Administrative Report

To: **MAYOR AND CITY COUNCIL**

From: MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. 2309-097, 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 INFORMATION TECHNOLOGY OPERATIONS / INFRASTRUCTURE SUPERVISOR

EXECUTIVE SUMMARY

The Information Technology Department budget includes a currently vacant Technology Operations/Infrastructure Supervisor position. The previous incumbent in the position retired from the Department in 2023. The last update to the position's job specification occurred in 2003. Prior to initiating recruitment for a replacement Supervisor, an update of the class specification in the Official Book of Class Specifications for the position is warranted. The proposed class specification has been reviewed and agreed to by the Human Resources Department and the Redondo Beach Professional and Supervisory Association.

BACKGROUND

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 specifications are included to state the job duties, responsibilities, and qualifications. The Official Book of Class Specifications was last updated for this classification in 2003. The inclusion of this updated class specification 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. This highly technical position requires domain-specific knowledge of information technology systems specific to the City as well as the knowledge to supervise technical staff. Due to the rapid rate of technological advancement, up to date classification specifications are crucial to the successful recruitment of qualified staff.

Staff has prepared the job classification specification in comparison with the duties, expectations, and requirements of Information Technology Operations/Infrastructure Supervisor class specifications from other Cities, and has included the City's standard language and formatting. Prior to filling the Information Technology Operations/Infrastructure Supervisor position, it is recommended that the updated class specification be approved by the City Council and included in the City's Official Book of Class Specifications.

COORDINATION

The job classification specification for the Information Technology Operations/Infrastructure Supervisory has been coordinated with the Information Technology Department, Human Resources Department, and with representatives of the Professional & Supervisory Association.

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

APPROVED BY:
Mike Witzansky, City Manager

ATTACHMENTS
- Reso - to Update the Information Technology Operations/Infrastructure Supervisor Classification Specification
- Information Technology Operations/Infrastructure Supervisor Classification Specification