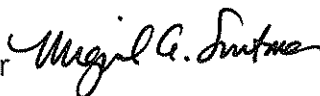


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 15, 2010

To: City Council

From: Miguel A. Santana, City Administrative Officer



Margaret M. Whelan, General Manager
Personnel Department

Subject: LAYOFF STATUS REPORT

On February 4, 2010, the Mayor's Office directed all General Managers to proceed with layoff preparations, including transferring as many employees occupying positions funded by the City's General Fund into Special Fund and Proprietary Department vacancies. On February 18, 2010, the Council adopted a motion to eliminate up to 4,000 positions and instructed all departments to identify positions scheduled for elimination within 45 days (CF 10-0247). As a result of those efforts, over 244 employees have been placed during the past five weeks, with 139 of the employees vacating General Fund positions and 105 positions are anticipated to create additional transfer opportunities into vacant Special Fund and Proprietary Department positions. Notwithstanding these placements, due to the significant shortfall of revenue and increase in expenditures this fiscal year, the necessity for layoffs remains, and continues to be implemented.

Over the past two weeks, the Mayor's Office has met with the majority of the General Managers and finalized the classifications targeted for layoff for this fiscal year. This process is on-going, currently resulting in General Managers' identifying 459 positions for layoff. The following is a high level summary of the 459 identified positions:

IDENTIFIED BY DEPARTMENT FOR LAYOFF	459
VACANCIES WITHIN THE 459	22
POTENTIAL LAYOFFS	437
NUMBER IN NON-COALITION BARGAINING UNITS	108
NUMBER IN COALITION BARGAINING UNITS	329
LAYOFFS COMPLETED BY PERSONNEL DEPT.	35
EMPLOYEES LEAVING CITY SERVICE	33
EMPLOYEES DISPACING TO LOWER LEVEL JOBS	2

The labor agreement reached with the Coalition of Los Angeles City Unions ("Coalition"), prevents the layoff of Coalition members during this fiscal year. As a result, the layoffs completed to date are concentrated in the units represented by the Engineers and Architects Association. Attachment 1 is a listing of the layoffs completed by the Personnel Department, and the service impacts that are anticipated from these layoffs. This listing will change daily as the Personnel Department completes the layoff calculations for the remainder of the classifications that may be laid off this fiscal year. Since the Coalition represents the majority of the workforce, and cannot be laid off this fiscal year, the majority of the service impacts of these layoffs will be delayed until July 1, 2010. Attachment 2 provides a listing of the remaining positions targeted for layoff and the corresponding service impacts.

It is anticipated the Mayor's Office will identify close to 1,000 positions for elimination this fiscal year. Placement activities are on-going and will mitigate the necessity for some layoffs. During the next two months it is anticipated LACERS will complete the majority of the retirements under the Early Retirement Incentive Program. While this will create some additional vacancies in Special Funds that will provide placement opportunities, we do not anticipate this will significantly reduce the number of positions targeted to be laid off.

LAYOFF STATUS REPORT

DATE SENT	DEPARTMENT	CLASSIFICATION	NUMBER	IMPACT
3/11/2010	Cultural Affairs	Art Instructor	4	fewer art classes
3/11/2010	Cultural Affairs	Art Center Director	1	program to partnered with CBO
3/11/2010	Cultural Affairs	Performing Art Program Coord.	2	program to partnered with CBO
3/11/2010	Environmental Affairs	Management Analyst	1	minimal due to consolidation
3/11/2010	Human Services	Admin. Asst. CCYF	1	minimal due to consolidation
3/11/2010	Information Technology	Television Engineer	1	Channel 35
3/11/2010	Information Technology	Video Librarian	1	Channel 35
3/11/2010	Information Technology	Video Production Coord.	1	Channel 35
3/11/2010	Information Technology	Video Technician	2	Channel 35
3/11/2010	Recreation and Parks	Project Assistant	1	dimished administrative capacity at Ranger Station
3/12/2010	Personnel	Background Investigator	10	No impact if public safety hiring stays minimal
3/12/2010	Information Technology	Computer Graphic Artist	1	Channel 35
3/12/2010	Human Services	Management Analyst *	1	staff support no longer necessary with consolidation
3/12/2010	CAO	Management Assistant *	1	Some delay in reports to Mayor and Council
3/12/2010	Information Technology	Playback Operator	1	Channel 35
3/12/2010	Information Technology	Video Technician	1	Channel 35
3/12/2010	Human Services	Project Assistant	1	negative impact on public safety outreach program
3/15/2010	Personnel	Safety Engineering Associate	1	Potential increase in accidents
3/15/2010	Information Technology	Data Processing Tech.	3	Network Operations
TOTAL			35	

