


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 26, 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 16,220 employees have indicated that their EJHs are correct and no further action is needed; 3,974 employees have indicated that there is at least one correction needed. Of the 3,974 the department HR staff have reviewed 2,113 with 337 currently under review. There are 1,524 EJHs still pending HR review.

Unpaid leave and displacement election forms are still being finalized and will be limited to only those employees directly affected by the layoffs.

Expedited Transfers Process Update

Expedited Transfers Process Metrics

Positions Available to Fill via ETP	Total Apps Received	Total Employees Referred	Total Apps Referred	Total CJOs Made	Total Transfers Complete
239	1,592	1,016	2,188	16	0

Apps Referred to DWP	Apps Referred to Harbor	Apps Referred to Housing	Apps Referred to Finance	Apps Referred to LACERS	Apps Referred to Tourism	Apps Referred to LAFPP	Apps Referred to LAWA	Apps Referred to Library
0	409	199	288	262	10	180	625	215

Updated as of June 26, 2025

See attachment for detailed information by job class.

Expedited Transfers - Next Phase

The next phase of the Expedited Transfer Process includes integrating additional steps to maximize the efficiency of expediting transfers across City departments. See attachment for an Expedited Transfer Process Map. The first new component is to reach out directly to incumbents who are in positions that have been identified for deletion within each City department to encourage them to submit an ETP application, if they have not already done so, and strongly consider a transfer offer should they receive one. Additionally, the Expedited Transfer Team will begin to facilitate an alternative hiring pathway which involves transferring employees from general-funded positions to other general funded-positions in an effort to assist departments with filling critical vacant positions. As of June 26, 2025, the Expedited Transfer team has referred 144 applications in response to department requests to fill four critical general-funded positions.

EXPEDITED TRANSFER POSITIONS & METRICS

JOB CLASSIFICATION	TOTAL POSITIONS AVAILABLE	APPLICATIONS SUBMITTED	UNIQUE EMPLOYEES REFERRED	TOTAL APPLICATION REFERRALS	CJOs MADE
ACCOUNTANT	3	30	28	59	0
ACCOUNTING CLERK	5	41	26	39	0
ADMINISTRATIVE CLERK	8	316	247	572	1
AIR CONDITIONING MECHANIC	1	5	0	0	0
BENEFITS ANALYST	4	2	2	3	0
BENEFITS SPECIALIST	6	0	0	0	0
BUILDING OPERATING ENGINEER	3	4	0	0	0
BUILDING REPAIRER I	2	0	0	0	0
BUILDING REPAIRER SUPERVISOR	1	0	0	0	0
CIVIL ENGINEERING ASSOCIATE III	2	14	0	0	0
CIVIL ENGINEERING ASSOCIATE IV	2	5	0	0	0
COMMUNICATIONS ELECTRICIAN	1	31	0	0	0
COMMUNICATIONS INFO REP I, II, III	19	30	25	46	2
COMMUNITY PROGRAM ASSISTANT II	1	0	0	0	0
CUSTODIAN	5	44	24	32	0
CUSTODIAN SUPERVISOR	4	3	0	0	0
DATABASE ARCHITECT	1	4	3	3	0
ELECTRICIAN	6	11	6	9	0
ENVIRONMENTAL SPECIALIST II, III	1	6	0	0	0
EQUIPMENT OPERATOR	1	40	19	19	0
EXEC ADMINISTRATIVE ASSISTANT II	3	11	11	14	0
FIELD ENGINEERING AIDE	1	8	5	5	0
GARAGE ATTENDANT	1	18	8	8	0
GARDENER CARETAKER	10	52	32	48	0
GRAPHICS DESIGNER II	1	10	10	10	0
HEAVY DUTY EQUIPMENT MECHANIC	1	32	0	0	0
HEAVY DUTY TRUCK OPERATOR	4	62	21	21	0
MAINTENANCE LABORER	5	63	28	40	0
MANAGEMENT ANALYST	33	201	159	520	7
MANAGEMENT ASSISTANT	13	108	87	321	4
MATERIALS TESTING TECHNICIAN	1	10	6	6	0
PLUMBER	1	5	1	1	0
PROGRAMMER ANALYST V	1	14	12	22	0
PUBLIC RELATIONS SPECIALIST II	3	5	4	4	0
REAL ESTATE OFFICER	1	3	1	1	0
SAFETY ENGINEER	1	0	0	0	0
SECRETARY	1	27	27	18	0
SECURITY OFFICER	44	16	10	14	0
SENIOR ACCOUNTANT II	2	10	4	4	0
SENIOR ADMINISTRATIVE CLERK	15	129	111	249	1
SENIOR BENEFITS ANALYST II	1	1	0	0	0
SENIOR CIVIL ENGINEER	1	5	2	2	0
SENIOR COMMUNICATIONS OPERATOR	1	5	2	2	0
SENIOR MANAGEMENT ANALYST I	2	51	51	51	0
SENIOR MANAGEMENT ANALYST II	2	23	22	27	0
SENIOR PERSONNEL ANALYST I	3	18	11	18	0
SENIOR PROJECT COORDINATOR	1	18	0	0	0
SENIOR REAL ESTATE OFFICER	1	1	0	0	0
SENIOR SECURITY OFFICER	1	0	0	0	0
SENIOR STOREKEEPER	1	6	1	1	0
STREET SERVICES WORKER II	1	2	1	1	0
STRUCTURAL ENGINEERING ASSOC IV	1	0	0	0	0
SYSTEMS ADMINISTRATOR I	1	9	8	15	0
SYSTEMS ADMINISTRATOR II	1	12	6	6	0
SYSTEMS ADMINISTRATOR III	1	3	2	2	0
SYSTEMS ANALYST	1	57	32	32	1
WAREHOUSE & TOOLROOM WORKER II	1	2	1	1	0
GRAND TOTALS:	239	1583	1056	2246	16

As of June 26, 2025

EXPEDITED TRANSFER PROCESS (ETP)

