



Civil Service Commission

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Human Resources office, Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Civil Service Manager, Laura Lohnes at 310.618.2967. Agendas are posted on the City of Torrance Home Page www.TorranceCA.Gov

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.2967. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

HOURS OF OPERATION

Monday through Friday from
7:30 a.m. to 5:30 p.m.

Offices are closed alternate
Fridays.

CIVIL SERVICE COMMISSION

CITY COUNCIL CHAMBERS – CITY HALL
3031 TORRANCE BOULEVARD
TORRANCE, CALIFORNIA 90503

MONDAY JULY 9, 2012
6:00 P.M.

AGENDA

CALL TO ORDER

ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

FLAG SALUTE

REPORT FROM STAFF ON POSTING OF AGENDA

ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)

Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.

CONSENT CALENDAR

Disposed of by a combined motion unless separate consideration is requested by Commission or audience.

1. Approval of Minutes – May 14, 2012 (*Minutes provided to Commission members only, copies available in the Personnel Building*)
2. Ordering of Examination – Paramedic Trainee
3. Ordering of Examination – Fire Prevention Specialist
4. Ordering of Examination – Library Assistant II
5. Ordering of Examination – Account Clerk

ORAL COMMUNICATIONS #2

Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.

ADJOURNMENT

ROLL CALL: Dean, Doty, Montoya, Shwartz, Skoll, Stadler, Wright

June 28, 2012

Commission Meeting
July 9, 2012

Honorable Chairman and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: ORDERING OF EXAMINATION - PARAMEDIC TRAINEE

SALARY: Premium pay as per the Memorandum of Understanding of the Torrance Firefighters Association, Sections 3.2 and 3.2a.

BASIS: Current employees in the classification of Firefighter are eligible to compete.

EXAMINATION PARTS/WEIGHTS:

The examination shall be weighted Written/40% - Oral/60%. Previous examinations were weighted similarly as per Appendix "A" of the Memorandum of Understanding.

SCOPE OF EXAMINATION:

Knowledge of: Emergency Medical Training material; emergency driving techniques; vehicle code; leadership and report writing techniques; and general mathematics.

Ability to: Perform as part of a team; develop feasible solutions to job-related problems; follow established departmental policies and procedures; read and comprehend written material; effectively communicate with and relate to individuals from a variety of cultural, socio-economic, and educational backgrounds, and those from special interest groups; positively influence community residents and business people toward a desired course of action; speak clearly and concisely to obtain and relay information; maintain positive attitude toward serving the public; use good judgment under adverse conditions.

REASON FOR EXAMINATION:

Need to establish an eligibility list.

Respectfully submitted,



Kevin Frillington
Senior Human Resources Analyst



Melody Lawrence
Human Resources Manager

CONCUR:



Laura Lohnes
Civil Service Manager

PARAMEDIC TRAINEE

(JOB CODE 12077112)

SALARY: Premium pay for Firefighters assigned to Paramedic assignments as per Memorandum of Understanding of the Torrance Fire Fighters Association, Section 3.2.A.

FINAL FILING: July 19, 2012 at 5:30 p.m.

REQUIREMENTS: Current Torrance Fire Fighters who have completed six months of service are eligible to compete in the examination for Paramedic Trainee. However, preference for selection shall be given to those with at least two years experience as a Torrance Fire Fighter.

Trainees must possess a valid EMT-1 Certificate prior to entering Paramedic Training.

EXAMINATION: The examination consists of a written test/exercise (weighted 40%) and an oral interview (weighted 60%). The following factors may be tested in the examination process:

Knowledge of: Emergency Medical Training material; emergency driving techniques; vehicle code; leadership and report writing techniques; and general mathematics.

Ability to: perform as part of a team; develop feasible solutions to job-related problems; follow established departmental policies and procedures; read and comprehend written material; effectively communicate with and relate to individuals from a variety of cultural, socio-economic, and educational backgrounds, and those from special interest groups; positively influence community residents and business people toward a desired course of action; speak clearly and concisely to obtain and relay information; maintain positive attitude toward serving the public; use good judgment under adverse conditions.

TEST DATES: The written examination is tentatively scheduled for **July 31, 2012**. Oral interviews are tentatively scheduled for **August 28, 2012**.

