



Honorable Mayor and Members of the Hermosa Beach City Council

ADOPT RESOLUTIONS TO RECLASSIFY AND AMEND THE SALARY AND BENEFITS REPORT FOR THE RISK MANAGEMENT ANALYST POSITION, APPROVE REVISED SALARY SCHEDULE, AND APPROPRIATE FUNDS

(Interim Human Resources Manager Tyler Cashman)

Recommended Action:

Staff recommends City Council:

1. Adopt a Resolution to reclassify the Risk Management Analyst position to Risk Program Manager (**Attachment 4**);
2. Approve the revised Salary Schedule (**Attachment 3**);
3. Adopt a Resolution to amend the Salary and Benefits Report for Unrepresented Classifications (**Attachment 2**); and
4. Appropriate \$22,500 to the Insurance Fund for the reclassification of the Risk Program Manager for the remainder of Fiscal Year 2025-26.

Executive Summary:

Risk Management is a critical function within the Administrative Services Department of the City of Hermosa Beach. This function protects the City, its employees, its assets, as well as the public, by identifying, analyzing, and mitigating potential risks. The scope, complexity, and operational responsibilities of the City's Risk Management function have expanded significantly in recent years. This function is responsible for administering and overseeing the full scope of the City's risk management and safety programs, including but not limited to general liability, insurance, workers' compensation, and compliance and safety training. As such, the current Risk Management Analyst classification no longer reflects the advanced level of responsibility, independent decision-making, and specialized technical knowledge and abilities required to effectively administer the City's risk, safety, insurance, workers' compensation, and compliance training programs. A reclassification to Risk Program Manager is warranted based on the position's evolved duties, the City's organizational needs, and accepted professional standards for municipal risk management functions.

Background:

The position of Risk Management Analyst was created in late 2022 and first filled in January 2023. Prior to that, the City did not have a formal, active risk management program. As such, the City was not in compliance with numerous legal and compliance

requirements, such as having an injury and illness prevention program, providing certain compliance trainings to staff members, and having pertinent risk-related policies. The Risk Management Analyst position was initially responsible for primarily administrative duties and tasks, such as organizing and coordinating required training, working with third-party administrators (TPA) on liability and workers' compensation claims, and responding to various risk management inquiries. However, over the years, the requirements and duties of the position have evolved significantly based on the needs of the City. The incumbent of this position is now required to provide full oversight of all risk management programs, develop relevant policies and procedures, work closely with legal counsel and TPAs to manage workers' compensation and liability claims, and recommending strategies to mitigate future risks. The position now requires a higher level of oversight, analysis, and decision making. Therefore, the Risk Program Manager title would align better with the current roles, responsibilities, and requirements of the position.

Additionally, there have been retention challenges with the Risk Management Analyst position. Since the creation of the position, there have been three incumbents, and the City has been having difficulty with retaining the incumbents in the position. Below are details regarding the duration that each incumbent was in the Risk Management Analyst position:

- Incumbent 1 – 4 months
- Incumbent 2 – 7 months
- Incumbent 3 – 13 months

Past Board Action

Meeting Date	Description
Civil Service Board: December 1, 2025	The Civil Service Board reviewed and approved the proposed reclassification of the Risk Management Analyst position to Risk Program Manager.

Discussion:

As previously indicated, Risk Management is a critical function within the City. This function protects the City, its employees, its assets, as well as the public by identifying, analyzing, and mitigating potential risks. The scope, complexity, and operational responsibilities of the City's Risk Management function have expanded significantly in recent years. Based on the full scope of responsibilities currently associated with the Risk Management function and the specialized high level technical knowledge, skills and abilities required, a higher-level position is warranted to ensure successful program management. Additionally, given the ongoing retention challenges the City has been experiencing for this position, upgrading the position to the level of a Risk Program Manager would help the City recruit and retain top talent with the appropriate skillsets and qualifications required for the position.

Fiscal Impact:

The fully burdened annual impact of reclassing the risk management position from Risk Management Analyst to Risk Programs Manager would be approximately \$45,000. For the remainder of the current 2025-26 Fiscal Year, the total cost of the proposed reclassification is estimated to be \$22,500 and would be budgeted in the City's Insurance Fund. Staff will budget accordingly for the position in future budget cycles.

Attachments:

1. Risk Program Manager – Classification Specification
2. Draft Resolution to Amend Salary and Benefits Report for Unrepresented Classifications
3. Revised Salary Schedule, Effective 1-14-26
4. Resolution to Reclassify Risk Management Position

Respectfully Submitted by: Tyler Cashman, Acting Human Resources Manager

Concur: Brandon Walker, Administrative Services Director

Noted for Fiscal Impact: Henry Chao, Finance Manager

Legal Review: Jason Baltimore, Interim City Attorney

Approved: Steve Napolitano, City Manager