* Displaced to lower classification

List of Potential Layoffs

Origin Department	Origin Job Class	No. of Positions	Impact	MOU	Unit
Animal Services	ANIMAL LIC CANVASSER (4330)	7	Elimination of License Canvassing program, field licensing eliminated.	18	Coalition
Animal Services	COMMUN INFO REP (1461)	6	Elimination of Call Center, response times increased. Shelter staff required to handle incoming calls for service.	03	Coalition
Animal Services	VOCATIONAL WORKER (3113)	1	Elimination of License Canvassing program, field licensing eliminated.	04	Coalition
Building & Safety	CLERK TYPIST (1358)	1	Problem Property Resolution Team.	03	Coalition
CAO	MANAGEMENT ASSISTANT (1539)	1	Delay in reports to Mayor and Council.	01	EAA
City Clerk	CALLIGRAPHER (7224)	3	Eliminates 3 of 5 positions in Creative Services.	21	EAA
City Clerk	OFFICE ENGRG TECH (7212)	1	Increased backlog of updating land records.	21	EAA
City Clerk	SR CLERK TYPIST (1368)	3	Increased backlog of updating land records.	03	Coalition
Convention Center	CUSTODIAN, 3156	2	Minimal impact.	15	Coalition
Cultural Affairs	ART CENTER DIRECTOR (2478)	1	To be partnered out.	20	EAA
Cultural Affairs	ART INSTRUCTOR (2447)	4	Fewer art classes.	01	EAA
Cultural Affairs	PERFORM ARTS PRG CRD (2430)	3	To be partnered out.	20	EAA
Cultural Affairs	SR CLERK TYPIST (1368)	4	Support position no longer required.	03	Coalition
Cultural Affairs	THEATER TECHNICIAN (0710)	2	Support position no longer required.	00	Non-Rep
DONE	ACCOUNTANT	1	Decreased support for neighborhood councils.	01	EAA
DONE	CLERK TYPIST (1358)	1	Decreased support for neighborhood councils.	03	Coalition
DONE	MANAGEMENT ANALYST (9184)	2	Decreased support for neighborhood councils.	01	EAA
DONE	NEIGHBRHD EMP ANALYST (9208)	2	Decreased support for neighborhood councils.	01	EAA
DONE	PERSONNEL ANALYST (1731)	1	Decreased support for neighborhood councils.	01	EAA
DONE	SR ACCOUNTANT (1523)	1	Decreased support for neighborhood councils.	20	EAA
DONE	SR CLERK TYPIST (1368)	2	Decreased support for neighborhood councils.	03	Coalition
DONE	SR MANAGEMENT ANALYST (9171)	1	Decreased support for neighborhood councils.	20	EAA
DONE	SR PROJECT COORDINATOR (1538)	1	Decreased support for neighborhood councils.	20	EAA
Ei Pueblo	PARK SERVICES ATT (2412)	1	Closure of visitor center.	03	Coalition
Ei Pueblo	SR CLERK TYPIST (1368)	1	Elimination of clerical support.	03	Coalition
Emergency Mgmt	EMERGENCY PREP COORD (1702)	2	Less disaster prep outreach to communities.	20	EAA
Environmental Affairs	MANAGEMENT ANALYST (9184)	1	Minimal due to consolidation.	01	EAA
Environmental Affairs	SR MGMT ANALYST (9171)	1	Minimal impact due to consolidation.	20	EAA