SPECIAL NOTE: Applicants with disabilities who require special testing arrangements must contact the Human Resources Department **prior** to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

You may apply on-line at: <http://www.torranceca.gov/3839.htm>

June 27, 2012

Commission Meeting
July 9, 2012

Honorable Chairman and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: ORDERING OF EXAMINATION –FIRE PREVENTION SPECIALIST

SALARY: \$30.71-\$37.34 hour

BASIS: Open is recommended.

EXAMINATION PARTS/WEIGHTS:

Written/40% - Oral/60% is recommended. The only previous exam for this classification (2010) was weighted the same way. The written test may include knowledge of Building Construction, Fire Inspection and Code Compliance as well as appropriate skills assessments. The oral interview may include technical preparation for the position and decision-making skills, as well as interpersonal, customer service and oral communications skills.

SCOPE OF EXAMINATION:

Please refer to Knowledge and Abilities listed in the Minimum Qualifications section of attached Job Specification.

REASON FOR EXAMINATION:

No current eligibility list.

Respectfully submitted,



Kevin Fridlington
Sr. Human Resources Analyst



Melody Lawrence
Human Resources Manager

Concur:



Laura Lohnes
Civil Service Manager

Attachment

The logo for the City of Torrance, featuring the word "Torrance" in a stylized, cursive font.

Close Window : Print Page

City of Torrance
Class Code: 3500

January 2010 (Revised)

Class Designation: Civil Service

Representation Unit: Engineers Assoc. &
Torrance Fiscal Employees Assoc.

TO EXPRESS INTEREST IN THIS POSITION CLICK HERE

Fire Prevention Specialist

Definition

Under direction, conducts inspections, plan review, and testing of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; conducts training sessions for the public in fire prevention; ensures compliance with the City's hazardous materials/waste management, storage tanks, and permits program; and performs other duties in assigned area.

Distinguishing Characteristics

Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Work is reviewed upon completion and for overall results. Interpretation of general administrative or operational policies is necessary.

Supervision Exercised/Received

Receives direction from the Assistant Fire Marshal or other higher level Fire Department staff.

Examples Of Essential Duties

The following duties represent the principal job duties; however, they are not all inclusive.

- Conducts inspections and tests of extinguishing systems, and commercial and industrial processes which may involve fire hazards in specified occupancies to insure the level of fire protection is in compliance with applicable codes and standards;
- Issues notices of violations of applicable codes including the issuance of citations for violations of the Municipal Code, Fire Code, Health & Safety Code, Building Code and/or the California Penal Code;
- Interprets various codes, ordinances, and standards for the public and makes recommendations for fire protection systems;
- Checks plans and specifications on special hazards operations, fire protection and extinguishing systems, and occupancies under jurisdiction for compliance with Fire Codes and standards;
- Assists fire safety personnel with code interpretation and fire prevention

inspections;

- Investigates complaints of Fire Code violations and hazards; enforces codes to ensure abatement of identified violations and hazards;
- May issue citations or notices of violations of applicable codes;
- Assists in developing and maintaining records, information and statistical data pertinent to Fire Prevention Division activities;
- Provides general information regarding department policies, procedures and regulations, including responding appropriately to complaints, requests for information and requests for service;
- Coordinates and integrates program services and activities with other agencies and City departments;
- Attends and/or participates in meetings and conferences; and serves as a liaison between the City, other agencies and the public;
- Maintains records and databases; prepares correspondence, reports and other public information material.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

National Pollution Discharge Elimination System Inspector (NPDES)

- Conducts NPDES facility inspections for regulatory compliance including gas stations, restaurants and commercial/industrial facilities;
- Coordinates the clean up of NPDES violations with all applicable state, county and local resources as needed;
- Maintain and update databases and record violations for follow up inspections.

Public Education

- Participates in public education and outreach projects within the community; and makes presentations to community groups;
- Assists and participates in educating the public via schools and other outreach mediums regarding a variety of fire safety, fire prevention education, disaster preparedness and other related educational programs and services;
- May also provide information to media during major or significant events.

