



Administrative Report

H.13., File # 25-1079

Meeting Date: 8/5/2025

To: MAYOR AND CITY COUNCIL
From: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2508-054, 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 RECREATION SUPERVISOR

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 created, reviewed, updated, and modified to validate current job duties, responsibilities, and qualifications.

Proposed is an updated class specification for the Recreation Supervisor position that better aligns the role with the current organizational structure of the Recreation Services Division of the Community Services Department.

BACKGROUND

As part of the FY 2025-26 budget adoption process, the City Council approved funding to fill the previously vacant Recreation Supervisor position to better support the organizational structure of the Community Services Department and improve the Recreation Services Division's extensive catalog of programs, activities, and events. This position has been vacant since 2023, and, since that time, the Division has undergone a reorganization to better provide efficient and effective programs and resources to enhance services desired by the community.

Proposed is an updated class specification for the Recreation Supervisor position, which includes minor updates to better reflect the needs of the Division. The updated specification is supported by the Professional and Supervisory Association.

COORDINATION

The Community Services Department coordinated the proposed updates to the Recreation Supervisor Class Specification with the Human Resources Department and representatives from the position's labor group, the Professional and Supervisory Association. The Resolution was prepared by the City Attorney's Office.

FISCAL IMPACT

There is no fiscal impact associated with this item. The position is included in the Community

Services Department annual budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Reso - No. CC-2508-054 Amending the Official Book of Classifications to Update the Position of Recreation Supervisor
- Class Specification - Recreation Supervisor