

CITY OF HERMOSA BEACH

Civil Service Board

Meeting Minutes



December 1, 2025

5:00 p.m.

Council Chambers

1315 Valley Drive

Hermosa Beach, CA 90254

Members Present: Board Member Douglas Collins, Board Member Ira Ellman, Board Member Bob Wolfe, Board Member Anne Williams, Board Member Kate Jones

Staff Present: Human Resources Manager Tiffany Nguyen, Human Resources Analyst Tyler Cashman , Office Assistant Ariana Rodriguez

1. CALL TO ORDER

Board Member Douglas Collins called the Open Session to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Douglas Collins.

3. ROLL CALL

Board Member Collins announced a quorum.

4. ANNOUNCEMENTS

No announcements were provided.

5. PUBLIC COMMENT

No Public Comment was provided.

6. MATTERS FOR COMMISSION CONSIDERATION

6.a REQUEST TO APPROVE REVISIONS TO MULTIPLE CLASS SPECIFICATIONS - 25-AS-095

Human Resources Manager Nguyen introduced herself and provided a staff presentation.

Moved by: Board Member Bob Wolfe
Seconded by: Board Member Ira Ellman

To approve revisions to the following class specifications with typographical changes, and to substitute the word "citizen" with the words "community member" in the description of the responsibilities of a police sergeant.

1. Police Sergeant
2. Police Lieutenant
3. Equipment Mechanic
4. Senior Engineer

Ayes (4): Board Member Ira Ellman, Board Member Bob Wolfe, Board Member Anne Willams, and Board Member Kate Jones

Abstained (1): Board Member Douglas Collins

Motion Carried

6.b CONSIDERATION OF RECLASSIFICATION OF RISK MANAGEMENT ANALYST POSITION - 25-AS-096

Human Resources Manager Nguyen provided a staff presentation.

Moved by: Board Member Anne Willams
Seconded by: Board Member Kate Jones

To approve the reclassification of the Risk Management Analyst position to Risk Program Manager and to strike the words "this position requires" from the job specification qualification guidelines.

Ayes (4): Board Member Ira Ellman, Board Member Bob Wolfe, Board Member Anne Willams, and Board Member Kate Jones

Noes (1): Board Member Douglas Collins

Motion Carried

7. ADJOURNMENT

The meeting was adjourned at 6:02 p.m.