Hazardous Materials

- Maintains and coordinates records including manifests, annual permits, required testing and disposal to insure compliance of hazardous materials/waste management and storage tanks with various agencies as related to City facilities;
- Maintains and coordinates permitting for the following: storage tanks, boilers, pressure vessels, and generators; notification and coordination for replacement or retrofitting of equipment in these areas due to changing regulations as related to City facilities.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- Distributes notices, flyers, etc. as assigned;
- Responds to emergency incidents to provide assistance, as directed by supervisory personnel;
- Participates in fire safety related special projects as needed;
- Perform related duties as required.

Qualification Guidelines

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

Knowledge of

- Applicable Federal, State and local laws, codes and ordinances pertaining to fire safety and enforcement including but not limited to California Health and Safety Code, California Fire Code, California Building Code, State Administrative Code, and NFPA standards and codes;
- Standard fire protection and prevention theory, techniques, and practices;
- Fire prevention principles and procedures;
- Principles of combustion;
- Basic building materials and construction practices;
- City codes and ordinances, rules and regulations affecting Departmental operations;
- Fire sprinkler designs, plans and hydraulic calculations;
- Characteristics of a variety of chemicals and flammable, explosive and similar materials;
- Principles and techniques of structure and building inspection;
- English grammar and methods of report writing and data analysis;
- General City operations;
- Principles and techniques used in the development and implementation of safety education programs;
- Occupational hazards and standard safety practices necessary in the area of fire inspection;
- Public relations related to obtaining cooperation and compliance with fire codes and laws;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

National Pollution Discharge Elimination System Inspector (NPDES)

- Federal, State and local laws, codes and ordinances pertaining or related to National Pollution Discharge Elimination System (NPDES), and Clean Water Act.

Ability to

- Detect and determine proper corrective action for fire hazards found at various buildings and installations;
- Inspect and determine corrective action for deficiencies in a variety of fixed

fire protection systems;

- Inspect and determine corrective action for regulatory compliance;
- Interpret basic architectural, mechanical, plumbing, and electrical plans and drawings;
- Read, understand and interpret construction plans, specifications and maps;
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws;
- Analyze and compile technical information on fire protection and safety code violations;
- Write complete and accurate inspection reports;
- Handle calls, questions and complaints in an appropriate manner;
- Respond to complaints or inquiries from citizens, staff and outside organizations;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Deal tactfully and effectively with the public;
- Represent the department and the City effectively in meetings with other departments, the public, community organizations and individuals;
- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Operate office equipment including computer software and hardware (currently in use by the City);
- Prepare clear, effective and accurate reports, correspondence and other written materials;
- Make sound, independent decision within established policy and procedural guidelines.

Licenses and Certifications

- Valid California Class C Drivers' License
- Possession of, or ability to obtain a California PC832 certificate

Hazardous Materials

Possess and maintain Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate.

Education and Experience

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Equivalent to the completion of high school supplemented by college-level coursework and/or specialized training in fire science; and two years of progressively responsible experience in fire prevention including conducting inspections, plan checking, and testing of hazardous processes and fire protection and extinguishing systems.

Special Requirements

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements to Senior Fire Prevention Officer (pending title change to Senior Fire Prevention Specialist) or other positions for which the employee meets the minimum requirements.

June 26, 2012

Commission Meeting
July 9, 2012

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: ORDERING OF EXAMINATION – LIBRARY ASSISTANT II

SALARY: \$21.67 to \$28.39 per hour.

BASIS: Open is recommended. Previous examinations have been held on an open basis.

EXAMINATION PARTS/WEIGHTS:

Written (weighted 50%) – Oral (weighted 50%) is recommended. The written test will include a writing exercise and a multiple-choice test. All previous exams have been similarly weighted; however the writing exercise was added to the written test to meet the needs of the department. Due to the large number of applicants anticipated, we propose that the number of applications be limited to no more than 200 and that only online applications will be accepted.

EXAMINATION SCOPE:

Refer to Knowledge and Abilities listed in the Minimum Qualifications section of attached Job Specification.

REASON FOR EXAMINATION:

Vacant positions; need to establish an eligible list.

Respectfully submitted,



Samantha Elmer
Sr. Human Resources Analyst



Melody Lawrence
Human Resources Manager

CONCUR:



Laura Lohnes
Civil Service Manager
Attachment

Library Assistant II

Definition:

Under direction, performs paraprofessional work in a branch library or a specialized library function; supervises the work of support staff; and performs related work as required.

