



Members of the Hermosa Beach Civil Service Board

REQUEST TO APPROVE NEW CLASS SPECIFICATION – SENIOR ACCOUNTANT (Interim Human Resources Manager Tyler Cashman)

Recommended Action:

Staff recommends the Civil Service Board approve the new class specification of Senior Accountant; and assign the classification to the Professional and Administrative Employee Group.

Executive Summary:

Staff are proposing the creation of the Senior Accountant job specification within the Accounting class series. This new role establishes a structured promotional pathway for the existing Accountant classification, recognizing advanced technical expertise and leadership responsibilities while supporting internal career growth. The proposed job specification salary range is justified, market-competitive, and internally equitable. This recommendation recognizes the advanced nature of the position and provides a clear, reasonable path for career advancement within the Administrative Services Department, Finance Division. 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 \$8,559 - \$10,404 per month.

Background:

To improve staff morale and retention, the City has identified a need for a Senior Accountant classification to manage increasing fiscal complexity, provide advanced oversight of accounting functions, and support leadership within the Finance Department. This classification will provide a clear promotional path for the existing Accountant and Accounting series positions. This new classification recognizes advanced expertise and leadership responsibilities while ensuring an equitable salary increase for incumbents transitioning from the Accountant classification. Currently, the Accountant classification serves as the primary professional level. By establishing a senior-level role, the City creates a clear career ladder that recognizes advanced technical expertise and autonomy while ensuring internal equity and external competitiveness.

Analysis:

A classification and compensation study was conducted for the Senior Accountant and a survey of nine comparable regional agencies with similar classifications was conducted to ensure market competitiveness. Human Resources determined this new classification's salary range represents a logical progression from the Accountant role, designed to ensure a meaningful salary increase for promotional candidates. The recommended top step of the salary grade places the City slightly above the regional median, ensuring the City remains competitive in attracting and retaining high-level financial talent while remaining within the established market range. The salary increase from Accountant to Senior Accountant is consistent with other City-wide senior-to-feeder relationships. Setting the Senior Accountant at this level addresses potential salary compression and ensures the added responsibilities of the senior role are appropriately compensated. 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 Accountant 2026

Respectfully Submitted by: Tyler Cashman, Interim Human Resources Manager

Approved: Brandon Walker, Administrative Services Director