

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 5, 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 16,474 employees have indicated that their EJHs are correct and no further action is needed; 3,964 employees have indicated that there is at least one correction needed. Of the 3,964 the department HR staff have reviewed 2,285 with 377 currently under review. There are 1,302 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 August 5th, approximately 9,243 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 and August 1st 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/1FAIpQLSfQbj7IUWn95P6T7PfStTJf5HN8s6b2eYqk023KZW6yFnmg/viewform) (<https://docs.google.com/forms/d/e/1FAIpQLSfQbj7IUWn95P6T7PfStTJf5HN8s6b2eYqk023KZW6yFnmg/viewform>) and information on when employee benefits would end if laid off. See Attachment 2.

Phasing

Layoff calculations began for departments in Phases 1-4 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 has developed a phased approach to how layoff and displacement seniority will be calculated. General Managers and Departmental Personnel Officers were notified of the phasing calculation and notification plan on Friday August 1, 2025. See Attachment 1.

Please note, although layoff seniority will be calculated in the order identified in Attachment 1, displacements (or “bumping”) can happen which would impact employees in other departments, potentially not in the same 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 best extent possible.

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
403 (+72)	1,700 (+76)	1,387 (+194)	4,527 (+1,705)	58 (+22)	24 (+5)

Updated as of August 5, 2025 (increase from July 16, 2025 report)

See Attachment 3 for detailed information regarding ETP metrics for each department and job classification.

General Funded Position Transfers

In response to the suspension of the Priority Critical Hiring (PCH) 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 critical General Funded vacancies using internal hiring efforts. These requests are being submitted by City department Human Resources staff directly to the Expedited Transfer Team for processing via an official request Google Form. To date, our team has referred 1,615 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 4 for the Expedited Transfer Process Map, which includes the processes mentioned above.

ETP Metrics for LAPD Civilian Employees

At the last PAH meeting, the Personnel Department was asked to provide an update on the number of ETP applications received from LAPD civilian employees. Below is a summary of metrics for LAPD expedited transfer applicants. Of the eight LAPD employees who have transferred via the ETP, one is a Systems Analyst, one is a Management Assistant, four are Management Analysts, and two are Senior Administrative Clerks.

ETP Applicants from LAPD	LAPD Employees Referred	CJOs Made to LAPD Employees	CJOs Accepted	Employees Transferred from LAPD
378	330	12	11	8

Updated as of August 5, 2025

Attachment 1

CITY OF LOS ANGELES INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 1, 2025

To: All City Department Heads and Department Personnel Officers

From: Malaika Billups, General Manager
Personnel Department

Subject: **CITYWIDE LAYOFF CALCULATION AND NOTIFICATION PLAN**

The Personnel Department will begin layoff and displacement seniority calculations on Friday, August 1, 2025. The calculations will be performed in a phased manner, by department, from the highest to lowest classification level based on the list of positions identified for elimination by the City Administrative Officer on Thursday, July 31, 2025.

Layoff and Displacement Notification Plan

After layoff and displacement seniority calculations are completed for a filled position eliminated within a department, an employee will be identified for displacement or separation from the City via layoff. The Personnel Department will send a notification to the Appointing Authority of the City department in which the identified individual is employed.

For layoffs and displacement of employees with Civil Service status, City departments will receive a notice on the second Wednesday of each pay period identifying individuals expected to be removed from City Payroll or displaced to a different department. The notice will also include layoff and displacement information to guide both departments and employees through the layoff and displacement process – from employee notification to the removal of an employee from payroll. The Personnel Department will provide a layoff notification template, checklist, and script for departments to utilize when engaging with the affected employee.

Departments will be required to notify affected employees of their change in status by the second Friday of that same pay period after receiving notification from the Personnel Department (i.e., 2 days later on the Friday following the Wednesday in which they were notified). Departments will be required to immediately place all employees who have received a notification of their pending separation from the City by layoff on paid administrative leave for the following pay period (for the full two weeks

after layoff notification) and remove the employees from City payroll by the end of that pay period.

Layoff and Displacement Calculation Order

The layoff and displacement seniority calculation process will be carried out in seven phases, identified as Phases 0-6.

The process will begin with Phase 0 which will include identifying exempt, emergency or temporary appointed employees who do not have civil service status in their eliminated positions.

