



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
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Second District

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Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

August 31, 2010

To: Supervisor Gloria Molina, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Don Knabe  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

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Lisa M. Garrett  
Director of Personnel

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## OFFICE OF PUBLIC SAFETY WORKFORCE REDUCTION

On December 15, 2009, and during Final Changes of the budget process, your Board instructed the Department of Human Resources (DHR) to implement a workforce reduction plan consistent with Civil Service Rules and Board policy based upon the elimination of the Office of Public Safety (OPS), now effective September 30, 2010.

### Background

On December 15, 2009, your Board approved the elimination of OPS and the absorption of its duties and functions into the Sheriff's Department (Sheriff). DHR has worked collaboratively with the Chief Executive Office (CEO) and Sheriff to absorb existing, qualified OPS staff into recommended budgeted positions in the Sheriff. County Police Officers who did not qualify for sworn positions were offered non-sworn positions wherever possible. Those sworn and civilian OPS employees not approved for hire by the Sheriff were referred to DHR for alternative placement, where possible.

### Placement Activities

Managers and staff from the CEO (Public Safety Cluster, Employee Relations, and Risk Management Branch), DHR, Sheriff and County Counsel have engaged in weekly meetings to facilitate the placement of the 512 employees of OPS and mitigate potential

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layoffs. The Sheriff has hired, or is in the process of hiring, 386 sworn and civilian OPS employees. Approximately 32 OPS employees have announced their intent to retire or resign from County service.

For the remaining 94 employees that were disqualified for hire or transfer to the Sheriff, DHR conducted the following placement activities:

- Engaged the Department of Community and Senior Services (CSS) to provide four job search seminars, which included assistance with resume writing, interviewing strategies, job search techniques, financial planning, and potential job retraining opportunities.
- Held an informational briefing for all OPS staff concerning the planned placement activities and efforts to mitigate layoffs.
- Coordinated a job fair specifically for OPS employees in which 15 County departments participated.
- Created an online transfer portal for OPS employees to post resumes for review by County departments.
- Jointly with the CEO, notified all Department Heads of the immediate need to place OPS employees impacted by the consolidation. Additionally, department managers were provided a list of vacancies in their respective departments and the names of specified OPS staff that should be considered for these positions based on their prior job experience and/or education.
- Advised departments to give first consideration to qualified employees at OPS, prior to hiring from certification lists.
- Coordinated interviews to place OPS employees. Where possible, the knowledge, skills, and abilities of OPS employees are matched with available vacancies and the most comparable pay levels were considered.

#### Current Status

At the present time, 46 employees have accepted job offers from other County departments. The employees are currently in various stages of the hiring process, including, background checks, and if required, medical and psychological examinations.

To date, there are approximately 48 OPS employees who may be subject to workforce reduction. This number includes those employees who have not yet received job offers, refused to participate in our placement efforts, declined a position at the Sheriff or other County departments, are under investigation, pending disciplinary action, or are on an

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approved leave of absence and have not met the Sheriff's or other County departments' hiring standards. These numbers fluctuate as an employee's status changes daily.

In light of the preceding, DHR is preparing to implement a workforce plan according to applicable Board policies, Civil Service Rule 19 and Memorandums of Understanding with employee unions. The CEO Employee Relations Division has provided regular updates to the unions of the County's efforts to mitigate the need for layoffs. Further, DHR and the CEO will provide a second informational briefing to the OPS staff in early September concerning the status of their placement efforts. Any OPS employees not placed by September 30, 2010, will be laid off. However, the names of such individuals will be entered on a reemployment list pursuant to Civil Service Rule 19 and departments will be encouraged to fill their vacancies from the reemployment list prior to hiring from other eligible lists.

DHR will continue to aggressively coordinate efforts to place potentially impacted employees in other County departments. We will provide your Board with another status report in mid-September.

If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or at [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov) or Lisa M. Garrett at (213) 974-2406 or at [lgarrett@hr.lacounty.gov](mailto:lgarrett@hr.lacounty.gov).

WTF:BC:ES:  
LMG:MLH:SKT:  
MCF:cg

c: County Counsel  
Executive Office, Board of Supervisors  
Affirmative Action Compliance  
CEO Employee Relations