

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

Date: August 11, 2025

To: The Honorable Members of the Personnel and Hiring Committee

From: Lisa T. Salazar, Executive Director, Youth Development Department

Subject: **Council File No. 25-0660 - Citywide Layoff Management**

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**RECOMMENDATION**

That the City Council note and file this report, as it is for informational purposes only.

**BACKGROUND**

This Youth Development Department (YDD) report provides the Personnel and Hiring Committee with information regarding an expedited Citywide transfer process for layoff avoidance and preparation for potential layoffs.

**DISCUSSION**

The YDD's Fiscal Year 2025-26 budget was reduced by 31%, resulting in the elimination of ten of 19 positions. Since the start of the new fiscal year, the YDD has been focused on supporting individuals in eliminated positions to transfer either externally via ETP or internally to vacancies.

As shown on the chart below, all but one of the staff in eliminated positions have secured a transfer to another department via ETP (five staff) or to a vacancy at YDD (2 staff). Only the Principal Public Relations Representative incumbent has not secured a transfer and is at risk of layoff in phase 1 of the layoff and displacement seniority calculation process. The classification of Principal Public Relations Representative is not eligible for ETP.

#	Classification of Eliminated Position	Unit	Status
1	Senior Management Analyst I	Youth Protection	Moved to an in-lieu Management Analyst position vacancy at YDD.
2	Management Analyst	Youth Protection	Vacant and eliminated.
3	Management Analyst	Administration	Transferred to the Office of Finance via ETP, effective 7/14/2025.
4	Management Analyst	Strategic Planning	Transfer confirmed to the LA Housing via ETP, effective 8/24/2025.
5	Management Analyst	Community Engagement	Moved to a Management Analyst position vacancy at YDD.
6	Management Analyst	Community Engagement	Transferred to the Office of Finance via ETP, effective 6/30/2025.

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7	Principal Public Relations Representative	Public Relations	No transfer yet. Anticipated layoff.
8	Communications Information Representative II	Community Engagement	Transferred to the Office of Finance via ETP, effective 6/30/2025.
9	Administrative Clerk	Youth Protection	Transferred to the LA World Airports via ETP, effective 7/28/2025.