Distinguishing Characteristics:

The Library Assistant II is the advanced journey level as a paraprofessional in the library series. The Library Assistant II is distinguished from a Librarian in the level and scope of responsibility exercised and expertise required; and distinguished from the Library Assistant I in that the incumbent is not restricted to clerical tasks. Work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval. Interpretation of administrative or operational policies is necessary.

Supervision Exercised/Received:

Receives direction from a Librarian or Senior Librarian and exercises direct supervision over lower-level subordinates.

Examples of Essential Duties:

The following duties represent the principal job duties; however, they are not all-inclusive.

- Provides reference and reader's advisory service and instruction in the use of the library to patrons.
- Performs circulation and service desk duties including processing magazine subscription donations, collecting fines and check out/check in; assists in registering new borrowers.
- Performs routine cataloging of library materials.
- Distributes audio-visual equipment and materials as requested.
- May present various programs, including storytelling, puppet shows, arts and crafts, etc.
- Assists professional staff in reviewing and recommending books and other materials for collection.
- May develop displays, exhibits, brochures and news releases promoting library materials and services.

- Responds to inquiries and requests for assistance from City staff and the public involving an understanding of departmental and City policies and regulations.
- Receives and processes requests from patrons by checking the database, professional media and on order files.
- Receives, reviews and prioritizes requests for orders of books, materials, equipment and supplies; evaluates and selects appropriate accounts to charge budget for various purchases; approves invoices for payment; and maintains logs and files relating to acquisition of books, materials, supplies and maintenance contracts.
- Plans, assigns and coordinates the work of lower-level personnel. Supervisory duties may include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, acting on employee problems, selecting employees, and recommending and implementing employee discipline. Providing advice and assistance as needed.
- Provides information to the public or other agencies utilizing technical references.
- Interacts with patrons in a courteous and professional manner and attempts to defuse potentially volatile or sensitive situations to ensure quality customer service.
- Resolves problems for customers related to City and Library programs or services by researching records, providing information and taking appropriate action to correct errors or facilitate services.
- Maintains records, prepares statistics and reports accurately and efficiently.
- Reconciles cash received by Library department, processes paperwork and forwards to Finance department; performs routine bookkeeping duties.
- Prepares correspondence on procedural or informational matters without review by supervisor.
- Maintains a complex system of inter-related files and records, including personnel and time records.
- Manages allocated funds by reviewing and monitoring assigned projects and making recommendations regarding appropriate uses.
- Orders, receives and distributes materials, supplies and equipment for the Library.
- Monitors and evaluates turn-over rate of inventory stock and ensures that appropriate stock levels are maintained.
- Conducts inquiries to establish the best sources of supply for a variety of products.
- Reviews and approves invoices for processing.
- Prepares periodic reports and makes recommendations regarding purchasing practices to Library Management.
- May assume responsibility for a Branch library or section of the library in the absence of Senior Librarian or Librarian.

Examples of Other Duties:

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Assists in maintaining a neat and orderly workplace.

- Performs routine clerical work as necessary, including but not limited answering the telephone and routing calls to appropriate personnel; typing, copying and filing documents, etc.
 - Performs related duties as required.
-

Qualification Guidelines

Knowledge of:

- Practices and procedures of modern library operations, including filing, cataloging and indexing.
- The Dewey Decimal System.
- General reference sources.
- Audio-visual procedures and techniques.
- Reading guidance techniques for a public library.
- Automation techniques applicable to library operations.
- Modern office practices and equipment.
- City policies and procedures affecting library operations.
- Methods of conducting storytelling and instruction in library use for children, if applicable.
- Purchasing principles and practices, and pricing, shipping and billing procedures.
- Methods of receiving, storing, issuing and maintaining inventory.
- Public relations and customer service techniques.
- Principles of supervision.

Ability to:

- Read, write and comprehend library materials at a high school graduate level.
 - Use reference materials.
 - Present public library programs for youth.
 - Assist in evaluating books for adults and youth.
 - Perform simple mathematical computations when handling cash transactions.
 - Establish and maintain effective working relationships with City employees, private and community organizations, vendors and the public.
 - Communicate effectively both orally and in writing.
 - Establish rapport and work effectively with library patrons.
 - Utilize a computer and a variety of office machinery.
 - Follow oral and written instructions.
 - Supervise subordinates including training, assigning, monitoring and evaluating work, and counseling and disciplining staff.
 - Learn and utilize new skills and information to improve job performance and efficiency.
-

License or Certificate:

None required.

