



# Administrative Report

H.14., File # 25-0856

Meeting Date: 6/10/2025

**To:** MAYOR AND CITY COUNCIL  
**From:** JOY A. FORD, CITY ATTORNEY

## **TITLE**

APPROVE BY TITLE ONLY RESOLUTION NO. CC-2506-036, A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO ADD THE POSITION OF HOMELESS HOUSING SUPERVISOR WITH A SALARY RANGE OF \$6,178 TO \$8,291 PER MONTH

## **EXECUTIVE SUMMARY**

The City maintains an official book of class specifications for positions in the service of Redondo Beach. As recruitments for open positions are initiated, class specifications are created and/or updated to validate required job duties, responsibilities, and qualifications pursuant to Article 6, Chapter 3 of Title 2 of the Municipal Code. The City Attorney's Office has created the new position of Homeless Housing Supervisor that was submitted and approved as part of the FY 2024-2025 budget adoption through Decision Package #41.

## **BACKGROUND**

The position of Homeless Housing Supervisor was created as part of the FY 2024-2025 budget adoption process for the City Attorney's Office. The job specification (attached) for this new position will coordinate with and supervise the Homeless Housing Navigator.

The Resolution and proposed job classification are attached for council review and consideration of approval. The position is represented by the Redondo Beach Professional & Supervisory Association (PSA). The salary range as approved in the budget was \$5,509 to \$7,678 per month. However, PSA pointed out that this range creates a compaction issue with the Homeless Housing Navigator position. The salary range will be \$6,178 to \$8,291 per month, so more funding will be taken out of the Successor Agency Fund.

## **COORDINATION**

The City Attorney's Office coordinated with the Human Resources Department in connection with the preparation of this report.

## **FISCAL IMPACT**

Funding for the position is available in the City Attorney Department's FY 2024-2025 annual budget as well as the Successor Agency Fund.

Submitted by:

*Joy A. Ford, City Attorney*

**ATTACHMENT**

- Resolution Amending Official Book of Class Specifications with Exhibit A - Job Specifications