

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: May 6, 2025

CAO File No. 0220-06309-0000

Council File No. --

Council District: All

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **VACANCY REPORTING IN ACCORDANCE WITH GOVERNMENT CODE SECTION 3502.3**

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### RECOMMENDATION

That the Council hold a public hearing regarding the status of vacancies prior to the adoption of the 2025-26 Budget, in accordance with California Government Code Section 3502.3.

### SUMMARY

California Assembly Bill No. 2561 added Section 3502.3 to the California Government Code in September 2024. Section 3502.3 requires that each public agency within the State, including the City, present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year. Section 3502.3 further requires that the presentation be made prior to the adoption of the final budget, and include policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. The recognized employee organization for each bargaining unit is entitled to make a presentation at the public hearing.

Attached is a list of vacancies per Memorandum of Understanding (MOU) for each of the City's recognized employee organizations. This list of vacancies reflects data as of April 1, 2025. The data does not include proprietary departments (Department of Water and Power, Los Angeles World Airports, Port of Los Angeles, Los Angeles City Employees' Retirement System, and Los Angeles Fire and Police Pensions) nor does it include positions budgeted within the Office of the Mayor or the City Council. All other departments are included. The City's MOUs have an average vacancy rate of approximately 13 percent.

The City is currently facing significant financial challenges, and the 2025-26 Proposed Budget assumes the elimination of 2,721 positions, including 1,074 vacant positions and 1,647 filled positions. Given our budgetary shortfalls, it is anticipated that the primary focus of the Personnel Department in the coming months will not be on hiring efforts, but on facilitating the transfer of employees out of eliminated filled positions to proprietary department and special funded positions, and then pivoting to the layoff seniority calculation process.

Section 3502.3 further stipulates that any bargaining unit with a vacancy rate that exceeds 20 percent may request additional information regarding the position vacancies, including information on the number of applicants for vacant positions, average number of days to complete the hiring

process, and opportunities to improve compensation and working conditions. The only bargaining unit with a vacancy rate that exceeds 20 percent is the Park Rangers Representation Unit (MOU 65). To date, the recognized employee organization for MOU 65 has declined to request this additional information.

Representatives from this Office and the Personnel Department will be available to discuss the status of the City's vacancies and recruitment and retention efforts at the public hearing when scheduled by the City Council.

### **FISCAL IMPACT STATEMENT**

There is no fiscal impact associated with approval of the recommendation to hold a public hearing regarding the City's vacant positions.

### **FINANCIAL POLICIES STATEMENT**

This report is in compliance with the City's Financial Policies.

*MWS:BC:MAV:11250117*

Attachment: Citywide Vacancies by Bargaining Unit

**Citywide Vacancies by Bargaining Unit**  
as of April 1, 2025

Bargaining Unit	Authorized Positions*			
	Vacant	Filled	Total	Percent Vacant
MOU 00 - Non-Represented	49	246	295	16.61%
MOU 01 - Administrative	394	1,967	2,361	16.69%
MOU 02 - Building Trades	128	737	865	14.80%
MOU 03 - Clerical	639	3,425	4,064	15.72%
MOU 04 - Equipment Operation and Labor	415	2,757	3,172	13.08%
MOU 05 - Inspectors	146	826	972	15.02%
MOU 06 - Librarians	23	280	303	7.59%
MOU 08 - Professional Engineering and Scientific	241	1,402	1,643	14.67%
MOU 09 - Plant Equipment Operation and Repair	51	293	344	14.83%
MOU 10 - Professional Medical	19	84	103	18.45%
MOU 11 - Recreational	48	315	363	13.22%
MOU 12 - Supervisory Blue Collar	69	691	760	9.08%
MOU 13 - Supervisory Building Trades	17	108	125	13.60%
MOU 14 - Service and Craft	153	715	868	17.63%
MOU 15 - Service Employees	39	311	350	11.14%
MOU 16 - Supervisory Librarians	3	114	117	2.56%
MOU 17 - Supervisory Professional Engineering and Scientific	100	486	586	17.06%
MOU 18 - Safety / Security	231	977	1,208	19.12%
MOU 19 - Supervisory Technical	35	334	369	9.49%
MOU 20 - Supervisory Administrative	218	1,174	1,392	15.66%
MOU 21 - Technical	256	1,050	1,306	19.60%
MOU 22 - Fire Chief Officers	19	81	100	19.00%
MOU 23 - Firefighters and Fire Captains	231	3,202	3,433	6.73%
MOU 24 - Police Officers, Lieutenants and Below	1,963	8,654	10,617	18.49%
MOU 25 - Police Officers, Captains and Above	3	112	115	2.61%
MOU 28 - Municipal Police Officers	-	4	4	0.00%
MOU 29 - Deputy City Attorneys	47	520	567	8.29%
MOU 32 - Management Attorneys	4	17	21	19.05%
MOU 36 - Management Employees	66	540	606	10.89%
MOU 37 - Executive Administrative Assistants	14	78	92	15.22%
MOU 61 - Senior Administrative and Administrative Analysts	5	62	67	7.46%
MOU 63 - Personnel Director	2	20	22	9.09%
MOU 65 - Park Ranger	12	30	42	28.57%
<b>Total</b>	<b>5,640</b>	<b>31,612</b>	<b>37,252</b>	<b>-</b>
<b>Average Vacancy Rate by MOU:</b>				<b>13.36%</b>

Includes all City departments except: Department of Water and Power, Los Angeles World Airports, Port of Los Angeles, Los Angeles City Employees' Retirement System, Los Angeles Fire and Police Pensions, Mayor, and Council.

\*Authorized Positions includes all regular and resolution authority positions in the 2024-25 Adopted Budget.