in department specific job classifications.

Further updates will be provided as LAPD continues to complete all transactions.

Attachment 1

ETP METRICS BY DEPARTMENT

Hiring Department	Total Positions Available	Total Application Referrals	CJOs Accepted	Transfers Completed
Aging	1	116	2	2
Building & Safety	33	536	3	3
Cannabis Regulation	0	171	0	0
City Administrative Officer	3	162	0	0
Cultural Affairs	2	374	3	3
EWDD	3	424	2	2
Finance	10	417	16	16
GSD	2	59	0	0
Harbor	4	758	11	11
Housing	75	939	17	17
LACERS	4	1,227	3	3
LAFPP	6	402	3	3
LAWA	111	2,595	19	19
Library	15	606	3	3
Office of Public Accountability	1	16	0	0
Public Works: Board	4	217	2	2
Public Works: Contract Administration	5	356	0	0
Public Works: Engineering	30	397	1	1
Public Works: Sanitation	66	521	5	5
Public Works: Street Lighting	5	170	0	0
Public Works: Street Services	12	141	0	0
Recreation & Parks	13	1,203	2	2
Tourism	0	11	0	0
Transportation	2	96	1	1
*Critical General Funded Positions	-	6,430	27	27
GRAND TOTALS	407	18,344	120	120

Updated as of February 24, 2026

*Departments filling critical General Funded vacancies at this time include City Administrative Officer, City Clerk, Controller's Office, GSD, LAFD, Planning, Board of Public Works, PW: Contract Administration, PW: Engineering, PW: Street Services, and DOT.

ETP METRICS BY JOB CLASSIFICATION

Job Classification *special-funded vacancies only	Positions Available	CJOs Accepted	Transfers Completed
ACCOUNTANT	11	4	4
ACCOUNTING CLERK	17	1	1
ADMINISTRATIVE CLERK	53	11	11
BENEFITS ANALYST	1	1	1
BUILDING OPERATING ENGINEER	4	0	0
BUILDING REPAIRER I	1	0	0
CARPENTER	1	0	0
CIVIL ENGINEERING ASSOCIATE II	4	0	0
CIVIL ENGINEERING ASSOCIATE III	35	0	0
CIVIL ENGINEERING ASSOCIATE IV	1	0	0
COMMUNICATIONS ELECTRICIAN	1	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE	18	8	8
CUSTODIAN	6	6	6
DATABASE ARCHITECT	1	1	1
ELECTRICIAN	9	1	1
EQUIPMENT OPERATOR	10	2	2
EXECUTIVE ADMINISTRATIVE ASSISTANT II	5	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT III	3	1	1
FIELD ENGINEERING AIDE	0	1	1
GARAGE ATTENDANT	1	1	1
GARDENER CARETAKER	4	2	2
GRAPHICS DESIGNER II	1	0	0
HEAVY DUTY TRUCK OPERATOR	6	4	4
MAINTENANCE LABORER	7	1	1
MANAGEMENT ANALYST	40	26	26
MANAGEMENT ASSISTANT	33	6	6
MATERIALS TESTING TECHNICIAN	0	1	1
PROGRAMMER ANALYST II	1	0	0
PROGRAMMER ANALYST III	3	1	1
PROGRAMMER ANALYST IV	1	0	0
PROGRAMMER ANALYST V	2	0	0

