



Administrative Report

H.13., File # 25-0754

Meeting Date: 6/10/2025

To: MAYOR AND CITY COUNCIL
From: ELEANOR MANZANO, CITY CLERK

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2506-034, 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 RECORDS MANAGEMENT SUPERVISOR; AND

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2506-035, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO CREATE THE POSITION OF ASSISTANT CITY CLERK 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. As recruitments for open positions are initiated, class titles and specifications are updated to validate job duties, responsibilities, and qualifications. The City Clerk has recently performed an assessment of the City Clerk's Office, and has determined that it is necessary to update the job specifications for two of its full-time budgeted positions. Attached are two resolutions for City Council consideration; one proposes a job description change for the position of Records Management Supervisor, and one proposes a job description and title change for the Chief Deputy City Clerk position, by changing the title to Assistant City Clerk.

The above Class Specifications are 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 make modifications to titles and specifications for job classifications

BACKGROUND

Records Management Supervisor

The current job classification for the Records Management Supervisor position requires updating before the advertisement and hiring for the position. The City Clerk's Office is proposing updates to the specification to modernize the duties, making them consistent with current practice. In addition, and in cooperation with a request from the PSA bargaining unit, the City Clerk proposes to change the position from "Unclassified" (not a member of the Classified Service) to "Classified" (covered by the City's Civil Service System) in an effort to attract a larger and more competitive candidate pool for the position. The position is represented by the Redondo Beach Professional & Supervisory Association (PSA).

Chief Deputy City Clerk/Assistant City Clerk

Recently, the Chief Deputy City Clerk position became vacant, and the City Clerk performed an assessment of the position's role within her current office structure. As a result, she has determined the need to reorganize and create a true "second in command" position in accordance with the City Charter. The City Clerk hereby proposes to rename the Chief Deputy City Clerk position "Assistant City Clerk," and update the job duties of the position as noted in the attached.

The position of Assistant City Clerk is much more common in the surrounding public sector labor market and when advertised, it should attract a more competitive candidate pool. As the Chief Deputy City Clerk position was previously a member of the Professional and Supervisory Association (PSA), the City met and conferred with the bargaining unit, and they agreed that the position could be removed from their group. The new Assistant City Clerk position will use the same budget as was designated for the former Chief Deputy City Clerk, with some updates to the job duties. The new Assistant City Clerk position will be "Unclassified" and exempt, and will be represented by the Management and Confidential bargaining unit.

COORDINATION

The Human Resources and City Clerk's Office coordinated the development of the updated class specifications. The City Attorney's Office reviewed the Resolutions and approved them as to form.

FISCAL IMPACT

There is no fiscal impact associated with updating the Official Book of Class Specifications.

APPROVED BY:

Eleanor Manzano, City Clerk

ATTACHMENTS

- Reso - No. CC-2506-034 Amending the Official Book of Class Specifications for Records Management Supervisor
- Reso - No. CC-2506-035 Amending the Official Book of Class Specifications for Assistant City Clerk