



Administrative Report

H.13., File # 24-1171

Meeting Date: 7/9/2024

To: **MAYOR AND CITY COUNCIL**
From: **MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR**

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2407-056, 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 BUILDING INSPECTOR

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. An update to the Building Inspector specifications 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 make modifications to titles and specifications for job classifications.

BACKGROUND

The current job classification for the Building Inspector position dates back to 2019 and requires updating before the noticing and hiring of the position. The Community Development Department is proposing minor updates to the specifications and qualifications in an effort to attract a larger and more competitive candidate pool for the Building Inspector position. The position is represented by the Redondo Beach City Employee's Association (RBCEA). The proposed changes have been reviewed, and are supported, by the Association.

COORDINATION

The Human Resources and Community Development Departments coordinated the development of the updated class specification. 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.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Reso - No. CC-2407-056 Amending the Official Book of Class Specifications

- Class Specification - Building Inspector