



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

**REQUEST TO APPROVE REVISIONS TO COMMUNITY RESOURCES DIRECTOR  
JOB SPECIFICATION**

(Interim Human Resources Manager Tyler Cashman)

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**Recommended Action:**

Staff recommends the Civil Service Board approve revisions to the Community Resources Director 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 Community Resources Director to better align with the current needs of the Parks and Recreation Department.

**Analysis:**

Due to the change in duties, the job specification for this position has been updated as outlined in the attached document. This position is unrepresented and the salary for this position will remain the same.

**Attachment:**

Parks and Recreation Director 2026

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

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