Layoff and displacement seniority calculations under Charter Section 1015 will then commence with Phase 1, which includes smaller departments or departments who have fewer than 10 filled positions eliminated. Calculations will then proceed to Phases 2 and 3 which include larger departments or those with more layoffs to calculate. Phase 4 will include seniority for the Public Works Bureaus. Phase 5 will include calculations for the Los Angeles Police Department. Layoff calculations will conclude with Phase 6, which includes layoffs of the Personnel Department employees. A detailed list of the departments in these phases is below.

Departments in the earlier phases have fewer filled position eliminations and/or smaller class group sizes which the Personnel Department anticipates will take less time to calculate. Departments in the later phases have larger class groups and are expected to take longer to complete. The Personnel Department will be the last department to implement the layoff of its own employees as the final phase of the layoff process pursuant to Exhibit H of the FY 2025-26 adopted budget.

It is important to note that layoff and displacement calculations in earlier phases may result in displacements and “actual layoffs” (leaving city service) in departments that are scheduled for later phases or have no positions eliminated in the budget. Personnel will work with departments and the CAO as the calculations are completed to determine whether the department is able to absorb an employee who is displaced from another department. If the department is able to absorb the displaced employee the calculations will stop. If the department is unable to absorb the displaced employee, then displacement calculations will continue within that department. The calculations will continue until either an employee is absorbed or an employee has been identified to leave City service.

Phase 0

The City layoffs will begin with Phase 0. Employees in this phase are exempt, emergency or temporary appointed and are in class groups which had positions eliminated in the FY 2025-26 budget. Employees to be identified for layoff within Phase 0 are those who do not have civil service status. Layoff seniority calculations will not be required for Phase 0 positions since these types of appointments are exempt from civil service.

Although calculations will not be performed in Phase 0, employees with exempt, emergency or temporary appointments may be on protective leave from regular civil service positions within or outside the current employing department. Employees with emergency appointments in promotional classifications will need to be returned on protective leave to their regular civil service position. Other exempt, temporary trainee or emergency appointments to “open only” classifications may or may not be on protective leave from a civil service appointment. The appropriate status of each of these employees will be addressed on a case by case basis. If an employee is returned on protective leave to their regular position and that position has been identified for elimination, it could necessitate additional layoff and displacement seniority calculations for that class group during that department’s phase. If a department does not have an available position to place the returned employee, it could necessitate a layoff.

The final number of non-civil service layoffs required will be established when the Office of the City Administrative Officer (CAO) updates the position elimination count on July 31, 2025. By August 1, 2025, the Personnel Department will utilize the CAO report to provide each affected Appointing Authority with a list of exempt, temporary, and emergency appointed employees who could be subject to layoff. The Appointing Authorities will determine which employee (without civil service status) to lay off if there are more employees in these class groups than eliminated positions. The Personnel Department’s August 1 notice will also contain further layoff instructions regarding deadlines for identifying staff and post layoff support for affected employees.

The following describes the types of positions that will not require a civil service status calculation, but may be subject to layoff based on Appointing Authority determination. These appointment types will need to be terminated before layoff calculations commence.

Emergency Appointments

The “Emergency Appointment” category of Phase 0 includes eliminated positions within classifications that have emergency appointments. Please be reminded that it is highly likely that emergency appointments to promotional classifications will result in the incumbent being returned to the classification in which they have protective leave rights. If the employee is returned to a class that is facing position eliminations, their layoff status would be calculated in that department’s appropriate phase.

The following departments have emergency appointments as of July 11, 2025 in classifications that have at least one position eliminated.

- General Services
- ITA
- Personnel
- Police
- Public Works (includes all Bureaus)
- Transportation
- YDD

Temporary Trainee Appointments in the Targeted Local Hire Program (TLH), Bridge to Jobs Program (BTJ), and Alternative Pathway for Part-Time/Exempt Employees Program (APPTE)

This category includes temporary trainee classifications such as Office Trainee, Vocational Worker, Accounting Clerk Trainee, etc. that are part of various Programs such as TLH, Bridge to Jobs or APPTE. Please note that during the “Trainee” or “Vocational Worker” phase of these Programs, the employees do not have civil service status.

