



Honorable Mayor and Members of the Hermosa Beach City Council

REQUEST TO APPROVE REVISIONS TO MULTIPLE CLASS SPECIFICATIONS
(Tiffany Nguyen Human Resources Manager)

Recommended Action:

Staff recommend City Council approve the revisions for the following classification specifications:

1. Police Lieutenant
2. Police Sergeant
3. Senior Engineer
4. Equipment Mechanic

Executive Summary:

As recent recruitments were conducted, the class specifications for the positions of Police Lieutenant, Police Sergeant, Senior Engineer, and Equipment Mechanic were reviewed and updated to reflect the current job duties and requirements associated with each specification.

Background:

From time to time, class specifications are reviewed and updated to ensure that the information within the specifications accurately reflects the current job duties and requirements for the positions. As such, Human Resources would work with departments to discuss and propose changes to class specifications as positions evolve and as recruitments are conducted. The revisions for each class specification are also provided to the associated bargaining unit for review and approval.

Past Board Actions

Meeting Date	Description
<p><u>Civil Service Board:</u> December 1, 2025</p>	<p>The Civil Service Board approved the proposed revisions to the class specifications on December 1, 2025.</p>

Fiscal Impact:

There is no fiscal impact for this item.

Attachments:

1. Police Lieutenant Class Specification – Draft (Redlined)
2. Police Sergeant Class Specification – Draft (Redlined)
3. Senior Engineer Class Specification – Draft (Redlined)
4. Equipment Operator Class Specification – Draft (Redlined)

Respectfully Submitted by: Tiffany Nguyen, Human Resources Manager

Concur: Brandon Walker, Administrative Services Director

Approved: Steve Napolitano, Interim City Manager