



Members of the Hermosa Beach Civil Service Board

REQUEST TO APPROVE REVISIONS TO HUMAN RESOURCES ANALYST JOB SPECIFICATION

(Interim Human Resources Manager Tyler Cashman)

Recommended Action:

Staff recommends the Civil Service Board approve revisions to the Human Resources Analyst job specification.

Executive Summary:

Class specifications are reviewed and updated periodically to ensure that the information within the specifications accurately reflect the current job duties and requirements for the positions.

Background:

After further review of the class specification, it was discovered the examples of duties outlined are not consistent with the actual duties and responsibilities of the position. Therefore, the appropriate changes were made to the job specification of Human Resources Analyst to better align with the current needs of the Administrative Services Department.

Analysis

Due to the change in duties, the job specification for this position has been updated as outlined in the attached document. This position is unrepresented and the salary for this position will remain the same.

Attachment:

Human Resources Analyst 2026

Respectfully Submitted by: Tyler Cashman, Interim Human Resources Manager

Approved: Brandon Walker, Administrative Services Director