



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

### **REQUEST TO APPROVE NEW CLASSIFICATION – REVENUE SERVICES MANAGER**

(Interim Human Resources Manager Tyler Cashman)

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#### **Recommended Action:**

Staff recommends the Civil Service Board approve the new class specification of Revenue Services Manager; and assign the classification to the Professional and Administrative Employee Group.

#### **Executive Summary:**

Staff are proposing the creation of a Revenue Services Manager job specification within the Revenue Services class series. This new role establishes a structured promotional pathway for the existing Revenue Services Supervisor classification, recognizing advanced technical expertise and leadership responsibilities while supporting internal career growth. The Revenue Services Manager will take on significantly broader duties than the predecessor Supervisor role. This job specification is a necessary step in modernizing the City's financial leadership. The proposed salary range ensures internal equity and market competitiveness, directly supporting the goal of retaining high-level professional talent. The creation of this new class specification is not intended to increase total FTE and would be a promotional opportunity if adopted by the Civil Service Board and City Council and is budgeted in future budget cycles. The proposed salary range for this position is \$10,876 - \$13,220 per month.

#### **Background:**

To improve staff morale and retention, staff have identified a need for a Revenue Services Manager job specification to provide a clear promotional path for the existing Revenue Services Supervisor classification (feeder position). The new classification recognizes advanced expertise and leadership responsibilities while ensuring an equitable salary increase for incumbents transitioning from the Revenue Services Supervisor classification.

#### **Analysis:**

This job specification reflects the increasing complexity of the City's revenue programs, including business licensing, transient occupancy tax, and parking citations. The new classification will provide the necessary high-level administrative direction and strategic

oversight required to maintain internal controls and enhance operational effectiveness. A classification and compensation study was conducted for the Revenue Services Manager and a survey of benchmark cities was conducted to ensure regional competitiveness. Human Resources determined this new classification should have a salary range that is specifically in line with the existing Program Manager series (Risk and Environmental). By establishing this internal parity, the City maintains a logical hierarchy. The recommended salary range places this position near the market median strategically, ensuring the City remains a competitive employer in the South Bay region without exceeding established fiscal benchmarks. Due to the essential duties and responsibilities for this position, the classification will be assigned to the Professional and Administrative Employee Group. The class specification has been reviewed and approved by the applicable labor group, Professional and Administrative Employee Group.

**Attachment:**

City of Hermosa Beach – Revenue Services Manager 2026

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

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