



Administrative Report

H.16., File # 25-1460

Meeting Date: 10/21/2025

To: MAYOR AND CITY COUNCIL
From: ELEANOR MANZANO, CITY CLERK

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2510-080, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO AMEND THE POSITION OF ASSISTANT CITY CLERK

EXECUTIVE SUMMARY

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 titles and specifications are updated to validate job duties, responsibilities, and qualifications. The City Clerk recently recruited for the Assistant City Clerk position however, it provided a low turnout related to the required qualifications. A recommendation was made to change the requirement regarding certain certifications from "required" to "highly desirable". The purpose of this is to broaden the applicant pool. Therefore, attached is a resolution amending the job specification for the position of Assistant City Clerk.

BACKGROUND

The position of Assistant City Clerk's title and job specification was created and approved by Council on June 10, 2025. However due to a low applicant turnout related to the required qualifications, the City Clerk recommends amending the requirement of Certified Municipal Clerk (CMC) from a required qualification to a highly desirable qualification.

COORDINATION

The Human Resources and City Clerk's Office coordinated with the updated class specifications. The City Attorney's Office reviewed the Resolution and approved as to form.

FISCAL IMPACT

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

APPROVED BY:

Eleanor Manzano, City Clerk

ATTACHMENTS

- Reso - No. CC-2510-080 Amending the Official Book of Class Specifications for Assistant City Clerk