Education and Experience:

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Equivalent to a high school diploma and three years of public library experience.

(College courses in English, history or library science are desirable.)

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; sufficient hand/eye coordination to perform skilled repetitive movements such as typing, data entry, filing and/or the use of calculators or other office equipment. May require the ability to climb ladders or step stools, push or pull book carts, move boxes of materials of considerable weight from one location to another. May involve extensive VDT exposure. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification, supplemented by education, may serve to meet the minimum requirements for promotion to Librarian.

Last revised:
October 1998

July 2, 2012

Commission Meeting
July 09, 2012

Honorable Chairman and Members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: ORDERING OF EXAMINATION – ACCOUNT CLERK

SALARY: \$18.38 to \$22.90 per hour.

BASIS: Open is recommended. Previous examinations have been held on an open basis. Due to the large number of applicants anticipated, we propose that the number of applications be limited to no more than 200.

EXAMINATION PARTS/WEIGHTS:

Written (50%) – Oral (50%) is recommended. The same weighting was used in previous examination in September 2008.

EXAMINATION SCOPE:

Please refer to Knowledge and Abilities listed in the Minimum Qualifications section of attached Job Specification.

REASON FOR EXAMINATION:

Vacancy, need to establish eligibility list.

Respectfully submitted,



Carmen Flores
Human Resources Analyst



Melody Lawrence
Human Resources Manager

CONCUR:



Laura Lohnes
Civil Service Manager

Attachment



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City of Torrance
Class Code: 1211

June 1988
(Revised)

Class Designation: Civil Service

Representation Unit: Engineers Assoc. &
Torrance Fiscal Employees Assoc.

TO EXPRESS INTEREST IN THIS POSITION, [CLICK HERE](#)

Account Clerk

Definition

Under supervision, performs clerical work of average difficulty in connection with keeping or reviewing financial or statistical records; receives and receipts for money; and does related work as required.

Distinguishing Characteristics

An Account Clerk is distinguished from a Senior Account Clerk in that the incumbent is not responsible for assigning or reviewing the work of others. An Account Clerk is distinguished from a Typist Clerk in that the incumbents' typing duties are incidental rather than principal to the position and the statistical records kept by Typist Clerks do not involve the knowledge and application of basic accounting techniques.

Examples Of Duties

- Opens, verifies, balances, or adjusts accounts such as general ledger, payroll, bonds and grants;
- maintains subsidiary ledgers;
- posts, assembles, tabulates and compares financial data;
- prepares or checks invoices, time records, requisitions, purchase orders and similar fiscal documents;
- issues, transfers and cancels bonds;
- keeps various financial records requiring the use of some judgment in choosing from a limited number of alternatives;
- compares, schedules, indexes, and files bills, vouchers, warrants, bonds and other records;
- makes arithmetical calculations and checks various statistical or accounting tables and reports;
- verifies and enters data into computer;
- assists in preparing and may type accounting statistical reports, payrolls and schedules;
- operates office equipment such as adding machines, calculators, and computers;
- receives and receipts for money paid over the counter;
- balances cash drawer;
- keeps records of cash transactions and/or receipts issued;
- interacts with other City employees vendors and the public to answer

questions or refer questions to appropriate source.

Minimum Qualifications

Knowledge of:

- The practices of financial record keeping including elementary bookkeeping;
- General office practices and familiarity with the operation of fiscal office equipment;
- English usage, grammar, spelling and punctuation.

Ability to:

- Carry out assigned work without close supervision;
- Make arithmetic calculations quickly and accurately;
- Type accurately;
- Maintain accurate, clear financial and statistical records;
- Communicate clearly, both orally and in writing;
- Follow oral and written directions;
- Establish and maintain effective working relationships with other employees, vendors and the public.

Experience

Two years of experience in the maintenance of financial records, including experience in one or more of the following areas; accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control.

Education

Equivalent to graduation from high school, preferably including or supplemented by courses in bookkeeping or financial record keeping.