



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel, Audits and Hiring Committee	DATE 6/26/23
REFERENCE: 2018 Eligible Retirees / To-Be-Vacated Management Positions / Preparing Successors	COUNCIL FILE CF 17-1098
SUBJECT: <b>PERSONNEL DEPARTMENT'S OVERVIEW OF SUBMITTED SUCCESSION PLANS</b>	

**RECOMMENDATION:** That the Personnel, Audits and Hiring Committee receive and file this report regarding updated succession plan information submitted to date by all City departments.

**BACKGROUND:**


The Council motion by Councilmember Koretz and seconded by Councilmember Englander on September 26, 2017, instructed the Personnel Department to report with an overview of succession plans submitted to date, and to highlight areas of concern where the identification and development of successor staff will be critical, especially in to-be-vacated management positions. The motion further instructed the Personnel Department to include recommendations that will ensure the development of a pool of qualified candidates for key positions, and recommendations to facilitate knowledge transfer from experienced employees before they retire.

**DISCUSSION:**

In compliance with Mayor Garcetti's Executive Directive No. 15 ("ED 15"), the Personnel Department assisted all City Departments with the development and submission of annual updates of their Equitable Workforce and Service Restorations Plans, which were due for submission on March 31, 2023. As part of these efforts, a form of questions was distributed to all City Departments/Offices in order to ensure that all aspects requested by Mayor Garcetti in ED 15 were addressed.

The Personnel Department analyzed the updated plans submitted in FY 22-23 to: (1) identify City-wide classifications that are at risk of being severely impacted by potential retirements based on the number of early and/or regular retirement eligible employees as of June 2023, 2024, and 2025; and (2) provide recommendations for succession planning, training, contactless government, knowledge transfer, a diverse workforce, and telecommuting based on shared City-wide themes. As a result of this analysis, the Citywide Summary Report of Equitable Workforce and Service Restoration Plans has been prepared (**Attachment A**). It should be noted that all Plans submitted may be found online by visiting the Workforce Planning Website at <https://sites.google.com/view/cityofla-workforce-planning/home>.

In addition to providing these reports and recommendations, the Personnel Department is actively collaborating with departments by providing assistance which includes establishing and maintaining necessary eligible lists with qualified candidates to fulfill the staffing needs of departments and providing avenues to deliver training and employee development tools.

  
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