

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

Date: October 1, 2025

To: The Honorable Members of the Personnel and Hiring Committee

From: Malaika Billups, General Manager, Personnel Department



for Malaika Billups

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

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**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

As of Friday, September 19, 2025, the Personnel Department suspended layoff calculations per the direction of the Mayor's Office due to labor agreements. Below is a final status report on Employee Job Histories (EJH) reviews, displacement form submissions and layoffs.

The City's current record of each City employees' Employee Job Histories (EJH) was sent individually to over 21,500 employees beginning Friday, May 9, 2025 with a deadline to respond by Friday, May 23rd. To date, approximately 16,573 employees indicated their EJHs are correct and no further action is needed; 4,099 employees indicated that there is at least one correction needed. Of the 4,099, department HR staff completed 2,573 reviews; is currently conducting 371 corrections with 1,155 EJHs pending HR review. Personnel has requested that Department Personnel Officers continue to complete EJH corrections as soon as possible while layoffs are suspended.

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 October 1, 2025, approximately 9,488 employees completed and submitted their displacement election forms. Displacement election forms are no longer being collected due to the suspension of layoffs.

## Phasing

Layoff calculations began for departments in Phases 1-6 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 developed a phased approach as to how layoff and displacement seniority will be calculated.

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 calculation 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 extent possible.

## Layoff Results

Following are the layoff results as of October 1, 2025.

Phase 0 - *Exempt Employees including temporary trainees and emergency appointments.* This phase impacted a total of nine employees. Six of the nine employees were identified for layoff. These six employees do not have civil service status. Five of the six are represented by EAA and were returned to their positions immediately after the agreement. Three other employees identified in Phase 0 were removed from their emergency appointments and returned to their protected civil service appointed positions due to active eligible lists. One non-represented employee was laid off.

Phase 1 - *Aging, City Clerk, CIFD, CHRED, Disability, DONE, EWDD, RAP, YDD and Zoo.* Identified one employee for layoff but was canceled after the employee transferred via ETP.

Phase 2 - *Animal Services, Building and Safety, CAO and City Planning.* No employees were identified in this phase for layoff due to internal and external movement of employees.

Phase 3 - *GSD, ITA and DOT.* Identified twelve employees for layoff but the process was cancelled on Friday, September 19th after an agreement with labor was reached.

Phase 4 - *Public Works Bureaus.* identified one employee for layoff who is not covered under any current or possible labor agreements but elected to retire in lieu of being displaced to another department.

Phase 5 - *Police.* No calculations were performed due to LAPPL agreement.

Phase 6 - *Personnel*. Identified zero employees for layoff but the process was cancelled on Friday, September 19th after an agreement with labor was reached.

Personnel staff is currently not performing any layoff calculations as a result of direction from the Mayor's Office due to the labor agreements.

### Post Layoff Sessions

The Personnel Department partnered with EWDD, LACERS, CAO and Office of the Controller to develop "Post-Layoff Support Sessions" that offer City employees information regarding resources to assist their transition out of City Service. The first "Post-Layoff Support Session" was held on Tuesday, August 19, 2025. The presentation included topics such as unemployment benefits, final paychecks, benefits and deferred compensation. Post layoff sessions have been stopped due to the suspension of layoffs.

### Expedited Transfer Process (ETP) Update

Special Funded Vacancies	Applications Received	Applications Referred	Unique Employees Referred
430 (-3)	1,727 (+11)	10,493 (+2,362)	1,576 (+29)

CJOs Made	CJOs Accepted	CJOs Declined	CJOs Pending Decision	Transfers Completed
160 (+30)	103 (+18)	55 (+12)	2 (+0)	80 (+13)

*Updated as of October 1, 2025 (increase from September 9, 2025 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. 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 21 of the accepted CJOs and 13 of the completed transfers indicated in the chart above pertain to General Fund positions.

