



Administrative Report

H.13., File # 25-0965

Meeting Date: 7/1/2025

To: MAYOR AND CITY COUNCIL
From: JOE HOFFMAN, CHIEF OF POLICE

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2507-049, 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 SOCIAL MEDIA CONTENT CREATOR 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 creation of a Social Media Content Creator position. The proposed class specification and salary range have been crafted to be in-line with similar positions in other agencies and will be part of the Management and Confidential employee group.

BACKGROUND

The position of full-time Social Media Content Creator was approved as part of the FY 2025-26 budget adoption process. The new position will fall under the direction of the Police Department while also supporting the citywide communications team and assisting other Departments with social media campaigns. Staff has prepared the job class specification to make the position commensurate with the duties, expectations, and requirements of Social Media Content Creator class specifications in other cities.

Staff recommends approval of the proposed job classification. The salary range for the Social Media Content Creator position, per the funding that was approved in the FY 2025-26 Budget, will range from \$4,736 to \$5,690 per month.

COORDINATION

The Human Resources and Police Departments coordinated the creation of the class specification for the Social Media Content Creator position based on industry standards. The City Attorney's Office reviewed the Resolution and approved it as to form.

FISCAL IMPACT

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

for the Social Media Content Creator position was approved as part of the adopted FY 2025-26 Budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Reso - No. CC-2507-049 Amending the Official Book of Class Specifications to Add the Position of Social Media Content Creator