



Members of the Hermosa Beach Civil Service Board

REQUEST TO APPROVE NEW CLASSIFICATION – HUMAN RESOURCES TECHNICIAN

(Interim Human Resources Manager Tyler Cashman)

Recommended Action:

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

Executive Summary:

Staff are proposing the creation of a Human Resources Technician job specification within the Human Resources class series. This new role will provide the flexibility necessary for management to evaluate the current needs of the Human Resources and Risk Management divisions and the City, as they arise. The proposed salary range for the Human Resources Technician is justified, equitable, and consistent with the City's compensation philosophy. By aligning the position with the market median and comparable internal "Technician" roles, the City ensures it can attract qualified candidates while maintaining a balanced internal pay structure. The proposed salary range for this position is \$5,784 - \$7,031 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. Staff have identified the need for a Human Resources Technician job specification to provide technical support within the Human Resources and Risk Management divisions. This new position is designed to bridge the gap between clerical support and professional analysis, handling specializing paraprofessional duties that require a high degree of accuracy and confidentiality. Based on the needs of the Human Resources and Risk Management Division, this job specification gives management the opportunity to analyze vacancies as they arise and determine at which level they should be filled.

Analysis:

A classification and compensation study was conducted for the Human Resources Technician and a survey of four comparable regional cities was conducted to ensure market competitiveness. Human Resources determined this new classification salary range places the Human Resources Technician appropriately within the City's existing

“Technician” framework. This ensures internal equity by aligning the position with roles requiring similar minimum qualifications and levels of responsibility. The proposed salary range places the position at the median of the market survey while remaining consistent with internal benchmarks for technical classifications. Due to the essential duties and responsibilities for the position, the classification will be assigned to the unrepresented group.

Attachment:

City of Hermosa Beach – Human Resources Technician 2026

Respectfully Submitted by: Tyler Cashman, Interim Human Resources Manager

Approved: Brandon Walker, Administrative Services Director