



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

Date: March 12, 2024

To: City Council  
Office of the City Administrative Officer  
Personnel Department

From: Carol P. Parks, General Manager   
Emergency Management Department

Subject: RESPONSE TO MOTION COUNCIL FILE 23-1429 - VACANCY RATES

The attached information is submitted in response to Council File 23-1429.

The Emergency Management Department (EMD) has 34 authorized positions, of which 27 are regular and 7 are resolution authorities.

As of March 8, 2024, of the 4 vacant positions, 2 are in the process of being filled, 1 was denied by the Prioritized Critical Hiring Committee, and 1 Senior Management Analyst I is being held vacant per Council File 22-0979-S1 instructions. It is anticipated that there will be two more Emergency Management Coordinator I position vacancies before the end of this month.

EMD's salary savings rate is 2.0% and has already achieved it earlier in the fiscal year as a result of vacancies and hiring delays. However, some of the salary savings had to be used for unfunded payouts due to staff attrition and the settlement of a lawsuit.

Questions regarding this report may be directed to Ellen Linaac via e-mail at [ellen.banez-linaac@lacity.org](mailto:ellen.banez-linaac@lacity.org).

Emergency Management Department  
 Report on Vacant Positions in Response to Council File 23-1429

POSITION CLASSIFICATION	DEPARTMENTAL PROGRAM	POSITION AUTHORITY	ANNUAL SALARY	SALARY STEP	FUNDING	FEE-SUPPORTED - YES/NO?	POSITIONS NEEDED TO MEET EMD'S 2023-24 SALARY SAVINGS RATE (2%)	FY ORIGINALLY AUTHORIZED	VACANCY DATE
<b>CURRENT VACANCIES</b>									
Emergency Management Coordinator I (1702-1)	3501 - Emergency Management Community Preparedness & Engagement	Regular	\$139,290.48	12	General	No		2000-2001 Adopted Budget	01/28/2024
Emergency Management Coordinator II (1702-2)	3501 - Emergency Management Operations & Training	Regular	\$155,670.84	07 + DO Bonus	General	No		2000-2001 Adopted Budget	02/25/2024
Management Analyst (9184-0)	3501 - Emergency Management Administration & Finance	Regular	\$100,286.64	07	General	No		2000-2001 Adopted Budget	05/07/2023
<b>ANTICIPATED VACANCIES</b>									
Emergency Management Coordinator I (1702-1)	3501 - Emergency Management Unknown - possible promotion to EMC II	Regular	\$139,290.48	12	General	No		Unknown	Unknown
Emergency Management Coordinator I (1702-1)	3501 - Emergency Management Planning & Resilience	Regular	\$139,290.48	12	General	No		2000-2001 Adopted Budget	03/25/2024

FY24 Budget 1010 \$3,767,588.00  
 2% Salary Savings \$75,351.76