



CITY OF TORRANCE
Human Resources Series
Career Ladder

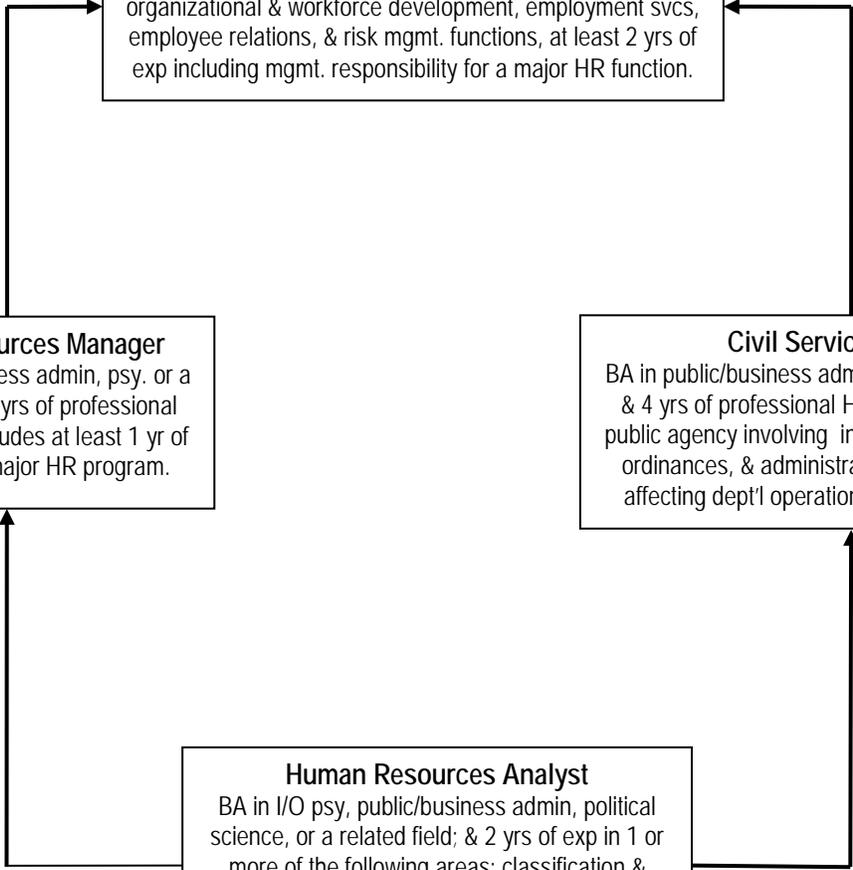
Human Resources Administrator
 BA in public/business admin, psy. or a related field; & 6 yrs of exp. in HR incl. class & comp., recruitment & selection, organizational & workforce development, employment svcs, employee relations, & risk mgmt. functions, at least 2 yrs of exp including mgmt. responsibility for a major HR function.

Human Resources Manager
 BA in public/business admin, psy. or a related field; & 4 yrs of professional HR exp which includes at least 1 yr of supv. exp of a major HR program.

Civil Service Manager
 BA in public/business admin, psy. or a related field; & 4 yrs of professional HR exp; or 4 yrs exp in a public agency involving interpretation of MOU, City ordinances, & administrative rules & regulations affecting dept'l operations & personnel matters.

Human Resources Analyst
 BA in I/O psy, public/business admin, political science, or a related field; & 2 yrs of exp in 1 or more of the following areas: classification & compensation, benefits, employee relations, recruitment & selection, training, and personnel policy & procedure development.

Personnel Technician
 3 yrs clerical exp to include duties requiring discretion & judgment such as development & maint. of personnel & payroll record-keeping systems.



----- Requires add'l training or educ. to qualify for promotion

————— PROMO

←————→ LATERAL