



Administrative Report

H.5., File # 24-0334

Meeting Date: 3/12/2024

To: MAYOR AND CITY COUNCIL

From: CAMERON HARDING, COMMUNITY SERVICES DIRECTOR

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2403-018, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS FOR THE POSITION OF TRANSIT OPERATIONS AND TRANSPORTATION FACILITIES MANAGER

EXECUTIVE SUMMARY

The City maintains an official book of class specifications for positions in the service of Redondo Beach. Pursuant to Article 6, Chapter 3 of the Redondo Beach Municipal Code, as recruitments for open positions are initiated, class specifications are reviewed and updated to validate current job duties, responsibilities, and qualifications. Staff is recommending the adoption of the attached Resolution amending the job specification for the Transit Operations and Transportation Facilities Manager.

BACKGROUND

This action 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.

The Transit Operations and Transportation Facilities Manager position is housed in the Community Services Department and serves the critical role of overseeing and managing the Department's Transit Division, which includes the City's fixed route and paratransit operations services and transit center facility operations. This position directly oversees both full-time and part-time employees and is responsible for the selection, training, and onboarding of all new employees assigned to the Transit Division.

The current job specification for the Transit Operations and Transportation Facilities Manager was approved by the City Council on October 6, 2009, per Resolution CC-0910-244. Since that time, the responsibilities of this position have evolved with the opening of the Redondo Beach Transit Center. A review of the class specification revealed that it needed to be modernized to align with contemporary job functions and include the oversight of the Transit Center facility. The changes have been reviewed and approved by the Redondo Beach Professional & Supervisory Association.

COORDINATION

Modernizing the classification specification for the Transit Operations and Transportation Facilities

Manager has been coordinated with the Community Services Department, Human Resources Department, and with representatives of the Redondo Beach Professional & Supervisory Association.

FISCAL IMPACT

There is no fiscal impact associated with modernizing the official book of class specifications.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Reso - No. CC-2403-018 Amending Transit Operations and Transportation Facilities Manager Classification Specification
- Classification Specification - Transit Operations and Transportation Facilities Manager