

In compliance with Governor Newsom's Executive Order N-29-20, which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), Acting State Public Health Officer Erica Pan's Regional Stay at Home Order (issued December 3, 2020), and the County of Los Angeles Public Health Officer's Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19: Tier 1 Substantial Surge Updated Response (revised Order issued December 6, 2020) that temporarily replaces and suspends the Public Health Officer's Temporary Targeted Safer at Home Health Officer Order for Control of COVID-19: Tier 1 Substantial Surge Updated Response (revised Order issued November 28, 2020) and the Public Health Officer's Reopening Safer at Work and in the Community for Control of COVID-19 Order Blueprint for a Safer Economy – Tier 1 Surge Response (revised Order issued November 25, 2020), members of the Torrance City Council and staff will participate in this meeting via teleconference or other electronic means in our continuing effort to practice social distancing to reduce the spread of COVID-19.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/34grQR4>

Phone number: 1-669-900-9128

Meeting ID: 962 1061 2400

Passcode: 130924



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 at 310.618.2915. 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 310.618.2915. 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 Friday.

Brianna Cohen

TORRANCE CIVIL SERVICE COMMISSION MONDAY, JANUARY 11, 2021 REGULAR MEETING 6:00 P.M.

VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS

CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

AGENDA

1. **CALL TO ORDER**
ROLL CALL/MOTION FOR EXCUSED ABSENCE
2. **FLAG SALUTE**
3. **REPORT FROM STAFF ON POSTING OF AGENDA**
4. **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.
5. **CONSENT CALENDAR**
5A. Approve Civil Service Commission Minutes: December 14, 2020 (Minutes provided to Commission members only, copies available in the Personnel Building)
5B. Accept and File Employee Transition Report for December 2020
5C. Approve the Examination for Administrative Analyst
6. **ADMINISTRATIVE MATTERS**
6A. Approve the Reallocation of Incumbent to Senior Forensic Identification Specialist
7. **APPEALS**
No business to consider
8. **HEARING**
8A. Appeal of discipline of a Torrance Police Officer (1). (Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957.
9. **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.
10. **ADJOURNMENT**
10A. Adjournment of Civil Service Commission meeting to Monday, January 25, 2021.

ROLL CALL: Adelsman, FoxWood, Herring, Shwarts, Wright, Lewis

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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR DECEMBER 2020

RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of December 2020.

BACKGROUND/ANALYSIS:

The Employee Transition Report for December 2020 is attached for your information and review.

Respectfully submitted,



Jennica Chaparro
Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for December 2020

**EMPLOYEE TRANSITION REPORT
DECEMBER 2020**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Assistant Finance Director	Finance	Finance Director	Finance
Office Assistant	City Clerk	Records Management Specialist	City Clerk
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit

NEW HIRES

TITLE	DEPARTMENT
Office Assistant	City Clerk
Police Recruit/Trainee	Police
Sanitation Equipment Operator	Public Works
Sanitation Equipment Operator	Public Works

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ADMINISTRATIVE ANALYST

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Administrative Analyst examination on an open basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (30%), Performance Test (30%), and Oral Interview (40%). Staff is requesting approval for a one (1) year eligible list.

SALARY:

\$27.65 - \$29.05 - \$31.08 - \$32.62 - \$34.23 - \$36.64 - \$38.48 - \$40.40 - \$42.42 - \$44.54 per hour.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Administrative Analyst. There are three current vacancies in the Transit Department due to resignation and promotions. This position is utilized throughout City Departments.

The class specification has been reviewed and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached Class Specification.

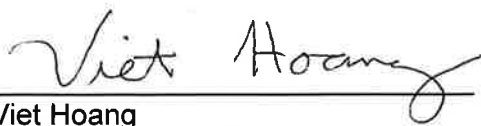
The previous examinations in 2016 and 2019 were weighted as follows: Application Review (qualifying), Written Test (30%), Performance Test (30%), and Panel Interview (40%). There will be no change in the exam types and weights.

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Viet Hoang
Assistant to the City Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Administrative Analyst Class Specification



ADMINISTRATIVE ANALYST

Class Code:
1330

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Revision Date: Jan 1, 2000

SALARY RANGE

\$27.65 - \$44.54 Hourly
\$4,792.67 - \$7,720.27 Monthly
\$57,512.00 - \$92,643.20 Annually

DEFINITION:

Under direction provides staff assistance of a generalized and/or specialized nature to City Manager, Department Director, Department Manager and/or City boards or commissions. Performs assignments ranging from routine administrative to more complex and varied professional, confidential and/or specialized nature. Supports management/supervisory staff with problem resolution, research and data compilation and report preparation; performs related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Assignments entail various areas of day to day business operations within a specific department or defined areas of operation or specialty. Work requires the ability to identify and initiate steps to secure required information and to make independent decisions within a limited scope for assigned projects or delegated areas of responsibility. Work is performed under general direction. As experience accrues, more complex work assignments require a higher degree of initiative, the ability to make independent and sound decisions and performance with greater autonomy requiring minimal instruction or assistance. Progression from the entry, mid/journey and senior levels of the class is contingent upon the ongoing acquisition and demonstration of core competencies associated with the successively higher performance expectations.

Entry Level: Performs the basic duties of the class. Typically handles more routine departmental or division administrative and analytical work that requires a minimum of previous administrative or analytical experience. Assignments are made under immediate supervision and work is reviewed to ensure compliance with instructions.

Attachment A

Journey/Intermediate Level: Distinguished from entry level by the increased complexity of assignments, broader range of duties, and greater independence with which employee is expected to operate. Requires prior professional level administrative, business and analytical experience. Works under limited supervision with greater flexibility in achieving specified objectives. Work review is occasional in progress and upon completion.

