



# Administrative Report

H.7., File # 25-0936

Meeting Date: 8/5/2025

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

## **TITLE**

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2508-052 OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO CREATE THE POSITION OF SENIOR ASSISTANT CIVIL ENGINEER AND ADOPTING THE SALARY RANGE FOR THE POSITION

## **EXECUTIVE SUMMARY**

The City maintains an Official Book of Class Specifications for positions in the service of the City of Redondo Beach. Pursuant to Article 5, Chapter 3 of the Redondo Beach Municipal Code, class titles, class specifications, and salary ranges are periodically reviewed and updated.

As part of the FY 2025-26 adopted budget, the City Council approved the upgrade of one of two Assistant Civil Engineer positions to a Senior Assistant Civil Engineer position in the Engineering Services Division of the Public Works Department. The proposed class specification and salary range (\$6,803 - \$9,567 per month) have been prepared to be in-line with similar positions in other agencies and will be part of the Professional and Supervisory Association employee group.

## **BACKGROUND**

The Engineering Division of the Public Works Department has historically benefited from funding for two Assistant Civil Engineer positions in its personnel budget. Over the last several years, these employees have assumed greater responsibilities, such as training new personnel on current plan checking requirements and developing expertise in complex plan check responsibilities formerly handled by one of the Associate Civil Engineer positions. As such, the level of work is more closely suited to a Senior Assistant Civil Engineer, a position which is common in other public works agencies. During the FY 2025-26 Budget adoption process, funding was allocated to elevate one of the two Assistant Civil Engineer positions to a Senior Assistant Civil Engineer position.

Staff prepared the class specification by reviewing the City's internal needs, comparing the duties, expectations, and requirements of Senior Assistant Civil Engineer positions in other municipalities, and incorporating the City's current standard language. Prior to advertising the Senior Assistant Civil Engineer position for internal recruitment, the class specification must be adopted by resolution in order to be included as part of the Official Book of Class Specifications.

At this time, staff recommends the adoption of the attached Resolution for approval of the new job classification. The salary range for the Senior Assistant Civil Engineer position, per the funding that

was approved in the FY 2025-26 Budget, is \$6,803 - \$9,567 per month.

**COORDINATION**

The classification specification for the Senior Assistant Civil Engineer has been coordinated with the Public Works Department, Human Resources Department, and with representatives of the Professional & Supervisory Association. The City Attorney's Office reviewed and approved the Resolution as to form.

**FISCAL IMPACT**

There is no fiscal impact associated with adding the new classification specification to the Official Book of Class Specifications. The additional funding needed for the position was approved as part of the FY 2025-26 Budget.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Resolution No. CC-2508-052 Amending the Official Book of Classifications to add the Senior Assistant Civil Engineer Specification