

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 1, 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 16,250 employees have indicated that their EJHs are correct and no further action is needed; 3,978 employees have indicated that there is at least one correction needed. Of the 3,978 the department HR staff have reviewed 2,193 with 336 currently under review. There are 1,525 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 Transfer Process (ETP) Update

ETP Metrics Summary

Positions Available to Fill via ETP	Total Apps Received	Total Employees Referred	Total Apps Referred	Total CJOs Made	Total Transfers Complete
246	1,599	1,070	2,380	19	0

ETP Applications Referred to Each Department

DWP	HARBOR	HOUSING	FINANCE	LACERS	TOURISM	LAFPP	LAWA	LIBRARY	PW BOARD	CULTURAL AFFAIRS
0	409	291	288	301	11	180	657	215	28	0

Updated as of July 1, 2025

See attachment for detailed information regarding ETP metrics for each department and job classification.

General Funded Position Transfers

In addition to the Expedited Transfer Process, the Personnel Department has begun 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 internal General Funded positions. Currently, these requests are being submitted by City department Human Resources staff directly to the Expedited Transfer Team for processing. An official request form is in development and going forward, departments will submit these requests using that form. To date, our team has referred 194 applications for consideration through this process.

Direct Outreach

An additional step will include reaching 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.

See attachment for the Expedited Transfer Process Map which includes the processes mentioned above.

EXPEDITED TRANSFER POSITIONS & METRICS

ETP METRICS BY DEPARTMENT

HIRING DEPARTMENT	TOTAL POSITIONS AVAILABLE	TOTAL APPLICATION REFERRALS	CJOs MADE
BOARD OF PUBLIC WORKS	1	28	0
CULTURAL AFFAIRS	1	0	0
HARBOR	32	409	3
HOUSING	22	291	0
FINANCE	23	286	13
LACERS	16	301	0
LAFPP	5	180	3
LAWA	128	657	0
LIBRARY	16	215	0
TOURISM	2	11	0
GRAND TOTALS:	246	2378	19

Updated July 1, 2025

ETP METRICS BY JOB CLASSIFICATION

JOB CLASSIFICATION	TOTAL POSITIONS AVAILABLE	APPLICATIONS RECEIVED	UNIQUE EMPLOYEES REFERRED	TOTAL APPLICATION REFERRALS	CJOs MADE
ACCOUNTANT	3	30	28	59	0
ACCOUNTING CLERK	5	41	26	39	0
ADMINISTRATIVE CLERK	9	318	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	32	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	45	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
EXECUTIVE ADMIN ASSISTANT II	3	11	11	14	0
FIELD ENGINEERING AIDE	1	8	5	5	0
FISCAL SYSTEMS SPECIALIST II	1	1	1	1	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

EXPEDITED TRANSFER POSITIONS & METRICS

JOB CLASSIFICATION	TOTAL POSITIONS AVAILABLE	APPLICATIONS RECEIVED	UNIQUE EMPLOYEES REFERRED	TOTAL APPLICATION REFERRALS	CJOs MADE
MAINTENANCE LABORER	5	63	28	40	0
MANAGEMENT ANALYST	34	201	162	612	7
MANAGEMENT ASSISTANT	13	108	87	321	4
MATERIALS TESTING TECHNICIAN	1	10	6	6	1
PLUMBER	1	5	1	1	0
PROGRAMMER ANALYST III	3	0	0	0	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	2
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	24	22	27	0
SENIOR PERSONNEL ANALYST I	3	18	11	18	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	3	57	40	71	1
WAREHOUSE & TOOLROOM WORKER II	1	2	1	1	0
GRAND TOTALS:	246	1571	1068	2378	19

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NOTES:

- There have been no referrals for the seven positions listed in red, because we have not received applications for those job classes at this time.
- There have been no referrals for the 10 positions listed in yellow due to the following factors:
 - For Air Conditioning Mechanic, Building Operating Engineer, Civil Engineering Associate III, Civil Engineering Associate IV, Communications Electrician, Custodian Supervisor, Environmental Specialist, and Heavy Duty Equipment Mechanic, the vacancies are all with LAWA. LAWA requested to tentatively hold off on referring applicants for these positions as they prioritize filling critical vacancies first.
 - For the Senior Benefits Analyst position, LAFPP is in the process of filling the vacancy via an emergency appointment with a Senior Management Analyst in-lieu (outside of the Expedited Transfer Process).
 - The Senior Real Estate Agent position is with the Harbor department and we have only received one application, which indicated that the applicant is not willing to transfer to Harbor. Therefore, the applicant was not referred to Harbor.

Expedited Transfer Process (ETP)