### **Department Presentations**

The ETP Team is developing a presentation aimed at City employees in job classifications within City departments that were facing layoffs. 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 presentations will include in-person and virtual sessions. The ETP Team expects to start hosting these presentations in October. The Team will work with Personnel Section staff from specific departments to schedule the presentations. Information on all matters related to ETP and updates regarding layoffs will be posted on the Personnel Department's [Expedited Transfer Portal](https://sites.google.com/lacity.org/expeditedtransfersite) (<https://sites.google.com/lacity.org/expeditedtransfersite>).

## Attachment 1

### ETP METRICS BY DEPARTMENT

Hiring Department	Total Positions Available	Total Application Referrals	CJOs Accepted	Transfers Completed
Aging	0	98	2	2
Building & Safety	35	375	1	1
Cannabis Regulation	5	134	0	0
Cultural Affairs	3	374	3	0
EWDD	6	136	0	0
Finance	11	354	16	15
GSD	1	24	0	0
Harbor	27	452	11	11
Housing	82	678	15	14
LACERS	15	532	2	2
LAFPP	3	366	3	3
LAWA	124	1,447	19	12
Library	16	412	2	2
Office of Public Accountability	1	16	0	0
Public Works: Board	1	43	2	1
Public Works: Contract Administration	4	229	0	0
Public Works: Engineering	35	332	0	0
Public Works: Sanitation	43	436	4	4
Public Works: Street Lighting	4	52	0	0
Public Works: Street Services	1	22	0	0
Recreation & Parks	10	840	1	0
Transportation	3	89	1	0
*Critical General Funded Positions	-	3,093	21	13
<b>GRAND TOTALS</b>	<b>430</b>	<b>10,534</b>	<b>103</b>	<b>80</b>

*Updated as of October 1, 2025*

\*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, and DOT.

## ETP METRICS BY JOB CLASSIFICATION

Job Classification *special-funded vacancies only	Positions Available	CJOs Accepted	Transfers Completed
ACCOUNTANT	14	4	3
ACCOUNTING CLERK	16	1	1
ADMINISTRATIVE CLERK	50	9	7
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	8	0	0
CIVIL ENGINEERING ASSOCIATE III	33	0	0
CIVIL ENGINEERING ASSOCIATE IV	1	0	0
COMMUNICATIONS ELECTRICIAN	1	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE I, II, III	16	8	8
CUSTODIAN	7	6	1
CUSTODIAN SUPERVISOR	4	0	0
DATABASE ARCHITECT	1	1	1
ELECTRICIAN	6	1	1
ENVIRONMENTAL SPECIALIST II, III	1	0	0
EQUIPMENT OPERATOR	1	2	1
EXECUTIVE ADMINISTRATIVE ASSISTANT II	6	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT III	2	1	0
FIELD ENGINEERING AIDE	0	1	1
FISCAL SYSTEMS SPECIALIST I	1	0	0
GARAGE ATTENDANT	1	1	1
GARDENER CARETAKER	8	2	2
GRAPHICS DESIGNER II	1	0	0
HEAVY DUTY EQUIPMENT MECHANIC	3	0	0
HEAVY DUTY TRUCK OPERATOR	0	4	4
INTERNAL AUDITOR II	1	0	0
MAINTENANCE LABORER	5	1	1
MANAGEMENT ANALYST	32	24	21

Job Classification *special-funded vacancies only	Positions Available	CJOs Accepted	Transfers Completed
MANAGEMENT ASSISTANT	18	7	5
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	4	0	0
SECURITY OFFICER	44	1	1
SENIOR ACCOUNTANT I	2	0	0
SENIOR ACCOUNTANT II	6	0	0
SENIOR ADMINISTRATIVE CLERK	41	4	4
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	29	0	0
SENIOR MANAGEMENT ANALYST II	4	1	1
SENIOR PERSONNEL ANALYST I	3	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	0	0
SYSTEMS ANALYST	6	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	0	0
<b>TOTALS</b>	<b>430</b>	<b>82</b>	<b>67</b>

*Updated as of October 1, 2025*

**Note:** The three job classes highlighted in red (Field Engineering Aide, Heavy Duty Truck Operator, and Materials Testing Technician) are no longer available for ETP because the vacancies have been filled.

## Attachment 2

# Expedited Transfer Process (ETP)

