



Members of the Hermosa Beach Civil Service Board

REQUEST TO APPROVE NEW CLASS SPECIFICATION – SENIOR CRIME AND INTELLIGENCE ANALYST

(Interim Human Resources Manager Tyler Cashman)

Recommended Action:

Staff recommends the Civil Service Board approve the new class specification of Senior Crime and Intelligence Analyst; and assign the classification to the Professional and Administrative Employees Group.

Executive Summary:

Staff are proposing the creation of a Senior Crime and Intelligence Analyst job specification within the Police Department. Currently, this position does not contain a class series and restricts promotional growth within the City. This new role establishes a structured promotional pathway for the existing Crime and Intelligence Analyst classification. The proposed job specification salary range is justified, equitable and consistent with City classification and compensation practices. The recommendation recognizes the advanced responsibilities of the role, ensures internal alignment with comparable senior analyst classifications, and proactively addresses grade creep and salary compression concerns. The creation of this new class specification is not intended to increase total FTE and would be a promotional opportunity if adopted by Civil Service Board and City Council and is budgeted in future budget cycles. The proposed salary range for this position is \$8,728 - \$10,608 per month.

Background:

The Crime and Intelligence Analyst classification has evolved significantly over time, with expanded responsibilities that include advanced crime analysis, intelligence-led policing support, strategic reporting, interagency coordination, and data driven decision-making in support of Police Department operations. As operational complexity and analytical expectations have increased, the City has identified a need for a senior-level classification that formally recognizes advanced expertise, autonomy, and leadership responsibilities while maintaining consistency with the City's classification and compensation framework.

Analysis:

A classification and compensation study was conducted for the Senior Crime and Intelligence Analyst and a survey of regional cities with similar classifications was

conducted to ensure market competitiveness. Human Resources determined the recommended salary range aligns the position directly with the Senior Management Analyst classification, based on the independent judgement and advanced analytical responsibilities, high-level reporting and policy support, cross-departmental and interagency coordination, and comparable education, experience and skill requirements. Aligning this job specification with the Senior Management Analyst salary grade ensures the City remains competitive while maintaining internal consistency. Due to the essential duties and responsibilities for this position, the classification will be assigned to the Professional and Administrative Employee Group. The class specification has been reviewed and approved by the applicable labor group, Professional and Administrative Employee Group.

Attachment:

City of Hermosa Beach – Senior Crime Prevention and Intelligence Analyst 2026

Respectfully Submitted by: Tyler Cashman, Interim Human Resources Manager

Approved: Brandon Walker, Administrative Services Director