


CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: August 5, 2025

TO: Honorable Members of the Los Angeles City Council

FROM: Eugene D. Seroka, Executive Director
Harbor Department, Mail Stop 260 

SUBJECT: VACANCY REPORT IN RESPONSE TO COUNCIL FILE 25-0660

This report is submitted in response to the Personnel and Hiring Committee's instruction to departments to provide a written update on the status of vacancies, the number of transfers (or transfer opportunities), and the classifications involved from general-funded positions. As of July 16, 2025, the Harbor Department had a total of 115 vacancies. As of the date of this report, 37 of those vacancies are in common classifications identified for layoff. These common classifications, and their transfer status, are identified on the attached report (Attachment).

On May 6, 2025, the Harbor Department provided a list of 30 positions to fill through the expedited process. Since that time, another seven positions have been made available for transfers. The Department is still in the process of actively reviewing applications and conducting interviews. A summary of the Department's progress in filling the common classification vacancies is as follows:

- 14 Conditional Job Offers have been made:
 - 6 have accepted; 3 are pending transfer date, 2 have been completed, and 1 has an effective date of August 23, 2025
 - 1 failed background
 - 1 is pending background
 - 3 are pending acceptance
 - 1 offer is pending while space is identified
 - 2 have declined
- 12 positions are either awaiting or reviewing applications from the Personnel Department
- 1 position is pending interviews
- 10 positions for which no selection was made, 2 of which had no one show for interviews

For any questions regarding this report, please contact Erica M. Calhoun, Executive Officer and Deputy Executive Director of Finance & Administration at ecalhoun@portla.org.

cc: Anissa Raja, Council District 15
Erick Martell, Mayor's Office

Attachment: Harbor Department Common Classifications for Expedited Transfer & Status Update (Council File 25-0660)

ATTACHMENT

HARBOR DEPARTMENT
COMMON CLASSIFICATIONS FOR EXPEDITED TRANSFER STATUS UPDATE
RESPONSE TO COUNCIL FILE 25-0660

Classification	# of Positions	Status as of 8/4/2025
Accountant	1	Reviewing applications from Personnel Department. Received 7/21/25.
Accounting Clerk	2	Reviewing applications from Personnel Department. Received 7/21/25.
Administrative Clerk	3	One accepted; One pending acceptance; One Job offer pending available workspace.
Carpenter	1	Reviewing applications from Personnel Department. Received 7/30/25.
Communications Information Representative	1	Five applications received. Five candidates scheduled for interviews. Five No-shows for interview.
Custodian	1	Pending acceptance.
Electrician	2	One selection made. Candidate accepted the offer. Start date pending.
Equipment Operator	1	Transfer completed 7/27/25.
Field Engineering Aide	1	Interviews being scheduled.
Gardener Caretaker	3	Two selections made. One candidate failed background. One Candidate accepted the offer. Start date pending.
Heavy Duty Equipment Mechanic	2	Reviewing applications from Personnel Department. Received 7/21/25.
Internal Auditor	1	Awaiting applications from Personnel Department. Requested 7/18/25.
Maintenance Laborer	3	Two selections made. One declined 7/24; One pending acceptance.
Management Analyst	1	Pending acceptance.
Management Assistant	1	Transfer effective 8/23/25.
Materials Testing Technician	1	Transfer completed 7/27/25.
Real Estate Officer	2	Interviewed one candidate; no selection made.
Roofer	1	Awaiting applications from Personnel Department. Requested 7/18/25.
Secretary	1	Reviewing applications from Personnel Department. Received 7/21/25.
Security Officer	2	One candidate declined; One candidate pending background.
Senior Accountant	1	Reviewing applications from Personnel Department. Received 7/21/25.
Senior Administrative Clerk	2	No selection made.
Senior Custodian	1	Reviewing applications from Personnel Department. Received 7/30/25.
Senior Communications Operator	1	Only two applications received. Two candidates scheduled for interviews. Two No-Shows for interview.
Senior Management Analyst	1	No selection made.

Total**37**