

RESOLUTION NO. CC-2506-036

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO ADD THE POSITION OF HOMELESS HOUSING SUPERVISOR WITH A SALARY RANGE OF \$6,178 TO \$8,291 PER MONTH.

WHEREAS, pursuant to Sections 2-3.602 and 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council of the City of Redondo Beach ("City Council") shall set forth from time to time the Class Titles for job classifications; and

WHEREAS, pursuant to Section 2-3.502 of Article 5, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council shall set forth from time to time the Specifications for job classifications; and

WHEREAS, it is necessary to amend the Official Book of Class Specifications to reflect such action of the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Official Book of Class Specifications is hereby amended, as reflected in the attached Exhibit "A" relating to the classification for the position of Homeless Housing Supervisor.

SECTION 2. This resolution shall take effect immediately upon its adoption by the City Council.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED this 10th day of June, 2025.

James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

Joy A. Ford, City Attorney

Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF REDONDO BEACH)

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that Resolution No. CC-2506-036 was passed and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 10th day of June, 2025, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Eleanor Manzano, CMC
City Clerk

EXHIBIT “A”

JOB SPECIFICATION FOR HOMELESS HOUSING SUPERVISOR

See attached job specification.

Homeless Housing Supervisor

Initial Salary \$6,178 - \$8,291/month

DEFINITION:

Under general direction of the City Attorney, this position coordinates, supervises and assists the Homeless Housing Navigator in overseeing and coordinating programs and initiatives aimed at supporting people experiencing homelessness in Redondo Beach with the goal of permanent housing; assists in preventative care for residents who are at risk of losing housing and after care for clients who have been housed; and performs other related duties as required.

EXAMPLES OF DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

- Manages, trains, schedules, plans and coordinates assignments of Homeless Housing Navigator.
- Develops and maintains a thorough understanding of rules and guidelines for providing homeless prevention assistance.
- Assists formerly homeless clients to retain housing, maintain the terms of their lease, and remain in compliance with the requirements of any rental assistance programs.
- Works with clients on tenant housekeeping concerns, completion of annual income review paperwork, behavioral issues affecting the ability to maintain terms of the lease, and repeated program rule or lease violations.
- Supports ongoing implementation and expansion of the community's coordinated entry system including the use of the Homeless Management Information System.
- Oversees coordinated entry system functions including data collection, reporting, and program regulations.
- Oversees referrals to partner agencies, service providers, and community-based supportive services as appropriate including: rental and eviction prevention assistance, security deposit assistance, and interim shelter referrals.
- Provides linkages to resources available for people experiencing homelessness.
- Maintains a comprehensive up-to-date resource base for homeless services and referrals.
- Maintains appropriate program documentation and record information for evaluation and reporting purposes.
- Collaborates with team members to assist people experiencing homelessness in response to requests received and while performing outreach duties.
- Conducts workshops or presentations to provide awareness and education to the community.
- Assists with outreach efforts, coordinate regular meetings of outreach teams, and attend outreach events.
- Attends staff meetings, case conferences, trainings, and workshops as required.
- Represents the City of Redondo Beach at homeless services collaborative meetings.
- Oversees community engagement strategies.
- Participates in Homeless Court with identified misdemeanor defendants experiencing homelessness.
- Coordinates the response and follow up for public complaints, inquiries, requests, and suggestions. Respond to complaints in a timely and effective manner.

- Disseminates accurate information regarding homelessness and homeless programs to the public.
- Oversees non-profit organizations and homeless service providers contracted by the City to ensure the effective coordination of homeless services within the continuum of care, consistent with policies adopted by the City.
- Coaches, trains, and mentors Homeless Housing Navigator for professional success.
- Attends City Council, Commission, community and other meetings as assigned.
- Conducts duties, responsibilities, tasks, and assignments with a constructive, cooperative, positive, professional attitude and demeanor.
- Supports the City's mission, goals, policies, and objectives.
- Supports the City's values of: Openness and honesty, integrity and ethics, accountability, responsive and effective customer service, teamwork, excellence, and fiscal and environmental responsibility.
- Performs other related duties as assigned.

CLASSIFICATION:

This position is exempt from coverage under the Fair Labor Standards Act and is a member of the Classified Service.

MINIMUM QUALIFICATIONS:

Knowledge of:

Interim and permanent housing resources throughout Los Angeles County; social work practices and principles related to best practice standards; coordinated entry system; HMIS; HUD guidelines; City organization; operation, policies and objectives; principles and practices of administration, supervision skills; and appropriate office technologies such as personal computers for word-processing, data collection and analysis, telephone voice mail and copy machines.

Ability to:

Conduct outreach to develop relationship and build rapport with people experiencing homelessness in Redondo Beach; provide case management support to team members as well as people experiencing homelessness; communicate effectively both verbally and in writing; maintain case files and other record keeping systems; reason logically and creatively; demonstrate initiative; read, speak, write and understand the English language; adhere to applicable terms and conditions of employment including but not limited to safety and health regulations, labor agreements, city rules and regulations, policies and procedures; establish and maintain effective working relationships with others; and legally operate a motor vehicle in the State of California with a valid California driver's license.

Education and Experience:

Graduation from a recognized college or university with a baccalaureate degree in an occupationally related field and three (3) years of professional level experience working with homeless programs and populations, behavioral health programs, and/or closely related special needs programs. Additional

occupationally related experience may be substituted for the required education on a year-for-year basis up to four (4) years.

This position requires meeting the physical employment standards for the classification.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

- Work is performed in an office environment and requires the ability to operate standard office equipment including keyboards, telephones, etc.
- Position requires manual dexterity, clear speech, and visual hearing acuity.
- Position requires extensive movement throughout the building and travel to outlying facilities.
- Position requires the ability to lift and handle materials and supplies weighing up to 25 lbs.
- Position requires the ability to bend, squat, twist, kneel, and reach from floor level to six feet.
- Position requires the ability to stand for extended periods of time.
- Position requires the ability to perform work at a computer terminal and/or on a telephone for extended periods of time.