As of July 18, 2025, the following departments have these Trainee appointments in classifications that have at least one position eliminated.

- Building and Safety
- General Services
- Personnel
- Police
- Public Works (includes all Bureaus)

Temporary Trainee Appointments Non-TLH or Bridge to Jobs No Civil Service Status

Includes temporary trainee classifications such as Engineering Associate Is and Traffic Officer Is that are designated as temporary training classifications as a paygrade I. Please note that during the “Pay grade I” phase of these classifications the employees do not have civil service status.

As of July 18, 2025, the following departments have these Trainee appointments in classifications that have at least one position eliminated.

- Public Works (Includes all Bureaus)
- Transportation

Exempt Appointments

The following departments have exempt employees in eliminated positions, some of whom may be on protective leave from a civil service appointment. Where an employee is in an exempt position, but has protection rights due to their prior regular civil service appointment, they will be calculated in Phase 1. Exempt employees who have no civil service appointments will be the first to receive notifications for layoffs (as part of Phase 0) and are found within the following departments.

- Disability
- Neighborhood Empowerment
- Civil, Human Rights + Equity Department

Phase 1

The following departments will comprise the first round of layoff and displacement seniority calculations, which will begin on August 1, 2025. Departments with plans to transfer all eliminated positions to vacant positions in order to avoid layoffs are denoted with **.

- Aging**
- City Clerk**
- CIFD
- Civil, Human Rights and Equity
- Disability
- DONE
- EWDD**
- RAP**
- YDD
- Zoo**

Phase 2

The following departments will be within the second round of layoff and displacement seniority calculations which will begin after all layoffs and displacement seniority calculations have been completed for Phase 1.

- Animal Services**
- Building & Safety**
- CAO**
- City Planning**

Phase 3

The following departments comprise the third round of layoff and displacement seniority calculations which will begin after all layoffs and displacement seniority calculations have been completed for Phase 2.

- GSD
- ITA
- DOT

Phase 4

The Public Works Bureaus are identified as the next round of layoff and displacement seniority calculations which will begin after all layoffs and displacement seniority calculations have been completed for Phase 3. The five bureaus of Public Works and the Board will be calculated as one entity per Civil Service Rule 1.14 which identifies the Bureau as a single Department in Appendix D.

- PW Board
- PW Contract Administration**
- PW Engineering**
- PW Sanitation
- PW Street Lighting
- PW Street Services

Phase 5

When Phase 4 is completed, layoff and displacement seniority calculations will begin for the Los Angeles Police Department.

Phase 6

Pursuant to instruction in the FY 2025-26 adopted budget, layoff and displacement seniority calculations for employees within the Personnel Department will initiate after all other calculations have been completed.

Post-Layoff Support

The Personnel department has partnered with EWDD, LACERS, CAO and Office of the Controller to develop "Post-Layoff Support Sessions" to offer to City employees to assist their transition out of City Service. Details will be provided in future communications.

Reminders

Displacement Election Forms

It is highly recommended that your staff in class groups that have positions eliminated complete the displacement election form as soon as possible. The displacement election forms were due on July 31, 2025. If your staff has questions or corrections please have them submit a SNow ticket.

A FAQ has been prepared based on the questions we have been receiving regarding the displacement election forms. It can be found at the end of this document.

Expedited Transfer Process

The Expedited Transfer Process (ETP) deadline for applications is July 31, 2025. Please note that transfers will continue to occur for layoff avoidance purposes.

Next Steps

The Personnel Department will be sharing information such as templates, checklists and scripts soon after August 1, 2025. Correspondence will be sent to Departments containing Phase 0 notification information by Friday, August 1, 2025. Layoff and displacement notifications will continue to be sent as they are completed on a bi-weekly basis until all phases of calculations have been completed. Please note, phases of calculations and notifications may span within and across notification periods.



1. What is the purpose of the Displacement Election Form? Did everyone in the City receive it?

The Displacement Election Form email sent on Thursday, July 10th is not a layoff notice. As part of the City's ongoing layoff planning efforts, this form was distributed to all City employees except the proprietary departments and elected offices. Employees who may potentially be impacted by layoffs are being asked to indicate their displacement preference(s). By completing the Displacement Election Form, you are providing information regarding your preferences for possible displacement, should displacement become necessary.

