



Honorable Mayor and Members of the Hermosa Beach City Council

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

(Deputy City Manager Angela Crespi)

**Recommended Action:**

Staff recommends City Council:

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

**Executive Summary:**

The class specification for Associate Planner was revised to encapsulate all qualifications currently required of the role and to align with the needs of the Community Development Department.

**Background:**

The FY 2024–25 budget includes the authorization for one full-time Associate Planner position in the Community Development Department. Prior to opening a recruitment to fill a recent vacancy, the Community Development Director and the Planning Manager reviewed the class specification to ensure that the qualifications, education, and experience requirements meet the department’s current needs.

The Professional and Administrative Employees Group reviewed and approved the proposed class specification for Associate Planner. 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 Associate Planner (**Attachment 2**) are included with the staff report.

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

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

**Discussion:**

After a thorough review of the needs of the Community Development Department, staff recommends minor modifications to the Associate Planner job class specification. The proposed revisions primarily relate to the education, experience, and licenses/certificate requirements, with minor revisions to the knowledge, skills, and abilities.

To finalize these recommended changes, staff requests City Council approve the revised class specification and affirm that the bargaining unit for the position remains the Professional and Administrative Employee Group. A final draft of the proposed Associate Planner 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. Associate Planner—Redlined Class Specification
2. Associate Planner—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