



# Administrative Report

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H.6., File # 22-4903

Meeting Date: 10/4/2022

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**To:** MAYOR AND CITY COUNCIL

**From:** DIANE STRICKFADEN, DIRECTOR OF HUMAN RESOURCES

## **TITLE**

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2210-073, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASSIFICATIONS FOR THE POSITION OF HUMAN RESOURCES MANAGER

## **EXECUTIVE SUMMARY**

The City maintains an official book of class specifications for positions in service to the City of Redondo Beach. Pursuant to Article 6, Chapter 3 of the Municipal Code, as recruitments for open positions are initiated, approved class specifications are created, reviewed and/or updated to validate current job duties, responsibilities and qualifications. During the FY 2022-23 budget adoption process, the City Council approved a decision package directing the reclassification of a Human Resources Analyst position into a Human Resources Manager position. Approval of the proposed Resolution will allow for execution of the budget action.

## **BACKGROUND**

During the FY 2022-23 budget adoption the City Council authorized the reclassification of a budgeted Human Resources Analyst position into a Human Resources Manager position within the Human Resources Department. As this will be a new position to the City, there is no existing job specification available. The attached resolution and job specification put forth the scope and duties of the position in conformance with the City's current goals and work objectives. The specification includes language related to staff supervision, as well as the higher level task and project management duties for which the position will be responsible.

The Human Resources Manager will be an unclassified, at-will position assigned to the Management and Confidential employee group. Attached is a resolution and proposed job classification for Council review and consideration of approval.

## **COORDINATION**

The Human Resources Department coordinated this revised class specification with the City Attorney's Office.

## **FISCAL IMPACT**

Funding for the position is available in the Human Resources Department's FY 2022-23 budget.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Reso - Human Resources Manager Amendments and Class Specification