



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

### **CONSIDERATION OF RECLASSIFICATION OF ACCOUNT CLERK JOB SPECIFICATION**

(Interim Human Resources Manager Tyler Cashman)

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#### **Recommended Action:**

Staff recommends the Civil Service Board approve the reclassification of the Account Clerk job specification to Account Specialist. The proposed salary range for this position is \$5,151 - \$6,261 per month.

#### **Executive Summary:**

The City of Hermosa Beach finance and accounting series requires modernization to reflect current operational needs within the Revenue Services Division. This proposal updates the “Account Clerk” job specification to “Account Specialist” after Human Resources conducted a market and comparable agency classification and compensation study.

#### **Background:**

The Administrative Services Department approached Human Resources to conduct a classification and compensation study for the Account Clerk job specification. Position Duties Questionnaire’s (PDQ’s) were distributed to all employees holding the title of Account Clerk. Upon receipt of the PDQ’s from the Account Clerk incumbents, a full classification and compensation study was done based on the duties described by the employees.

#### **Analysis:**

The change in job specification from Account Clerk to Account Specialist aligns with modern professional standards, while aligning much closer with the current duties being performed by the current Account Clerk incumbents. Due to the essential duties and responsibilities for this position, the classification will be assigned to the General & Supervisory – Teamsters Bargaining Group. The class specification has been reviewed and approved by the applicable labor group, the General & Supervisory – Teamsters Bargaining Group.

#### **Attachment:**

City of Hermosa Beach – Account Clerk 2026

**Respectfully Submitted by:** Tyler Cashman, Interim Human Resources Manager  
**Approved:** Brandon Walker, Administrative Services Director