



# Administrative Report

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H.12., File # 22-4178

Meeting Date: 6/7/2022

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**To:** MAYOR AND CITY COUNCIL  
**From:** KEITH KAUFFMAN, INTERIM FIRE CHIEF

## **TITLE**

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2206-031, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA AMENDING THE OFFICIAL BOOK OF CLASSIFICATIONS FOR THE POSITION OF FIRE DIVISION CHIEF

## **EXECUTIVE SUMMARY**

The recruitment for the next Fire Division Chief is set to begin this fall with an anticipated retirement. In an effort to widen the applicant pool and provide promotional opportunities for several capable internal candidates the job specification needs to be updated. The requirement for a Bachelor's Degree, for internal candidates only, has been removed due to their expansive knowledge of Redondo Beach and experience in navigating City processes. The Department currently has several members interested in the position and changing the degree requirement will expand the group of applicants significantly. These changes have been discussed and approved by the appropriate bargaining groups. Staff requests the classification specification for this position be updated to recruit the next Division Chief from an expanded group of capable internal candidates.

## **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 updated to validate job duties, responsibilities and qualifications. 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.

Under the direction of the Fire Chief, the Division Chiefs are the principal members of the leadership team for the Fire Department. Division Chiefs serve as the lead supervisor working 24-hour shifts coordinating complex emergency responses to large fires and multi-victim accidents. This role facilitates efficient emergency operations, coordinated mutual aid responses, effective risk management, and rapid community recovery. Each Division also carries a significant administrative assignment facilitating the direction, budgeting, and accountability for all aspects of the organization. The three different Fire Division Chief assignments include operations, fire prevention, and emergency management. These administrative assignments direct the principal actions of the Fire Department and set the future course of the agency. This direction, in collaboration with the Fire Chief and Fire Association, is the critical guiding force implementing industry best practices and bringing innovative solutions to the Department.

**COORDINATION**

Changing the classification specification for the Fire Division Chief has been coordinated with the Human Resources Department and Redondo Beach Firefighters Association. Fire Division Chiefs are members of the Management and Confidential labor group with no formal bargaining group. The City Attorney's Office approved the Resolution as to form.

**FISCAL IMPACT**

There is no fiscal impact associated with changing the classification specification.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

Resolution to Amend Fire Division Chief Classification Specification  
Updated Fire Division Chief Classification Specification