



# Administrative Report

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H.13., File # 26-0536

Meeting Date: 5/5/2026

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**To:** MAYOR AND CITY COUNCIL  
**From:** MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR

## **TITLE**

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2605-025, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS FOR THE POSITION OF INFORMATION TECHNOLOGY OPERATIONS SUPERVISOR

## **EXECUTIVE SUMMARY**

The Information Technology Department's budget includes an Information Technology Operations Supervisor position, which is currently vacant. The last update to the position's job specification occurred in 2003 and includes references to legacy technologies and focuses on hands-on administration of technical systems rather than supervision and program/project management. Prior to initiating recruitment to fill the vacancy, an update of the class specification in the Official Book of Class Specifications for the position is warranted. The proposed class specification has been reviewed and agreed to by the Human Resources Department, incumbent staff in the classification, and the Redondo Beach City Professional & Supervisory Association, the bargaining unit representing the specification.

## **BACKGROUND**

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 specifications are included to state the job duties, responsibilities, and qualifications. The Official Book of Class Specifications was last updated for the classification in 2003. The inclusion of this updated class specification 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 set forth, from time to time, the class titles, and specifications for job classifications. This highly technical position requires domain-specific knowledge of information technology systems specific to the City. Due to the rapid rate of technological advancement, up to date classification specifications are crucial to the successful recruitment of qualified staff.

Staff has prepared the job class specification to be commensurate with the duties, expectations, and requirements of Information Technology Operations Supervisor positions in other Cities and has included the City's standard language and formatting. Prior to filling the Information Technology Operations Supervisor position, it is recommended that the updated class specification be approved by the City Council and included in the City's Official Book of Class Specifications.

**COORDINATION**

The job class specification for the Information Technology Operations Supervisor has been coordinated with the Information Technology Department, Human Resources Department, and with representatives of the Redondo Beach City Professional & Supervisory Association.

**FISCAL IMPACT**

Funding to complete this process is included in the FY 2025-26 Operating Budgets for the participating Departments.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Reso - No. 2605-025 Amending the Official Book of Class Specifications for the Position of Information Technology Operations Supervisor Classification Specification
- Class Specification - Information Technology Operations Supervisor