2. I would like to be able to choose which work location I will be displaced.

Charter Section 1015 and the Civil Service Rules lays out the process for layoffs Civil Service Rule 8.3 states in part, the person laid off shall be entitled to displace to a position in a class group in which he/she formerly held a regular appointment and in which there is an employee with less displacement seniority. The employee displaced shall be considered as laid off for the same reason and the person who displaced him/her and shall in the same manner be eligible to displace to a position in a class group in which he/she formerly held a regular position. The rule is silent on location. Where the employee returns will most likely be determined by the appointing authority.

3. The deadline to complete and submit the Displacement Election Form is approaching and I have not received a response to my inquiry/request.

Please be assured that we are aware of the issue and will be addressing it as soon as possible. We appreciate your patience and understanding, and we will follow up with you directly once we've had a chance to review your specific request and resolve the matter.

4. What do I do if I need to change the order of displacement options?

Please submit a SNow ticket in order to get your form reset. Please see instructions below.

5. I do not have a City email. Can I use my personal email to submit the Displacement Election Form?

The Displacement Election Form can only be accessed using a City email address. If you're experiencing issues with your City email or do not currently have one, we recommend contacting your Department Personnel Officer (DPO) for assistance.

6. What is the difference between the first election option and the second option and etc.?

The difference is to identify your preferences. The first option is what you prefer over the second option. You are making choices based on preference and displacement options.

7. What does this mean: "I choose to be placed in the position where I have the most displacement seniority."

When you choose this option, Personnel will calculate where you have the most displacement seniority to determine if you could displace someone. If not, then Personnel will work their way down your displacement options from highest class to lowest based on time in class.

8. I prefer to choose where I am displaced. My first choice is my current position.

An employee has the option to select where they want to displace of which you qualify for and in what order. Displacement seniority will be calculated for this class group. If you do not have enough displacement seniority to displace anyone then displacement seniority will be calculated for your subsequent choices. If no other choices were made, then calculations will be performed for the class groups in which you have the greatest displacement seniority.



CITY OF LOS ANGELES

DISPLACEMENT ELECTION FORM FAQs

Citywide SNow Quick Ticket

- I am having trouble submitting my Displacement Election Form.
- I have duplicated election options/my election options are incorrect/I don't have any election options to select from.
- I would like to change my submission.
- I would like to confirm that my submission was received.

Please submit a Citywide Service Now (SNow) Quick ticket using the instructions below:

1. Create a ticket clicking here:
https://cityoflaprod.service-now.com/csr?id=sc_cat_item_ita&sys_id=d565f576db4e6200e88577e9af9619f7
2. "Name" - Enter your first and last name
3. Add an alternate contact, if applicable
4. "What can we help you with today?" - Select "Inquiry/Help"
5. "Commonly requested" - Select "Other"
6. "Briefly describe the issue or request" - Enter "Layoff Displacement Form Resubmission"
7. "Details" - Add your request or inquiry here. Please provide thorough details of your request and/or issue you're experiencing.
8. Click "Submit"

Other Resources

- **Layoff Training**
https://drive.google.com/file/d/1WcCHHc0Xv70qViRQBFB2TcFS_1lRHYwm/view
- **Displacement Election Form Training**
<https://drive.google.com/file/d/1MtcjxZQZ3MKkA72PErPHpDDIPbHbQyMm/view>

Attachment 2

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; font-weight: bold;">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 3

ETP METRICS BY DEPARTMENT

Hiring Department	Total Positions Available	Total Application Referrals	CJOs Accepted	Transfers Completed
Aging	2	93	0	0
Building & Safety	28	147	0	0
Cannabis Regulation	3	53	0	0
Cultural Affairs	3	369	0	0
EWDD	3	29	0	0
Finance	11	328	15	15
GSD	1	7	0	0
Harbor	35	448	11	2
Housing	101	597	2	1
LACERS	17	400	2	1
LAFPP	2	348	3	3
LAWA	135	850	10	2
Library	18	311	2	0
Office of Public Accountability	1	11	0	0
Public Works: Board	2	38	0	0
Public Works: Contract Administration	4	226	0	0
Public Works: Engineering	37	261	0	0
GRAND TOTALS	403	4,516	45	24

