



Administrative Report

H.21., File # 21-2974

Meeting Date: 9/7/2021

To: MAYOR AND CITY COUNCIL
From: MICHAEL W. WEBB, CITY ATTORNEY

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2109-086, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA AMENDING THE OFFICIAL BOOK OF CLASSIFICATIONS FOR THE POSITION OF HOMELESS HOUSING NAVIGATOR

EXECUTIVE SUMMARY

During the FY 2021-2022 budget adoption process, the City Council authorized the City Attorney's office to create a new full-time Homeless Housing Navigator position. A new job specification for Homeless Housing Navigator has been developed. Staff requests that the City Council amend the job specification for Homeless Housing Navigator in order for that position to be filled.

At the City Council meeting of August 17, 2021, the City Council approved said resolution and job classification. The next step typically would be amending the appropriate MOU to include the salary for the position. Human Resources was notified that the CEA Employees Association would prefer to wait until the MOU is reopened to make any changes. In order to hire for this position in the meantime, we need to set out the salary position in the amended Resolution to have the City Council formally approve it. The proposed salary is completely within the budgetary authority the City Council has already provided for this position. Additionally, this allows us to correct some copy and paste errors in the original version of the Class Specification(see attached). Staff requests the classification specification for this position be updated to reflect the attached duties, expectations, and requirements.

BACKGROUND

The City 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 for job classifications.

In our continued efforts to be one of the most innovative local agencies in addressing the issue of homelessness, the City Council recently authorized hiring a full-time Homeless Housing Navigator to further strengthen our Enhanced Response to Homelessness Program. Under general direction of the City Attorney, the Homeless Housing Navigator will support the Enhanced Response to

Homelessness Program and provide case management and supportive services to people experiencing homelessness in Redondo Beach with the goal of securing housing.

During the FY 2021-2022 budget adoption process, the City Council authorized the City Attorney's office to formalize the Homeless Housing Navigator position. The annual cost for this position is approximately \$126,500. Staff conducted research on similar positions around the South Bay and developed the attached job specification for the new position of Homeless Housing Navigator.

The Homeless Housing Navigator job specification for this open position has been discussed with the Redondo Beach City Employees' Association (CEA) and has been approved by the CEA bargaining unit. The initial salary range will be \$4,992 to \$6,076 per month, to conform with the adopted budget and CEA MOU.

COORDINATION

The Human Resources Department and the City Attorney's Office coordinated to develop this new class specification. As noted, the Homeless Housing Navigator job specification has been discussed with and approved by the Redondo Beach City Employees Association. This new position will be included in the Redondo Beach City Employees Association bargaining unit. The City Attorney's Office reviewed the resolution and class specification and approved it as to form.

FISCAL IMPACT

This position is funded in the City Attorney's office FY 2021-2022 adopted annual budget.

ATTACHMENTS

- Resolution - Homeless Housing Navigator Class Specification
- Homeless Housing Navigator Class Specification