

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 16, 2025

To: The Honorable Members of the Personnel and Hiring Committee

From: Malaika Billups, General Manager, Personnel Department



for Malaika Billups

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 16,412 employees have indicated that their EJHs are correct and no further action is needed; 4,002 employees have indicated that there is at least one correction needed. Of the 4,002 the department HR staff have reviewed 2,127 with 330 currently under review. There are 1,545 EJHs still pending HR review.

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 July 15th, approximately 4,707 employees completed and submitted their displacement election forms. Some technical issues encountered by employees are currently being addressed by both Personnel and ITA. The Personnel Department sent a special budget newsletter to City employees on July 16th providing additional information on how to complete the displacement election form as well as post-layoff support services, including an [employee survey of desired support services \(https://docs.google.com/forms/d/e/1FAIpQLSfQbjet7IUWn95P6T7PfStTJf5HN8s6b2eYqk023KZW6yFnmg/viewform\)](https://docs.google.com/forms/d/e/1FAIpQLSfQbjet7IUWn95P6T7PfStTJf5HN8s6b2eYqk023KZW6yFnmg/viewform) and information on when employee benefits would end if laid off. See Attachment A.

Expedited Transfer Process (ETP) Update

Positions Available to Fill via ETP	Total Apps Received	Total Employees Referred	Total Apps Referred	Total CJOs Made	Total Transfers Complete
331 (+85)	1,624 (+25)	1,193 (+123)	2,822 (+442)	36 (+17)	19 (+19)

Updated as of July 15, 2025 (increase from July 1, 2025 report)

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

General Funded Position Transfers

In addition to the Expedited Transfer Process (ETP), the Personnel Department has been assisting City departments in filling vacant critical General Funded positions. These requests are submitted by City department Human Resources staff directly to the Expedited Transfer Team via a developed online request form. To date, the ETP team has referred 912 applications for consideration through this process.

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 not impacted by layoffs. For further support, the Personnel Department created an Expedited Transfer Portal: <https://sites.google.com/lacity.org/expeditedtransfersite?usp=sharing>

See Attachment C for the Expedited Transfer Process Map, which includes the processes mentioned above.

Attachment A

Benefits Coverage/Termination Dates

LAWell Program Benefits and Layoffs
keepingLAWell.com 213-978-1655 / per.empbenefits@lacity.org

Benefit	Termination Effective**	Continuation Option	Provider Contact Information
Medical Insurance	<p style="color: red;">Coverage Ends Same Day Employment Ends*</p> <p>The termination date listed in Workday will be the last day of coverage.</p>		
Dental Insurance			
Vision Insurance			
Life Insurance		May apply to port or convert coverage.	Email: LAWell_LifeIns@metlife.com Phone: (949) 471-2264
Disability Insurance		<p>Not Available.</p> <p>If you already have a claim on file with Standard, continue to respond to their communications. Any approved disability benefit will continue to be paid for the duration of your disability, even after employment ends.</p>	Phone: (844) 505-6025

Accidental Death & Dismemberment Insurance		May apply to port or convert coverage.	Email: LAwell_LifeIns@metlife.com Phone: (949) 471-2264
Healthcare Flexible & Dependent Care Reimbursement Accounts	Ability to incur new expenses ends the same date employment ends. Can file claims up until April 30, 2026	Not Available. Any remaining balance is forfeited. No exceptions.	Phone: (888) 868-3539 Web: myameriflex.com
Parking/Transit Accounts	Can file transit (TSA) claims for up to 90 days after employment ends. Any parking (PSA) balance remaining will be forfeited.	Not Available. Any remaining balance is forfeited. No exceptions.	Phone: (877) 924-3967 Web: wageworks.com
Support Plus - Employee & Family Assistance Program	End of the calendar month where employment ends.	Not Available.	Phone: (800) 213-5813 Web: Liveandworkwell.com use the access code: CityofLA
LIVEwell Employee Wellness Program	Any available cash rewards earned through Personify Health must be redeemed within 60 days of termination date.	Not Available.	Email: support@personifyhealth.com Phone: 888-671-9395

Important Notes for Employees

* Processing time varies and may affect the appearance of coverage in outside (non-City) systems. In many cases, provider systems (e.g. medical, dental, etc.) will not be updated timely. Employees will be financially responsible for any services they or their dependents seek after their effective employment termination date.

**** Being laid off qualifies as a Life Event.**

- You may be able to enroll in a spouse's, domestic partner's, or parent's health plan. Contact their HR/benefits department right away.
- This also qualifies as a life event under the healthcare market place. Apply at CoveredCA.com to see if you qualify for state/federal subsidized health care, including Medi-Cal/Medicaid.

