



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

**REQUEST TO APPROVE REVISIONS TO SENIOR ACCOUNT CLERK JOB SPECIFICATION**

(Interim Human Resources Manager Tyler Cashman)

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**Recommended Action:**

Staff recommends the Civil Service Board approve revisions to the Senior Account Clerk job specification.

**Executive Summary:**

Class specifications are reviewed and updated periodically to ensure that the information within the specifications accurately reflects the current job duties and requirements for the positions.

**Background:**

After further review of the class specification, it was discovered the examples of duties outlined are not consistent with the actual duties and responsibilities of the position. Therefore, the appropriate changes were made to the job specification of Senior Account Clerk to better align with the current needs of the Administrative Services Department.

**Analysis:**

Due to the change in duties, the job specification for this position has been updated as outlined in the attached document. The changes have been reviewed and approved by the General and Supervisory – Teamsters Bargaining Group. The salary for this position will remain the same.

**Attachment:**

Senior Account Clerk 2026

**Respectfully Submitted by:** Tyler Cashman, Interim Human Resources Manager

**Approved:** Brandon Walker, Administrative Services Director