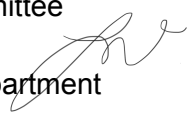


**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

Date: August 12, 2025

To: The Honorable Members of the Personnel and Hiring Committee

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

Subject: **Revised Report: 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 the Expedited Transfer Process (ETP) for layoff avoidance and preparation for potential layoffs in Fiscal Year (FY) 2025-26.

**DISCUSSION**

The YDD's FY 2025-26 Adopted Budget positions were reduced by 47%, resulting in the elimination of nine of 19 positions. Currently, all of the Department's 10 remaining budgeted positions are filled. Since the start of the new fiscal year, the YDD has actively supported 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 (two 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	Transferred to the Office of Finance via

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		Engagement	ETP, effective 6/30/2025.
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.