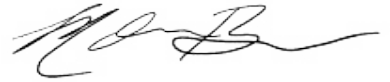


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 20, 2025

To: The Honorable Members of the Personnel and Hiring Committee

From: Malaika Billups, General Manager, Personnel Department



Subject: **Council File 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.

DISCUSSION

Layoffs Update

The City's present record of each City employees' Employee Job Histories (EJH) was sent individually to over 21,500 employees beginning Friday, May 9th with a deadline to respond by Friday, May 23rd. To date, approximately 16,516 employees have indicated that their EJHs are correct and no further action is needed; 4,071 employees have indicated that there is at least one correction needed. Of the 4,071 the department HR staff have reviewed 2,485 with 394 currently under review. There are 1,192 EJHs still pending HR review. Please note that if an EJH is still pending at the time a calculation is being performed the Personnel Department will work with the department to make the necessary corrections before proceeding with the calculation.

Displacement election forms were sent individually to over 25,318 email accounts on Friday, July 11th with a deadline to respond by Thursday, July 31st. As of August 19th, approximately 9,476 employees completed and submitted their displacement election forms.

Phasing

Layoff calculations began for departments in Phases 1-4 on August 1, 2025. There are currently 30 analysts from various divisions within the Personnel Department calculating and reviewing employee job histories. The Personnel Department must follow LA City Charter Section 1015 to

calculate both layoff and displacement seniority to help departments and staff identify who will be impacted by a layoff determination. To move forward in an orderly fashion, the Personnel Department has developed a phased approach to how layoff and displacement seniority will be calculated.

Please note, although layoff seniority will be calculated in a phased order, displacements (or “bumping”) can happen which would impact employees in other departments, potentially not in the same phase. Some of these displacements could result in a layoff in a different department. The Personnel Department will work closely with department stakeholders to identify alternatives to layoffs to the best extent possible.

Layoff Results

As of August 11, 2025, Phase 0 impacted a total of nine employees. Six of the nine employees were identified for layoff. These six employees do not have civil services status. The six employees should be on leave with pay until August 23, 2025 and will be removed from payroll at the conclusion of that pay period. There are three other employees identified in Phase 0 that will be removed from their emergency appointments and returned to their protected civil service appointed positions.

Phase 1 identified a total of one employee for layoff that will be placed on leave with pay until September 6, 2025. Personnel staff is currently calculating layoffs for phases 3 and 4.

Post Layoff Sessions

The Personnel department has partnered with EWDD, LACERS, CAO and Office of the Controller to develop "Post-Layoff Support Sessions" to offer to City employees to assist their transition out of City Service. The first “Post-Layoff Support Session” was held on Tuesday, August 19th. The presentation will include topics such as unemployment benefits, final paychecks, benefits and deferred compensation. The next session will be on Tuesday, August 26th which will include individuals laid off during Phase 1.

Expedited Transfer Process (ETP) Update

Special Funded Positions Available	Total Apps Received	Total Employees Referred	Total Apps Referred	Total CJOs Made	Total Transfers Complete
421 (+4)	1,710 (+1)	1,476 (+78)	7,402 (+2,707)	80 (+20)	34 (+3)

Updated as of August 19, 2025 (increase from August 12, 2025 report)

Please note that this chart now includes referral, CJO, and transfer metrics related to General Funded positions in addition to the Special Funded position metrics that were originally reported. Attachment 1 includes detailed ETP metrics regarding the Special Funded positions.

General Funded Position Transfers

In response to the suspension of the Priority Critical Hiring (PCH) process, the Personnel Department has been assisting City departments in filling vacant critical General Funded positions. This process is being implemented for City departments that have been unsuccessful in filling their critical General Funded vacancies using internal hiring efforts. These requests 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 approve for 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 the metrics captured in the above chart include information for both Special and General Funded positions. Eight of the total CJOs made and two of the completed transfers pertain to General Fund positions.

Direct Outreach

The Personnel Department worked with Human Resources staff from each City department impacted by layoffs to email incumbents in job classification for which positions within that department have been identified for deletion. The email informed department employees that at least one position within their job classification was slated for deletion and therefore, were strongly encouraged to submit an Expedited Transfer Process application in order to be considered for a transfer opportunity to a special funded position or a position within a department for which positions were not identified for deletion. The overall goal of this effort is to further encourage City employees to consider a transfer opportunity to a City department that will not be impacted by layoffs. For further support, the Personnel Department created an [Expedited Transfer Portal](#) where employees can find more information about the ETP and available opportunities.

The six employees identified for layoff in Phase 0 were directly contacted and given 24 hours to apply if there was no ETP application on file. Applications for those employees that submitted one were directly referred to the departments that are participating in the ETP, asking them to prioritize consideration of the laid off employees for any positions that they may qualify for, with the hope of placement before they are removed from City payroll.