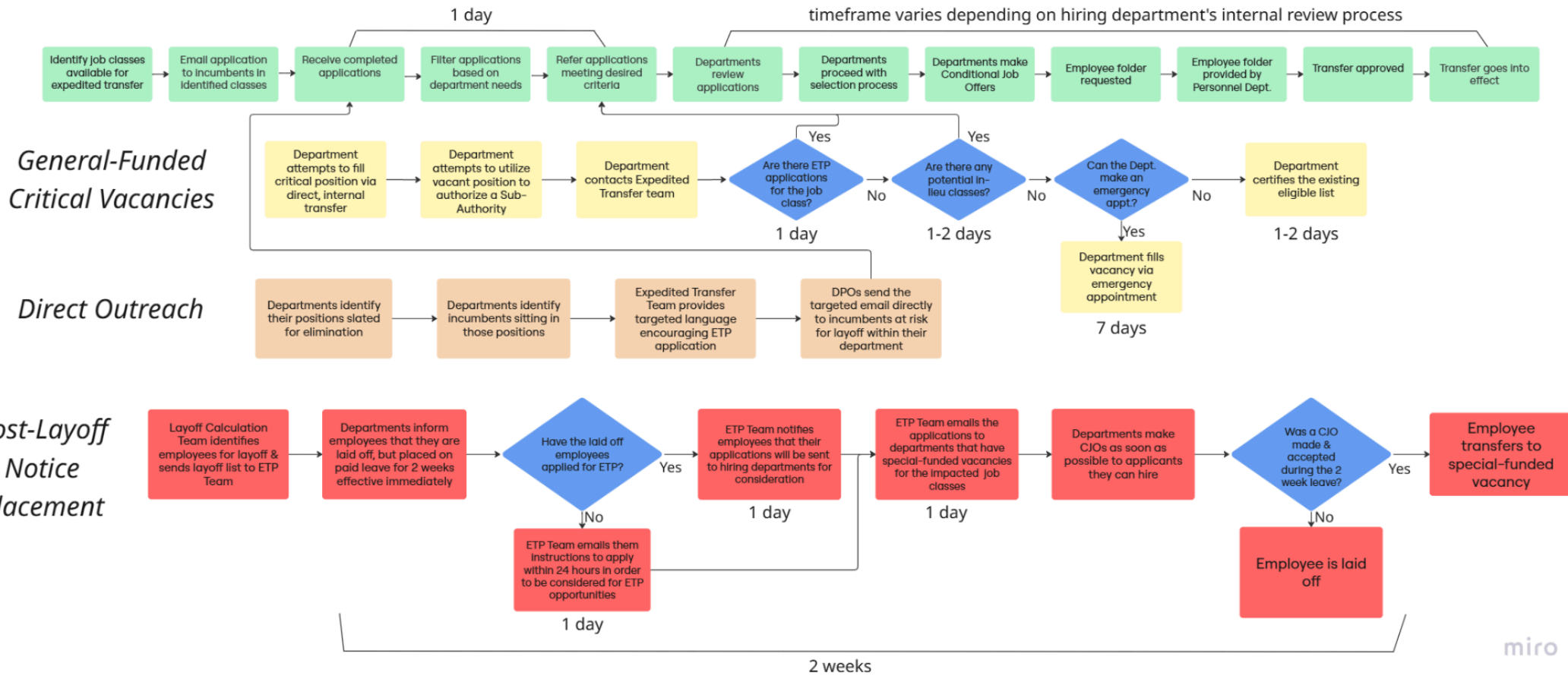
Job Classification *special-funded vacancies only	Positions Available	CJOs Accepted	Transfers Completed
PUBLIC RELATIONS SPECIALIST II	1	0	0
REAL ESTATE OFFICER	4	0	0
SECRETARY	6	0	0
SECURITY OFFICER	13	1	1
SENIOR ACCOUNTANT I	2	0	0
SENIOR ACCOUNTANT II	4	0	0
SENIOR ADMINISTRATIVE CLERK	32	10	10
SENIOR COMMUNICATIONS OPERATOR	3	0	0
SENIOR CUSTODIAN I	4	0	0
SENIOR MANAGEMENT ANALYST I	27	1	1
SENIOR MANAGEMENT ANALYST II	8	1	1
SENIOR PERSONNEL ANALYST I	4	0	0
SENIOR REAL ESTATE OFFICER	3	0	0
SENIOR STOREKEEPER	1	0	0
STRUCTURAL ENGINEERING ASSOCIATE IV	3	0	0
SYSTEMS ADMINISTRATOR II	3	0	0
SYSTEMS ADMINISTRATOR III	3	0	0
SYSTEMS ANALYST	5	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	0	0
TOTALS	407	93	93

Updated as of February 24, 2026

Note: The two job classes highlighted in red (Field Engineering Aide and Materials Testing Technician) are no longer available for ETP because the vacancies have been filled.

Attachment 2

Expedited Transfer Process (ETP)



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