



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

### **REQUEST TO APPROVE NEW CLASS SPECIFICATION – PARKS AND RECREATION 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 Parks and Recreation Manager; and assign the classification to the Professional and Administrative Employee Group.

#### **Executive Summary:**

Staff are proposing the creation of a Parks and Recreation Manager job specification within the Parks and Recreation class series to properly realign the Parks and Recreation Department reporting structure, create a logical career ladder, and ensure the City can attract and retain quality recreation professionals. This new role establishes a structured promotional pathway for the existing Parks and Recreation classifications, recognizing advanced technical expertise and leadership responsibilities while supporting internal career growth. The proposed job specification creation is justified and consistent with the City's compensation framework. By aligning this role with the market median, the City remains a competitive employer while practicing fiscal prudence relative to regional benchmarks. The recommendation recognizes the evolving needs of the Parks and Recreation Department. 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 \$9,997 - \$12,151 per month.

#### **Background:**

Staff have identified a need for a Parks and Recreation Manager job specification to provide a clear promotional path for existing Parks and Recreation staff classifications (feeder position). The new classification recognizes advanced expertise and leadership responsibilities while ensuring an equitable salary increase for any incumbents transitioning from lower-level Parks and Recreation classifications.

#### **Analysis:**

As position responsibilities evolve in complexity and responsibility for the existing Parks and Recreation staff, the opportunity for promotion to a Parks and Recreation Manager is

recommended. A classification and compensation study was conducted for the Parks and Recreation Manager and a survey of eight neighboring agencies with similar classifications was conducted to ensure market competitiveness. The proposed salary range is set to the median of benchmark cities. Upon review of our benchmark cities, the job specification better aligns the City in standard parks and recreation organizational structure, like the benchmark cities surveyed. 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 – Parks and Recreation Manager 2026

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

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