See Attachment 2 for the Expedited Transfer Process Map, which includes a visual summary of the processes mentioned above

Attachment 1

ETP METRICS BY DEPARTMENT

Hiring Department	Total Positions Available	Total Application Referrals	CJOs Accepted	Transfers Completed
Aging	2	98	2	1
Building & Safety	28	53	0	0
Cannabis Regulation	4	73	0	0
Cultural Affairs	3	374	0	0
EWDD	6	137	0	0
Finance	12	359	16	16
GSD	1	12	0	0
Harbor	35	455	12	2
Housing	101	605	2	2
LACERS	17	425	2	2
LAFPP	3	369	3	3
LAWA	134	909	11	4
Library	18	378	2	2
Office of Public Accountability	1	16	0	0
Public Works: Board	2	43	1	0
Public Works: Contract Administration	4	231	0	0
Public Works: Engineering	35	288	0	0
Public Works: Sanitation	12	27	0	0
Public Works: Street Services	1	18	0	0
Recreation & Parks	1	0	0	0
Transportation	1	7	0	0
GRAND TOTALS	421	4,877	51	32

Updated as of August 19, 2025

ETP METRICS BY JOB CLASSIFICATION

Job Classification	Positions Available	CJOs Accepted	Transfers Completed
ACCOUNTANT	14	2	0
ACCOUNTING CLERK	15	0	0
ADMINISTRATIVE CLERK	58	7	4
AIR CONDITIONING MECHANIC	1	0	0
BENEFITS ANALYST	3	1	1
BENEFITS SPECIALIST	6	0	0
BUILDING OPERATING ENGINEER	3	0	0
BUILDING REPAIRER I	2	0	0
CARPENTER	1	0	0
CITY PLANNER	1	0	0
CIVIL ENGINEERING ASSOCIATE II	4	0	0
CIVIL ENGINEERING ASSOCIATE III	26	0	0
CIVIL ENGINEERING ASSOCIATE IV	1	0	0
COMMUNICATIONS ELECTRICIAN	1	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE	28	5	5
COMMUNITY PROGRAM ASSISTANT II	1	0	0
CUSTODIAN	4	1	0
CUSTODIAN SUPERVISOR	4	0	0
DATABASE ARCHITECT	1	1	0
ELECTRICIAN	7	1	0
ENVIRONMENTAL SPECIALIST II, III	1	0	0
EQUIPMENT OPERATOR	0	1	1
EXECUTIVE ADMINISTRATIVE ASSISTANT II	5	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT III	2	0	0
FIELD ENGINEERING AIDE	1	0	0
GARAGE ATTENDANT	1	1	0
GARDENER CARETAKER	10	3	2
GRAPHICS DESIGNER II	1	0	0
HEAVY DUTY EQUIPMENT MECHANIC	4	0	0
HEAVY DUTY TRUCK OPERATOR	4	2	0
INTERNAL AUDITOR II	1	0	0
MAINTENANCE LABORER	6	2	0
MANAGEMENT ANALYST	37	13	10

Job Classification	Positions Available	CJOs Accepted	Transfers Completed
MANAGEMENT ASSISTANT	17	4	4
MATERIALS TESTING TECHNICIAN	0	1	1
PROGRAMMER ANALYST II	1	0	0
PROGRAMMER ANALYST III	6	0	0
PROGRAMMER ANALYST IV	1	0	0
PROGRAMMER ANALYST V	2	0	0
PUBLIC RELATIONS SPECIALIST II	3	0	0
REAL ESTATE OFFICER	3	0	0
ROOFER	1	0	0
SECRETARY	2	0	0
SECURITY OFFICER	44	1	0
SENIOR ACCOUNTANT I	2	0	0
SENIOR ACCOUNTANT II	6	0	0
SENIOR ADMINISTRATIVE CLERK	27	2	2
SENIOR BENEFITS ANALYST II	1	0	0
SENIOR CIVIL ENGINEER	1	0	0
SENIOR COMMUNICATIONS OPERATOR	1	0	0
SENIOR CUSTODIAN I	5	0	0
SENIOR MANAGEMENT ANALYST I	19	1	1
SENIOR MANAGEMENT ANALYST II	6	0	0
SENIOR PERSONNEL ANALYST I	3	0	0
SENIOR PROJECT COORDINATOR	1	0	0
SENIOR REAL ESTATE OFFICER	1	0	0
SENIOR STOREKEEPER	1	0	0
STREET SERVICES WORKER II	1	0	0
STRUCTURAL ENGINEERING ASSOCIATE IV	4	0	0
SYSTEMS ADMINISTRATOR II	3	0	0
SYSTEMS ADMINISTRATOR III	1	1	0
SYSTEMS ANALYST	3	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	0	0
TOTAL VACANCIES TO BE FILLED VIA TRANSFER	421	51	32

Updated as of August 19, 2025

Note: The two job classes highlighted in red (Equipment Operator and Materials Testing Technician) are no longer available for ETP because the vacancies have already been filled (both by Harbor).

Attachment 2

Expedited Transfer Process (ETP)

