



**Members of the Hermosa Beach Civil Service Board**

**REQUEST TO APPROVE REVISIONS TO CLASS SPECIFICATION FOR HUMAN RESOURCES MANAGER**

(Interim Human Resources Manager Cynthia Stafford)

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**Recommended Action:**

Staff recommends Civil Service Board approve the revisions to the class specification for Human Resources Manager.

**Executive Summary:**

The class specification was revised to better align with the duties and qualifications of the current needs of the Administrative Services Department. The classification is unrepresented.

**Background:**

The City recently reorganized and created an Administrative Services Department, under which finance and human resources functions fall. The City is preparing to open a recruitment for the Human Resources Manager. The department reviewed the class specification before opening the recruitment and identified necessary revisions to the class specification, which had not been updated since 2016.

**Attachments:**

1. Human Resources Manager 2024 – Redline Version
2. Human Resources Manager 2024 – Final Version

**Respectfully Submitted by:** Cynthia Stafford, Interim Human Resources Manager