



# Administrative Report

H.14., File # 26-0692

Meeting Date: 6/9/2026

**To:** MAYOR AND CITY COUNCIL  
**From:** ANDREW WINJE, PUBLIC WORKS DIRECTOR

## **TITLE**

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2606-040, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS FOR THE POSITION OF PUBLIC WORKS ADMINISTRATIVE MANAGER

## **EXECUTIVE SUMMARY**

The Public Works Department's Budget includes a Public Works Administrative Manager position. The position (which replaced a vacant Sr. Management Analyst position) was approved by the City Council with Decision Package #8 as part of the FY 2025-26 Mid-Year Budget Review in order to more efficiently organize the Department's administrative functions. The proposed job specification was adapted from a similar role in the Police Department. Prior to initiating recruitment to fill the vacancy, the Official Book of Class Specifications must be updated to include the class specification for the position. The proposed class specification has been reviewed and approved by the Human Resources Department and the Redondo Beach City Professional & Supervisory Association, the bargaining unit representing the job class.

## **BACKGROUND**

The City maintains an Official Book of Class Specifications for positions in the service of the City. As recruitments for open positions are initiated, class specifications are included to state the job duties, responsibilities, and desired qualifications. The Official Book of Class Specifications does not currently include a class specification for the Public Works Administrative Manager position. The inclusion of this updated class specification is recommended pursuant to Section 2-3.502 of Article 5 and Section 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, which authorizes the Mayor and City Council to set forth, from time to time, the class titles, and specifications for job classifications. This highly experienced position requires domain-specific knowledge of administrative practices, procedures, supervision, and technology essential to the Operations Division of the Public Works Department.

This position was recommended by staff and approved by the City Council, on March 17, 2026 as part of the Mid-Year Budget Review, to improve staff retention, respond to evolving service demands, more efficiently organize administrative functions within the Department, and to maximize use of increasingly available technology tools and solutions. The approved reorganization also included the elimination of a vacant Senior Management Analyst position.

Staff has prepared the job class specification to be commensurate with the duties, expectations, and requirements of other Administrative Manager positions in the City and has included the City's standard language and formatting. Prior to filling the Public Works Administrative Manager position, it is recommended that the updated class specification be approved by the City Council and included in the City's Official Book of Class Specifications.

**COORDINATION**

The job class specification for the Public Works Administrative Manager has been coordinated with the Public Works Department, Human Resources Department, and with representatives of the Redondo Beach City Professional & Supervisory Association.

**FISCAL IMPACT**

Funding for the position is included in the Public Work's Department's annual operating budget.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Reso - No. 2606-040 Amending the Official Book of Class Specifications adding the Class Specification for the Public Works Administrative Manager Position, including Class Specification