

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 3, 2025

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

As of Friday, 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 developing seniority calculations in Workday as well as obtaining unpaid leave information from the Department of Water and Power for any future calculations.

Expedited Transfer Process (ETP) Update

Special Funded Vacancies	Applications Received	Applications Referred	Unique Employees Referred
431 (+1)	1,728 (+1)	12,455 (+1,962)	1,595 (+19)

CJOs	CJOs	CJOs	CJOs Pending	Transfers
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Made	Accepted	Declined	Decision	Completed
170 (+10)	111 (+8)	59 (+4)	0 (-2)	97 (+17)

Updated as of October 31, 2025 (change from October 1, 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 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 22 of the accepted CJOs and 18 of the completed transfers indicated in the chart above pertain to General Fund positions.

Department Presentations

The ETP Team has developed a presentation aimed at City employees in job classifications within City departments that were facing layoffs. The presentation has been reviewed and 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 presentations will include in-person and virtual sessions. The ETP Team expects to host these presentations in November and December. 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>).

Personnel Department Vacancies Update

For Fiscal Year 2025-2026, the Personnel Department lost a total of 116 authorized positions - 58 filled positions and 58 vacant positions. Using a combination of strategies, including ETP and placing employees in deleted filled positions into vacant positions that were not deleted in the

department, Personnel has the remaining deleted filled positions left to place as of October 31, 2025:

Job Classification	Quantity	Notes
Administrative Clerk	5	No current vacant position in department to place employee.
Administrative Clerk	3	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Administrative Clerk	2	- Employee retirement eff. 10/25/25. - Employee transfer to another department eff. 11/15/25.
Management Assistant	1	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Personnel Analyst	1	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Personnel Records Supervisor	1	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Principal Clerk	1	Will be moved to future vacant position in department due to retirement of incumbent in early 2026.
Senior Administrative Clerk	4	Pending completion of transfer in Workday to other vacant, non-deleted position in department.
Senior Personnel Analyst I	1	Will be moved to future vacant position in department due to end of 120-day appointment in 2026.
Senior Personnel Analyst II	1	Employee return on protective leave from another department.
Total	20	

The Personnel Department anticipates that these employees will find positions by the end of the fiscal year via ETP to other departments or newly vacated positions within the Personnel Department due to attrition (e.g. resignations, transfers and promotions to other departments, retirements).

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	30	386	1	1
Cannabis Regulation	0	134	0	0
City Administrative Officer	3	162	0	0
Cultural Affairs	2	374	3	3
EWDD	4	185	2	2
Finance	11	389	16	15
GSD	1	24	0	0
Harbor	27	455	11	11
Housing	80	678	17	17
LACERS	11	532	3	3
LAFPP	4	366	3	3
LAWA	123	2,175	20	13
Library	16	413	3	2
Office of Public Accountability	1	16	0	0
Public Works: Board	5	199	2	2
Public Works: Contract Administration	4	229	0	0
Public Works: Engineering	34	332	0	0
Public Works: Sanitation	46	441	4	4
Public Works: Street Lighting	4	158	0	0
Public Works: Street Services	11	76	0	0
Recreation & Parks	12	845	1	0
Tourism	0	11	0	0
Transportation	2	96	1	1
*Critical General Funded Positions	-	3,681	22	18
GRAND TOTALS	431	12,455	111	97

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, 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	16	1	1
ADMINISTRATIVE CLERK	51	11	11
AIR CONDITIONING MECHANIC	1	0	0
BENEFITS ANALYST	6	1	1
BENEFITS SPECIALIST	1	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	34	0	0
CIVIL ENGINEERING ASSOCIATE IV	1	0	0
COMMUNICATIONS ELECTRICIAN	1	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE	16	8	8
CUSTODIAN	7	6	1
CUSTODIAN SUPERVISOR	4	0	0
DATABASE ARCHITECT	1	1	1
ELECTRICIAN	10	1	1
ENVIRONMENTAL SPECIALIST II, III	1	0	0
EQUIPMENT OPERATOR	2	2	1
EXECUTIVE ADMINISTRATIVE ASSISTANT II	6	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT III	1	1	1
FIELD ENGINEERING AIDE	0	1	1
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	6	4	4
INTERNAL AUDITOR II	1	0	0
MAINTENANCE LABORER	5	1	1
MANAGEMENT ANALYST	29	26	25

Job Classification *special-funded vacancies only	Positions Available	CJOs Accepted	Transfers Completed
MANAGEMENT ASSISTANT	17	6	6
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	3	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	5	0	0
SENIOR ADMINISTRATIVE CLERK	34	6	5
SENIOR BENEFITS ANALYST II	0	0	0
SENIOR CIVIL ENGINEER	1	0	0
SENIOR COMMUNICATIONS OPERATOR	4	0	0
SENIOR CUSTODIAN I	5	0	0
SENIOR MANAGEMENT ANALYST I	32	1	0
SENIOR MANAGEMENT ANALYST II	6	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	1	0
SYSTEMS ANALYST	5	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	0	0
TOTALS	431	89	79

Updated as of October 31, 2025

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)

