



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

### **REQUEST TO APPROVE NEW CLASS SPECIFICATION – SENIOR HUMAN RESOURCES ANALYST**

(Interim Human Resources Manager Tyler Cashman)

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#### **Recommended Action:**

Staff recommends the Civil Service Board approve the new class specification of Senior Human Resources Analyst; and assign the classification to the unrepresented group.

#### **Executive Summary:**

Staff are proposing the creation of a Senior Human Resources Analyst job specification within the Human Resources class series. This new role establishes a structured promotional pathway for the existing Human Resources Analyst classification, recognizing advanced technical expertise and leadership responsibilities while supporting internal career growth. The proposed job specification salary range is justified by both internal equity and external market data. By aligning this new role with the established differential used in the Management Analyst series, the City maintains a defensible and consistent compensation structure. This recommendation proactively addresses salary compression and ensures the City can attract and retain qualified senior-level human resources professionals. 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 \$9,596 - \$11,665 per month.

#### **Background:**

Currently, the Human Resources Division solely has a Human Resources Analyst and Human Resources Manager classification available for use in future recruitments. To improve staff morale and retention, staff have identified a need for a Senior Human Resources Analyst job specification to provide a clear promotional path for the existing Human Resources Analyst classification (feeder position). The new classification recognizes advanced expertise and leadership responsibilities while ensuring an equitable salary increase for incumbents transitioning from the Human Resources Analyst classification.

**Analysis:**

A classification and compensation study was conducted for the Senior Human Resources Analyst and a survey of eight neighboring cities with similar classifications was conducted to ensure market competitiveness. Human Resources determined this new classification should have a salary range that mirrors the same salary difference as the current existing Management Analyst and Senior Management Analyst classifications. This alignment ensures that the Human Resources class series remains equitable with other professional analyst tracks within the organization. The salary placement also ensures the City remains a competitive employer for a high-level Human Resources talent while remaining fiscally responsible.

**Attachment:**

City of Hermosa Beach – Senior Human Resources Analyst 2026

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

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