Updated as of August 5, 2025

ETP METRICS BY JOB CLASSIFICATION

Job Classification	# of Positions per Job Class	Apps Received for this Class	CJOs Made	Transfers Completed
ACCOUNTANT	13	30	0	0
ACCOUNTING CLERK	15	45	0	0
ADMINISTRATIVE CLERK	56	338	7	3
AIR CONDITIONING MECHANIC	1	5	0	0
BENEFITS ANALYST	3	2	0	0
BENEFITS SPECIALIST	6	0	0	0
BUILDING OPERATING ENGINEER	3	4	0	0
BUILDING REPAIRER I	2	1	0	0
CARPENTER	1	3	0	0
CITY PLANNER	1	7	0	0
CIVIL ENGINEERING ASSOCIATE II	4	6	0	0
CIVIL ENGINEERING ASSOCIATE III	25	14	0	0
CIVIL ENGINEERING ASSOCIATE IV	4	5	0	0
COMMUNICATIONS ELECTRICIAN	1	32	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE I, II, III	16	35	4	3
COMMUNITY PROGRAM ASSISTANT II	1	0	0	0
CUSTODIAN	4	45	1	0
CUSTODIAN SUPERVISOR	4	3	0	0
DATABASE ARCHITECT	1	4	1	0
ELECTRICIAN	7	11	2	0
ENVIRONMENTAL SPECIALIST II, III	1	6	1	0
EXECUTIVE ADMINISTRATIVE ASSISTANT II	5	11	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT III	2	2	0	0
FIELD ENGINEERING AIDE	1	8	0	0
GARAGE ATTENDANT	1	18	1	0
GARDENER CARETAKER	10	53	4	0
GRAPHICS DESIGNER II	1	10	1	0
HEAVY DUTY EQUIPMENT MECHANIC	4	32	0	0
HEAVY DUTY TRUCK OPERATOR	4	62	2	0
INTERNAL AUDITOR II	1	0	0	0
MAINTENANCE LABORER	6	63	2	0

Job Classification	# of Positions per Job Class	Apps Received for this Class	CJOs Made	Transfers Completed
MANAGEMENT ANALYST	35	211	14	9
MANAGEMENT ASSISTANT	17	109	8	4
PROGRAMMER ANALYST II	1	0	0	0
PROGRAMMER ANALYST III	6	7	0	0
PROGRAMMER ANALYST IV	1	6	0	0
PROGRAMMER ANALYST V	2	15	0	0
PUBLIC RELATIONS SPECIALIST II	3	5	0	0
REAL ESTATE OFFICER	3	3	0	0
ROOFER	1	0	0	0
SECRETARY	2	28	0	0
SECURITY OFFICER	44	16	2	0
SENIOR ACCOUNTANT I	2	0	0	0
SENIOR ACCOUNTANT II	5	10	0	0
SENIOR ADMINISTRATIVE CLERK	27	131	2	2
SENIOR BENEFITS ANALYST II	1	0	0	0
SENIOR CIVIL ENGINEER	1	5	0	0
SENIOR COMMUNICATIONS OPERATOR	1	5	0	0
SENIOR CUSTODIAN I	5	2	0	0
SENIOR MANAGEMENT ANALYST I	18	52	1	0
SENIOR MANAGEMENT ANALYST II	5	24	0	0
SENIOR PERSONNEL ANALYST I	3	19	0	0
SENIOR REAL ESTATE OFFICER	1	1	0	0
SENIOR STOREKEEPER	1	6	1	0
STREET SERVICES WORKER II	1	2	0	0
STRUCTURAL ENGINEERING ASSOCIATE IV	4	0	0	0
SYSTEMS ADMINISTRATOR II	3	12	0	0
SYSTEMS ADMINISTRATOR III	1	4	0	0
SYSTEMS ANALYST	4	57	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	2	0	0
TOTAL VACANCIES TO BE FILLED VIA TRANSFER	403	1587	55	22

Updated as of August 5, 2025

Note: The numbers reported for CJOs and transfers completed in this chart slightly differ from the overall total of CJOs made and transfers completed because this chart only shows the metrics for job classes that are *currently* available for ETP.

Attachment 4

EXPEDITED TRANSFER PROCESS (ETP)

