



Administrative Report

H.15., File # 25-1640

Meeting Date: 12/2/2025

To: MAYOR AND CITY COUNCIL

From: DIANE STRICKFADEN, DIRECTOR OF HUMAN RESOURCES

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2512-097, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS FOR THE POSITION OF POLICE 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 Municipal Code, as recruitments for open positions are initiated, class specifications are reviewed and updated to validate current job duties, responsibilities, and qualifications. The Police Department will soon have a vacancy due to the upcoming retirement of the Police Chief.

BACKGROUND

The City is preparing to fill the position of Police Chief. The job specification was last revised in 2015. The attached, revised job specification will update the requirements of the position to allow for the broadest applicant pool from within the Police Department's command staff. The revised specification includes language maintaining the requirement for a Bachelor's Degree, while adding an allowance for an equivalent number of units from an accredited college to be provided in lieu.

Staff recommends the City Council approve the resolution to update the job specification for the Police Chief position, which is an unclassified, at-will position assigned to the Management and Confidential employee group.

COORDINATION

The Human Resources Department coordinated the revised class spec with the City Manager's Office. The City Attorney's Office drafted the proposed Resolution.

FISCAL IMPACT

Funding for the position is available in the Police Department's Fiscal Year 2025-26 Operating Budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Reso - Amending the Official Book of Class Specifications for the Position of Police Chief
- Redlined Job Specifications