

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

Date: August 29, 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**

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**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 16,538 employees have indicated that their EJHs are correct and no further action is needed; 4,082 employees have indicated that there is at least one correction needed. Of the 4,082 the department HR staff have reviewed 2,513 with 386 currently under review. There are 1,183 EJHs still pending HR review. Please note that if an EJH is still pending at the time a calculation is being performed the Personnel Department will work with the department to make the necessary corrections before proceeding with the calculation.

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 26th, approximately 9,477 employees completed and submitted their displacement election forms.

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.

Please note, although layoff seniority will be calculated in a phased order, 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.

### Layoff Results

As of August 11, 2025, Phase 0 impacted a total of nine employees. Six of the nine employees were identified for layoff. These six employees do not have civil services status. Five of the six are represented by EAA and were returned to their positions immediately after the agreement. Three other employees identified in Phase 0 were removed from their emergency appointments and returned to their protected civil service appointed positions due to active eligible lists. One non-represented employee was laid off.

Phase 1 identified one employee for layoff but was canceled after the employee transferred via ETP.

Phase 3 and 4 are actively being calculated for classifications that are not covered under any agreements. It is expected that notices for these two phases will be sent on Wednesday, September 3rd.

Personnel staff is currently calculating layoffs for phase 6.

### Post Layoff Sessions

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. The first “Post-Layoff Support Session” was held on Tuesday, August 19th. The presentation will include topics such as unemployment benefits, final paychecks, benefits and deferred compensation. The next session will be on Tuesday, September 9th which may include individuals laid off during Phases 3 and 4.

### Expedited Transfer Process (ETP) Update

Special Funded Positions Available	Total Apps Received	Total Employees Referred	Total Apps Referred	Total CJOs Made	Total CJOs Accepted	Total Transfers Completed
411 (-10)	1,711 (+1)	1,512 (+36)	8,131 (+729)	119 (+39)	79	51 (+17)

*Updated as of August 29, 2025 (increase from August 19, 2025 report)*

Please note that this chart now includes referral, CJO, and transfer metrics related to General Funded positions in addition to the Special Funded position metrics that were originally reported. Attachment 1 includes detailed ETP metrics regarding the Special Funded positions.

#### **General Funded Position Transfers**

In response to the suspension of the Priority Critical Hiring (PCH) process, the Personnel Department has been 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](#). 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 approve for 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 the metrics captured in the above chart include information for both Special and General Funded positions. Three of the completed transfers pertain to General Fund positions.

#### **Direct Outreach**

The Personnel Department will continue to work with Human Resources staff from each City department impacted by layoffs and will email incumbents in job classification for which positions within that department are identified for deletion. The email will inform department employees that at least one position within their job classification is slated for deletion and therefore, are 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 that will not be impacted by layoffs. For further support, the Personnel Department created an [Expedited Transfer Portal](#) where employees can find more information about the ETP and available opportunities.

Any employees identified for layoff in the upcoming Layoff Phases will receive an email from the ETP team to inform them that their application, if submitted, will be referred to all City departments where positions may be available for them. The ETP team will work to refer these applications within 48 hours of employees being notified that they are identified for layoff. City departments participating in ETP will be asked to prioritize the laid off employees for any positions that they may qualify for, with the hope of placement before they are removed from City payroll.

See Attachment 2 for the Expedited Transfer Process Map, which includes a visual summary of the processes mentioned above

## 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	28	153	1	0
Cannabis Regulation	4	73	0	0
Cultural Affairs	3	374	0	0
EWDD	6	137	0	0
Finance	11	358	17	16
GSD	1	24	0	0
Harbor	30	454	10	8
Housing	94	659	17	8
LACERS	15	534	2	2
LAFPP	3	368	3	3
LAWA	130	1,259	13	6
Library	16	377	2	2
Office of Public Accountability	1	16	0	0
Public Works: Board	0	43	1	1
Public Works: Contract Administration	4	229	0	0
Public Works: Engineering	31	286	0	0
Public Works: Sanitation	12	27	0	0
Public Works: Street Services	1	22	0	0
Recreation & Parks	19	357	0	0
Transportation	2	73	0	0
*Critical General Funded Positions	-	2,199	11	3
<b>GRAND TOTALS</b>	<b>411</b>	<b>8,120</b>	<b>79</b>	<b>51</b>

*Updated as of August 29, 2025*

\*Departments that have extended CJOs to ETP applicants to fill critical General Funded vacancies include Aging, City Administrative Officer, City Clerk, LAFD, Planning, and PW: Contract Administration.

