



Administrative Report

H.20., File # 25-0541

Meeting Date: 4/15/2025

To: MAYOR AND CITY COUNCIL
From: ELEANOR MANZANO, CITY CLERK

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2504-023, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO UPDATE THE POSITION OF RECORDS MANAGEMENT SUPERVISOR

EXECUTIVE SUMMARY

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 titles and specifications are updated to validate job duties, responsibilities, and qualifications. An update to the Records Management Supervisor specifications 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 make modifications to titles and specifications for job classifications.

BACKGROUND

The current job classification for the Records Management Supervisor position dates back to 2017 and requires updating before the noticing and hiring of the position. The City Clerk's Office is proposing minor updates to the qualifications in an effort to attract a larger and more competitive candidate pool for the Records Management Supervisor position. The position is represented by the Redondo Beach Professional & Supervisory Association (PSA).

COORDINATION

The Human Resources and City Clerk's Office coordinated the development of the updated class specification. The City Attorney's Office reviewed the Resolution and approved it as to form.

FISCAL IMPACT

There is no fiscal impact associated with updating the Official Book of Class Specifications.

APPROVED BY:

Eleanor Manzano, City Clerk

ATTACHMENTS

- Reso - No. CC-2504-023 Amending the Official Book of Class Specifications
- Class Specification - Records Management Supervisor

