



Administrative Report

H.12., File # 25-0315

Meeting Date: 3/11/2025

To: MAYOR AND CITY COUNCIL

From: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2503-010, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, ADOPTING THE SALARY RANGE FOR THE POSITION OF SENIOR RECREATION COORDINATOR

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 (RBMC), as recruitments for open positions are initiated, class specifications are reviewed and updated to validate current job duties, responsibilities, and qualifications. Staff is recommending approval of the attached Resolution adopting the salary for the Senior Recreation Coordinator position in the Official Book of Class Specifications.

BACKGROUND

This action is recommended pursuant to Section 2-3.602 and 2-3.603 of Article 6, Chapter 3, Title 2 of the RBMC, which authorizes the Mayor and City Council to set forth, from time to time, the class titles and specifications for job classifications.

The Senior Recreation Coordinator position was approved via a prior-year decision package as part of the Community Services Department's operating budget. On February 11, 2025, the City Council adopted Resolution No. CC-2502-003, which added the position of Senior Recreation Coordinator to the Official Book of Classifications. This proposed Resolution will formally adopt the salary range for the position. Funding for the position was largely provided through a reclassification of one of the Community Services Department's Recreation Coordinator positions.

COORDINATION

Development of the salary range for the Senior Recreation Coordinator has been coordinated with the Human Resources Department.

FISCAL IMPACT

There is no fiscal impact associated with updating the Official Book of Class Specifications. The Senior Recreation Coordinator Position was approved as part of the Community Services Department's operating budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Reso - No. CC-2503-010 Adopting the Salary Range for the Position of Senior Recreation Coordinator