## ETP METRICS BY JOB CLASSIFICATION

Job Classification (for special-funded vacancies)	Positions Available	CJOs Accepted	Transfers Completed
ACCOUNTANT	12	3	2
ACCOUNTING CLERK	16	0	0
ADMINISTRATIVE CLERK	54	9	5
AIR CONDITIONING MECHANIC	1	0	0
BENEFITS ANALYST	3	1	1
BENEFITS SPECIALIST	6	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	4	0	0
CIVIL ENGINEERING ASSOCIATE III	26	0	0
CIVIL ENGINEERING ASSOCIATE IV	1	0	0
COMMUNICATIONS ELECTRICIAN	1	0	0
COMMUNICATIONS INFORMATION REPRESENTATIVE	26	5	5
COMMUNITY PROGRAM ASSISTANT II	1	0	0
CUSTODIAN	3	1	1
CUSTODIAN SUPERVISOR	4	0	0
DATABASE ARCHITECT	0	1	1
ELECTRICIAN	6	1	1
ENVIRONMENTAL SPECIALIST II, III	1	0	0
EQUIPMENT OPERATOR	0	1	1
EXECUTIVE ADMINISTRATIVE ASSISTANT II	5	0	0
EXECUTIVE ADMINISTRATIVE ASSISTANT III	2	0	0
FIELD ENGINEERING AIDE	1	0	0
GARAGE ATTENDANT	2	1	0
GARDENER CARETAKER	24	3	2
GRAPHICS DESIGNER II	1	0	0
HEAVY DUTY EQUIPMENT MECHANIC	3	0	0
HEAVY DUTY TRUCK OPERATOR	4	4	0
INTERNAL AUDITOR II	1	0	0
MAINTENANCE LABORER	5	1	1
MANAGEMENT ANALYST	30	22	17

Job Classification (for special-funded vacancies)	Positions Available	CJOs Accepted	Transfers Completed
MANAGEMENT ASSISTANT	18	5	5
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	2	0	0
PUBLIC RELATIONS SPECIALIST II	3	0	0
REAL ESTATE OFFICER	3	0	0
ROOFER	1	0	0
SECRETARY	3	0	0
SECURITY OFFICER	44	1	0
SENIOR ACCOUNTANT I	2	0	0
SENIOR ACCOUNTANT II	5	0	0
SENIOR ADMINISTRATIVE CLERK	26	5	3
SENIOR BENEFITS ANALYST II	1	0	0
SENIOR CIVIL ENGINEER	1	0	0
SENIOR COMMUNICATIONS OPERATOR	1	0	0
SENIOR CUSTODIAN I	5	0	0
SENIOR MANAGEMENT ANALYST I	15	0	0
SENIOR MANAGEMENT ANALYST II	4	1	1
SENIOR PERSONNEL ANALYST I	3	0	0
SENIOR PROJECT COORDINATOR	1	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	3	1	1
WAREHOUSE AND TOOLROOM WORKER II	1	0	0
<b>TOTAL VACANCIES TO BE FILLED VIA TRANSFER</b>	<b>411</b>	<b>68</b>	<b>48</b>

*Updated as of August 29, 2025*

**Note:** The three job classes highlighted in red (Database Architect, Equipment Operator, and Materials Testing Technician) are no longer available for ETP because the vacancies have already been filled.

## Attachment 2

# Expedited Transfer Process (ETP)

