

DATE: APRIL 8, 2026

FROM: HUMAN RESOURCES

SUBJECT: RESOLUTION NO. _____ - VACANCY REPORTING IN ACCORDANCE WITH GOVERNMENT CODE SECTION 3502.3

SUMMARY:

Staff requests that the Board of Harbor Commissioners (Board) receive and file the City of Los Angeles (City) Harbor Department (Harbor Department) Vacancy Report as required by the California Assembly Bill No. 2561 under Section 3502.3 of the California Government Code. Section 3502.3 requires that each public agency within the State of California present the status of vacancies as well as recruitment and retention efforts during a public hearing before the governing board (the Los Angeles Board of Harbor Commissioners) at least once per fiscal year prior to the adoption of the final budget. The Office of the City Administrative Officer (CAO) will present to the City Council, city-wide total position vacancies in Council controlled departments. The CAO has instructed proprietary departments to provide vacancy information to their respective governing boards. The recognized employee organization for each bargaining unit is also given the opportunity to make a presentation at the public hearing.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners:

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Receive and file the status of City of Los Angeles Harbor Department vacancies provided for public hearing prior to the adoption of the Fiscal Year 2026-27 Budget, in accordance with California State Assembly Bill No. 2561 Section 3502.3; and
3. Adopt Resolution No. _____.

DISCUSSION:

The Harbor Department has a total of 143 vacant budgeted positions as of March 18, 2026 (Transmittal 1).

There are currently 26 of the 143 positions that are in various stages of the selection process. This includes pending interviews, job offers, and background clearance. At the time of the March vacancy report, all the Harbor Department's MOUs, except 14, 37, and 64, have less than 20% vacancies. MOU 14 has a vacancy rate of 21.05% (eight vacancies). The allocation of a new position in February of this year caused an increase in the vacancy percentage beyond the threshold; recruitment is ongoing.

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MOU 37 has a vacancy rate of 20% (one vacancy), however, the Harbor Department has been able to maintain its operational needs at this level since 2020 and does not currently have a need to fill this vacancy. MOU 64 has a vacancy rate of 33.33% (two vacancies), this is the result of two promotions in December 2025. The hiring process for both positions will begin in early May 2026.

Last year's reporting indicated MOUs 2 and 20 with vacancy percentages above 20%; both have been reduced below the threshold as reflected in the report.

At 13.65% of the total authorized positions, the Harbor Department has one of the lower vacancies rates throughout the City; with the City's vacancy rate being 15.50%. Most of the Harbor Department's vacancies are a result of either promotions or retirements; very few are the result of resignation, death, or termination. In most cases, the employee leaving the Harbor Department stated to their supervisors or through an anonymous exit survey conducted by a third-party agency, that the employee's experience was positive. Current Harbor Department employees are offered tuition reimbursement, gym access, paid vanpools, free parking and complimentary electric vehicle charging, and free membership with the Harbor Department Employee Club which organizes social activities as additional benefits to boost employee morale and encourage employee retention.

Recruitment is continual. However, the Harbor Department temporarily halted recruitment of non-sworn personnel from job fairs to assist the City with layoff avoidance. Since May 6, 2025, the Harbor Department has filled 11 of 41 positions that were made available for transfer to avoid layoffs from various City Departments during the 2025/2026 fiscal year. The Human Resources Division continues to source these available transfer applications first when hiring for the impacted classifications. The Harbor Department also utilizes the City's Target Local Hire Program and the Bridge to Jobs Program when applicable. The programs are designed to provide alternate pathways to City civil service for entry-level and semi-skilled candidates in targeted populations including local zip codes. Sworn Officers in the Port Police Division continue to actively recruit at various job fairs and local events in effort to hire from the surrounding areas and provide a Harbor Department presence in the community.

One of the greatest recruitment tools at the Harbor Department is the Student Summer Internship Program, a paid opportunity for college level students to work in various divisions for eight weeks during the summer. There are also year-round Student Worker positions where young people are mentored and given guidance on how to apply for job opportunities with the City.

The City is a great place to work and have a career. However, the civil service process presents a number of barriers, such as: 1) the amount of time that passes from the opening of the exam bulletins, especially for Harbor Department specific classifications, to the creation of certifiable lists; 2) the geographic location of the Harbor Department which results in extended commute times to and from work; 3) wage inequity with the private sector; and 4) not being conducive to bringing on persons that are midcareer.

The Harbor Department is engaged with the City and the Personnel Department as it pursues civil service and charter reform to improve the hiring process.

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ENVIRONMENTAL ASSESSMENT:

The proposed action is reporting Harbor Department vacancy and recruitment and retention efforts to the Board in compliance with Section 3502.3 of the California Government Code, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

There is no financial impact associated with this report.

CITY ATTORNEY:

The Harbor Department Vacancy Report effective March 18, 2026, has been reviewed by the Office of the City Attorney.

TRANSMITTAL:

1. Harbor Department Vacancy Report by Bargaining Unit

FIS Approval: JS
CA Approval: SO

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