List of Potential Layoffs

Origin Department	Origin Job Class	No. of Positions	Impact	MOU	Unit
Ethics Commission	SR CLERK TYPIST (1368)	1	Impact on public policy reasearch & analysis.	03	Coalition
Finance	SR TAX RENEWAL ASST (1357)	1	No significant impact.	03	Coalition
Finance	TAX RENEWAL ASST (1356)	8	No significant impact.	03	Coalition
Fire	ACCOUNTING CLERK (1223)	2	Deletion of ambulance billing unit.	03	Coalition
Fire	CLERK TYPIST (1358)	10	Deletion of ambulance billing unit.	03	Coalition
Fire	MANAGEMENT ANALYST (9184)	1	Deletion of ambulance billing unit.	01	EAA
Fire	SR CLERK TYPIST (1368)	9	Deletion of ambulance billing unit.	03	Coalition
Human Services	ADMIN ASST COMM CY&FAM (1355)	1	Minimal due to consolidation.	00	Non-Rep
Human Services	CLERK TYPIST (1358)	1	Minimal due to consolidation.	03	Coalition
Human Services	EXEC DIR COMM CHLD/FAM (9226)	1	Minimal due to consolidation.	00	Non-Rep
Human Services	MANAGEMENT ANALYST (9184)	1	No longer necessary with consolidation.	01	EAA
Human Services	PROJECT ASSISTANT (1542)	1	Negative impact on public safety outreach.	01	EAA
Human Services	SR CLERK TYPIST (1368)	1	Minimal due to consolidation.	03	Coalition
ITA	ASST COMMUN CABLE WORKER (3808)	1	Impact on cabling support.	14	Coalition
ITA	COMMUN CABLE WORKER (3802)	2	Impact on cabling support.	14	Coalition
ITA	COMMUN INFO REP (1461)	2	Impact on 311 call center.	03	Coalition
ITA	COMPUTER GRAPHIC ART (1660)	1	Channel 35.	21	EAA
ITA	COUNCLPH/VOICEMAIL TECH (3685)	1	Channel 35.	02	Coalition
ITA	DATA PROCESS TECH (1136)	3	Impact on network operations.	21	EAA
ITA	INFO SYS OPER MGR (1411)	1	Impact on network operations.	19	EAA
ITA	MESSENGER CLERK (1111)	1	Minimal impact.	03	Coalition
ITA	PLAYBACK OPERATOR (6146)	1	Channel 35.	21	EAA
ITA	SR CLERK TYPIST (1368)	1	Impact on FMS and Human Resources.	03	Coalition
ITA	SYSTEMS ANALYST (1596)	3	Impact on elected official support.	01	EAA
ITA	TELECOM PLANNER (7642)	2	Impact on project mangement support.	08	EAA
ITA	TELEVISION ENGINEER (7615)	1	Channel 35.	21	EAA
ITA	VIDEO PRODUCTION COORD (1802)	1	Channel 35.	21	EAA
ITA	VIDEO TECHNICIAN (6145) EXEMPT	1	Channel 35.	21	EAA
ITA	VIDEO TECHNICIAN (6145)	2	Channel 35.	21	EAA
ITA	VIDEOTAPE LIBRARIAN (6149)	1	Channel 35.	21	EAA
Library	CLERK TYPIST (1358)	20	Impact on service hours.	03	Coalition

List of Potential Layoffs

Origin Department	Origin Job Class	No. of Positions	Impact	MOU	Unit
Library	LIBRARIAN (6152)	20	Impact on service hours.	06	Coalition
Library	MESSENGER CLERK (1111)	60	Impact on delivery services throughout system.	03	Coalition
Personnel	BACKGROUND INVESTGR (1764)	10	No service impact due to limited hiring.	01	EAA
Personnel	PHYSICIAN I (0651)	1	No service impact due to use of other classes.	10	Coalition
Personnel	SAFETY ENGRG ASSC (1726)	1	Quality of service lessened in Worker's Comp.	01	EAA
Personnel	SR WORKERS COMP ANALYST (1769)	8	Quality of service lessened in Worker's Comp.	20	EAA
Personnel	WORKERS COMP ANALYST (1774)	40	Quality of service lessened in Worker's Comp.	01	EAA
PW - Street Services	GARDENER CARETAKER (3141)	17	Loss of scheduled services in Urban Forestry.	04	Coalition
PW - Street Services	IRRIGATION SPECIALIST (3913)	1	Loss of scheduled services in Urban Forestry.	04	Coalition
PW - Street Services	LIGHT EQUIP OPERATOR (3523)	1	Loss of scheduled services in Urban Forestry.	04	Coalition
PW - Street Services	PARK MAINT SUPVR (3145)	1	Loss of scheduled services in Urban Forestry.	12	Coalition
PW - Street Services	SR GARDENER (3143)	6	Loss of scheduled services in Urban Forestry.	04	Coalition
PW - Street Services	TREE SURGEON ASST (3151)	25	Loss of scheduled services in Urban Forestry.	04	Coalition
PW - Street Services	TREE SURGEON SUPVSR (3117)	19	Loss of scheduled services in Urban Forestry.	12	Coalition
Rec & Parks	CHILD CARE ASSOCIATE (2490)	56	Closure of child care centers.	11	Coalition
Rec & Parks	CHILD CARE CENTER DIR (2491)	21	Closure of child care centers.	11	Coalition
Rec & Parks	HISTORIC SITE CURATOR (2398)	1	Reduced museum hours.	01	EAA
Rec & Parks	PARK RANGER (1966)	3	Reduction of Park Ranger service hours.	18	Coalition
Rec & Parks	PROJECT ASSISTANT (1542)	1	Loss of interpretative programming services.	01	EAA
Rec & Parks	RECREATION COORDINATOR (2469)	22	Elimination of therapeutic services.	11	Coalition
Rec & Parks	RECREATION FAC DIR (2434)	2	Elimination of therapeutic services.	11	Coalition
Rec & Parks	THERAPEUTIC REC SPEC (2445)	2	Elimination of therapeutic services.	11	Coalition
Treasurer	SR CLERK TYPIST (1368)	1	No significant impact.	03	Coalition
Grand Total		459			