



**Honorable Mayor and Members of the Hermosa Beach City Council**

**APPROVAL OF A REQUEST TO REVISE THE CLASS SPECIFICATION FOR SENIOR RECREATION SUPERVISOR AND AFFIRM THE BARGAINING UNIT AS PROFESSIONAL AND ADMINISTRATIVE EMPLOYEE GROUP**

(Deputy City Manager Angela Crespi)

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**Recommended Action:**

Staff recommends City Council:

1. Approve the revised class specification for the position of Senior Recreation Supervisor (**Attachment 2**); and
2. Affirm the bargaining unit for the classification as Professional and Administrative Employee Group (PAE).

**Executive Summary:**

The class specification for Senior Recreation Supervisor was revised to encapsulate all qualifications currently required of the role and to align with the needs of the Community Resources Department.

**Background:**

As part of the FY 2024–25 budget, the City approved two new classifications, Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator. When filled, the new positions will perform all administrative tasks related to the Special Event Permit Program and Film/Still Photo Permit Program. Removing these administrative tasks from the Community Resources Director and Senior Recreation Supervisor will allow these two leadership positions in the Community Resources Department to focus on their primary responsibilities including:

- Performance of department-wide oversight and supervision;
- Facilities management;
- Advancement of pending City Council directed special projects;
- Creation or modification of existing policies, as needed;
- Development of new recreation programming;
- Identification of grant opportunities and preparation of applications; and
- Development of new revenue sources.

With the addition of two additional full-time staff members, the Community Resources Department identified the need to update the class specification for the Senior Recreation Supervisor. The class specification for Senior Recreation Supervisor was revised to encapsulate all qualifications currently required of the role and to align with the needs of the Community Resources Department.

The Professional and Administrative Employees Group reviewed and approved the proposed class specification for Senior Recreation Supervisor. At its July 15, 2024 meeting, the Hermosa Beach Civil Service Board approved the proposed revised class specification for the position. The redlined class specification (**Attachment 1**) and the final class specification for Senior Recreation Supervisor (**Attachment 2**) is included with the staff report.

***Past Board, Commission, and Council Actions***

Meeting Date	Description
<a href="#"><u>July 15, 2024</u></a>	Civil Service Board approved revised class specification for Senior Recreation Supervisor.

**Discussion:**

After a thorough review of the needs of the Community Resources Department, staff recommends minor modifications to the Senior Recreation Supervisor job class specification. The proposed revisions include removal of the administrative tasks related to the Special Event Permit Program and Film/Still Photo Permit Program and other modifications to encapsulate all qualifications currently required of the role to better align with the needs of the Community Resources Department.

To finalize these recommended changes, staff requests City Council approve the revised class specification and affirm that the bargaining unit for this position remains the Professional and Administrative Employee Group. A final draft of the proposed Senior Recreation Supervisor class specification is included as **Attachment 2**.

**Environmental Review:**

The activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

**General Plan Consistency:**

This report and associated recommendation have been evaluated for their consistency with the City’s General Plan. Relevant Policies are listed below:

*Governance Element*

**Goal 1. A high degree of transparency and integrity in the decision-making process.**

Policy:

- **1.2: Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.

**Fiscal Impact:**

There is no direct fiscal impact related to the recommended action.

**Attachments:**

1. Senior Recreation Supervisor—Redlined Class Specification
2. Senior Recreation Supervisor—Final Draft Class Specification

**Respectfully Submitted by:** Sara Russo, Senior Management Analyst

**Concur:** Angela Crespi, Deputy City Manager

**Noted for Fiscal Impact:** Viki Copeland, Administrative Services Director

**Legal Review:** Patrick Donegan, City Attorney

**Approved:** Suja Lowenthal, City Manager