



Members of the Hermosa Beach Civil Service Board

REQUEST TO APPROVE NEW CLASS SPECIFICATION – LEAD ACCOUNT SPECIALIST

(Interim Human Resources Manager Tyler Cashman)

Recommended Action:

Staff recommends the Civil Service Board approve the new class specification of Lead Account Specialist; and assign the classification to the General & Supervisory – Teamsters Bargaining Group.

Executive Summary:

To better align staffing with the operational demands of the Revenue Services Division, staff are proposing the creation of a Lead Account Specialist classification within the finance and accounting series. This new role establishes a structured promotional pathway for the existing Account Clerk classification, recognizing advanced technical expertise and leadership responsibilities while supporting internal career growth. The proposed classification also ensures an equitable salary adjustment for incumbents advancing from the top step of the Account Clerk position. 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 \$5,569 - \$6,769 per month.

Background:

The City's finance and accounting series requires modernization to reflect the current operational needs within the Revenue Services Division. To improve staff morale and retention, staff have identified a need for a Lead Account Specialist to provide a clear promotional path for the existing Account Clerk classification (feeder position). The new classification recognizes advanced expertise and leadership responsibilities while ensuring an equitable salary increase for incumbents transitioning from Step 5 of the Account Clerk classification. The proposed structure is designed to improve organizational flow and internal equity, while providing potential career growth to a current Account Clerk incumbent.

Analysis:

A classification and compensation study was conducted for the Lead Account Specialist and a survey of eight neighboring cities with similar classifications was conducted to

ensure market competitiveness. Human Resources determined this new classification should have the same salary range as the existing Senior Account Clerk job specification. This ensures that lead-level duties are recognized without exceeding previously established budgetary frameworks for that level of responsibility, while recognizing the difference in the Lead Account Specialist and Senior Account Clerk duties and responsibilities. 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 – Lead Account Specialist 2026

Respectfully Submitted by: Tyler Cashman, Interim Human Resources Manager

Approved: Brandon Walker, Administrative Services Director