



Administrative Report

H.6., File # 26-0827

Meeting Date: 7/14/2026

To: MAYOR AND CITY COUNCIL

From: DIANE STRICKFADEN, DIRECTOR OF HUMAN RESOURCES

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2607-052, 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 FIRE CHIEF

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. The Fire Department will soon have a vacancy due to the upcoming retirement of the Fire Chief.

BACKGROUND

The City is preparing to fill the position of Fire Chief for the first time in several years. The existing job specification for the Fire Chief was last reviewed in 2012, and the attached, revised job specification would update the requirements of the position to allow each of the Department's four Division Chiefs an opportunity to apply for the position. The revised specification includes overall updates to the position's job duties and new language that adjusts the requisite experience as a Division Chief to three years and clarifies the timing of the position's Bachelor's Degree requirement. Attached is a redlined and final version for Council review.

Staff recommends approval of the Resolution and updated job specification. The Fire Chief is an unclassified, at-will position assigned to the Management and Confidential employee group.

COORDINATION

The Human Resources Department coordinated the revised class specification with the City Manager's Office. The City Attorney's Office approved the Resolution as to form.

FISCAL IMPACT

Funding for the position is available in the Fire Department's annual budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Reso - No. 2607-052 Amending the Official Book of Class Specifications for the Position of Fire Chief including Job Specification
- Redline Job Specification