



# Administrative Report

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H.10., File # 25-0953

Meeting Date: 7/1/2025

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**To:** MAYOR AND CITY COUNCIL  
**From:** EUGENE SOLOMON, CITY TREASURER

## **TITLE**

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2507-047, 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 CHIEF DEPUTY CITY TREASURER

## **EXECUTIVE SUMMARY**

The City maintains an official book of class specifications for positions in the service of Redondo Beach. Pursuant to Article 6, Chapter 3 of the Redondo Beach Municipal Code, as recruitments for open positions are initiated, class specifications may be created, reviewed, updated, and modified to validate current job duties, responsibilities, and qualifications.

In FY 2015-16, the City Council approved the Chief Deputy City Treasurer class specification, detailing the roles, responsibilities, and compensation package for the position within the City Treasurer's Office. With the position recently becoming vacant, the City Treasurer's Office has initiated an update based on current Departmental needs.

## **BACKGROUND**

The City Charter allows the City Treasurer to appoint deputies. The Office's current organization structure is budgeted for one full-time Chief Deputy to assist the City Treasurer, with functions as directed by the City Charter.

With the full-time Chief Deputy role now being vacant, the Treasurer proposes to update the Job Specification to maintain continuity with recent changes in the Charter and to modernize responsibilities as required for the role's present functions. The Chief Deputy City Treasurer position will remain in the Management and Confidential employee group.

## **COORDINATION**

The Human Resources Department and the City Treasurer's Office coordinated with the City Attorney's Office to update the class specification for the Chief Deputy City Treasurer.

## **FISCAL IMPACT**

The position is currently budgeted in the City Treasurer's office with no suggested changes to the ongoing salary range based on a recently conducted compensation comparison performed by the City.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Reso - No. CC-2507-047 Amending the Official Book of Class Specifications to Update the Position of Chief Deputy City Treasurer