*** COBRA Enrollment

- Coverage is retroactive to your last day
- You typically have 60 days to elect coverage after receiving your COBRA packet

****EFAP Support available until Month-End:

- Services include mental health counseling, financial advice, and legal referrals
- Contact Optum directly at (800) 213-5813, or visit [Liveandworkwell.com](https://liveandworkwell.com) using the access code: **CityofLA**

Attachment B

ETP METRICS BY DEPARTMENT

Hiring Department	Total Positions Available	Total Application Referrals	CJOs Made	Transfers Completed
Board of Public Works	1	28	0	0
City Tourism	1	11	0	0
Cultural Affairs	2	20	2	0
Finance	23	291	15	14
Harbor	32	409	3	2
Housing	102	418	2	0
LACERS	18	305	1	0
LAFPP	5	340	2	3
LAWA	129	728	9	0
Library	17	264	2	0
Office of Public Accountability	1	11	0	0
GRAND TOTALS:	331	2825	36	19

Updated July 15, 2025

ETP METRICS BY JOB CLASSIFICATION

Job Classification	Total Positions Available	Applications Received	Unique Employees Referred	Total Application Referrals	CJOs Made	Transfers Completed
ACCOUNTANT	9	30	30	76	0	0
ACCOUNTING CLERK	11	41	41	39	0	0
ADMINISTRATIVE CLERK	50	325	259	573	4	2
AIR CONDITIONING MECHANIC	1	5	0	0	0	0
BENEFITS ANALYST	4	2	2	4	0	0
BENEFITS SPECIALIST	6	0	0	0	0	0
BUILDING OPERATING ENGINEER	3	4	0	0	0	0
BUILDING REPAIRER I	2	0	0	0	0	0
CITY PLANNER	1	0	0	0	0	0
CIVIL ENGINEERING ASSOCIATE III	2	14	8	8	0	0
CIVIL ENGINEERING ASSOCIATE IV	2	5	4	2	0	0

Job Classification	Total Positions Available	Applications Received	Unique Employees Referred	Total Application Referrals	CJOs Made	Transfers Completed
COMMUNICATIONS ELECTRICIAN	1	32	0	0	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE I, II, III	19	32	28	52	4	2
COMMUNITY PROGRAM ASSISTANT II	1	0	0	0	0	0
CUSTODIAN	5	45	24	32	0	0
CUSTODIAN SUPERVISOR	4	3	0	0	0	0
DATABASE ARCHITECT	1	4	3	3	1	0
ELECTRICIAN	6	11	6	9	1	0
ENVIRONMENTAL SPECIALIST II, III	1	6	0	0	0	0
EQUIPMENT OPERATOR	1	40	19	19	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT II	4	11	11	25	0	0
FIELD ENGINEERING AIDE	1	8	5	5	0	0
GARAGE ATTENDANT	1	18	8	8	0	0
GARDENER CARETAKER	10	52	32	48	2	0
GRAPHICS DESIGNER II	1	10	10	10	1	0
HEAVY DUTY EQUIPMENT MECHANIC	1	32	0	0	0	0
HEAVY DUTY TRUCK OPERATOR	4	62	21	21	0	0
MAINTENANCE LABORER	5	63	28	40	0	0
MANAGEMENT ANALYST	44	202	202	780	7	7
MANAGEMENT ASSISTANT	13	109	108	341	7	4
MATERIALS TESTING TECHNICIAN	1	10	6	6	1	1
PLUMBER	1	5	1	1	0	0
PROGRAMMER ANALYST II	1	0	0	0	0	0
PROGRAMMER ANALYST III	4	4	4	11	0	0
PROGRAMMER ANALYST IV	1	6	4	6	0	0
PROGRAMMER ANALYST V	1	14	12	22	0	0
PUBLIC RELATIONS SPECIALIST II	3	5	4	4	0	0
REAL ESTATE OFFICER	1	3	1	1	0	0
SAFETY ENGINEER	1	0	0	0	0	0
SECRETARY	1	28	27	18	0	0
SECURITY OFFICER	44	16	10	14	2	1
SENIOR ACCOUNTANT I	2	0	0	0	0	0

Job Classification	Total Positions Available	Applications Received	Unique Employees Referred	Total Application Referrals	CJOs Made	Transfers Completed
SENIOR ACCOUNTANT II	2	10	10	4	0	0
SENIOR ADMINISTRATIVE CLERK	27	128	112	298	3	1
SENIOR BENEFITS ANALYST II	1	0	0	0	0	0
SENIOR CIVIL ENGINEER	1	5	2	2	0	0
SENIOR COMMUNICATIONS OPERATOR	1	5	2	2	0	0
SENIOR MANAGEMENT ANALYST I	7	52	51	159	0	0
SENIOR MANAGEMENT ANALYST II	2	24	24	28	0	0
SENIOR PERSONNEL ANALYST I	3	19	11	18	0	0
SENIOR REAL ESTATE OFFICER	1	1	0	0	0	0
SENIOR SECURITY OFFICER	1	0	0	0	0	0
SENIOR STOREKEEPER	1	6	1	1	1	0
STREET SERVICES WORKER II	1	2	1	1	0	0
STRUCTURAL ENGINEERING ASSOCIATE IV	1	0	0	0	0	0
SYSTEMS ADMINISTRATOR I	1	9	8	15	1	0
SYSTEMS ADMINISTRATOR II	1	12	6	6	0	0
SYSTEMS ADMINISTRATOR III	1	4	2	2	0	0
SYSTEMS ANALYST	3	57	43	106	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	2	1	1	0	0
GRAND TOTALS:	331	1593	1192	2821	36	19

Updated July 15, 2025

NOTES:

1. There have been no referrals for the nine positions listed in red, because we have not received applications for those job classes at this time.
2. There have been no referrals for the 10 positions listed in yellow due to the following factors:
 - a. For Air Conditioning Mechanic, Building Operating Engineer, 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.
 - b. 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).
 - c. 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.

Attachment C

EXPEDITED TRANSFER PROCESS (ETP)