Senior Level: Distinguished from the Entry and Journey/Intermediate levels by the greater complexity and responsibility of the assignments received and the increased independence with which the employee is expected to operate. Incumbent is expected to exercise significantly more independent judgment and decision making. Requires substantial knowledge of and interface within a specific area of operation or specialty and prior experience in municipal government. Work is performed with periodic to minimal supervision.

Receives direction from City Manager, Department Head or Division Manager.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties represent the principal job duties ranging from the entry to senior level of the class; however, they may not be present in all areas of assigned operation or specialty, nor are they all-inclusive. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Provides staff assistance of a generalized nature as well as in areas of specialty such as finance, engineering, transportation, public services, and grants management;
- Researches and provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis;
- Conducts studies and surveys, and produces reports, written and oral, recommending appropriate courses of action;
- Prepares written correspondence, agenda items, documents and presentation material;
- Acts as resource to public, City departments and other organizations for inquiries, complaints, or dissemination of general information including public presentations; requires effective written and oral communications, judgment and tact and a broad understanding of City policy and procedures and/or area of specialty;
- Interprets and applies rules, regulations, and policies; monitors and keeps abreast with current developments or proposed changes, legally and internally;
- Coordinates various programs and projects, overseeing, implementation and administration, which may include budget preparation and tracking, expenditure control, internal training/communication, and public relations;
- Assists with Departmental day to day operations such as RFP's, contract administration, grant preparation, and personnel related matters.

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.

- Researches and locates appropriate vendor contacts;
- Manages petty cash;
- Processes purchase requisitions;
- Reviews and processes expense reports;
- Coordinates recruitment and temporary staffing requirements with Human Resources Division/Civil Service.

QUALIFICATION GUIDELINES:

Education and Experience

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

A Bachelor's Degree from a college or university in Public Administration, Business Administration, or a related field and at least one-year of related professional experience or 2 years of related college course work and 4 years of progressively responsible administrative or analytical experience.

License and/or Certificate

None.

Knowledge of

- Principles and practices of public and/or business administration;
- Principles and practices of office management, modern office equipment and software applications;
- Organizational effectiveness theory and practices, including general, procedural and statistical analysis;
- Research methodologies & resources, including Internet and report writing;
- Professional public relations skills, principles and practices, including both written and oral presentation;
- Principles and practices of budget preparation;
- Applicable local, State and Federal laws and regulations;
- General customer service techniques.

Ability to

- Prepare and organize data for professional reports and/or presentations using various research resources and modern software applications including word processing, spreadsheet, presentation, and database;
- Conduct data collection, and analysis;
- Compute, interpret and compile statistics;
- Research, interpret, and apply policy and procedure, City ordinances, administrative rules and regulations, and/or legal compliance requirement;
- Apply functional reasoning, rational judgment and creativity to resolve problems and accomplish diversified work assignments;
- Communicate effectively orally and in writing, including clear and convincing oral presentations;
- Establish and maintain effective working relationships with others and exercise tact and diplomacy;
- Plan, organize and direct programs or projects;
- Adapt to shifting priorities;
- Maintain confidentiality and exercise sound judgment.

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 to another; requires sufficient hand/eye coordination to

perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communication ability.

ESTABLISHED/REVISED DATE:

Revised Date: January 2000

Dept. Review: January 2021

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

Honorable Members:

SUBJECT: APPROVE THE REALLOCATION OF INCUMBENT TO SENIOR FORENSIC IDENTIFICATION SPECIALIST

RECOMMENDATION:

Recommendation of Staff that your Honorable Body approve the reallocation of the Forensic Identification Specialist assigned to the Police Department (Cassidi Ruggeri) to the classification of Senior Forensic Identification Specialist.

BACKGROUND/ANALYSIS:

The Forensic Identification Unit of the Police Department is responsible for performing a variety of tasks and procedures related to crime scene investigations to include documentation, preservation, collection and analysis of physical and physiological evidence. The Forensic personnel are also responsible in providing court testimony as an expert witness in the relevant areas of crime scene investigations and latent print examinations.

At their December 15, 2020 meeting, the City Council approved a reorganization of the Police Department, which upgraded 2.0 Forensic Identification Specialist Positions to 2.0 Senior Forensic Identification Specialist Positions, and deleted 1.0 Forensic Identification Specialist position, which was vacant.

In reviewing the scope and level of responsibility, it was determined that the Forensic Identification Specialist incumbent should be reallocated to a Senior Forensic Identification Specialist position to denote the nature and scope of the job. In reviewing the complexity of duties, it was determined that this Forensic Identification Specialist position autonomously processes the most complex crime scenes, including but not limited to, independent practice of latent print analysis, chemical processing, conducts crime scene investigations, and testifies in court regarding findings. Therefore, Staff recommends that the incumbent, Cassidi Ruggeri, be reallocated from Forensic Identification Specialist to Senior Forensic Identification Specialist.

The Forensic Identification Specialist position is assigned to the Supervisory Unit represented by Torrance Professional & Supervisory Association (TPSA), who has been advised of this action and concurs with this recommendation.

ANALYSIS OF FACTORS RELATIVE TO THE ALLOCATION OF INCUMBENTS TO THE CLASSIFICATION OF FORENSIC IDENTIFICATION SPECIALIST

The Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination (Attachment D) establishes six criteria for considering a transfer of incumbents to positions that are reclassified or reallocated under the provisions of Civil Service Rule [XXI] Section 6.

The methodology of the study included an analysis of the level of responsibility and knowledge, skills and ability requirements in the performance of the duties. An analysis of each factor relative to the allocation of the incumbent to the new classification is explained below.

Criterion #1

“Determination of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.”

The incumbent is performing the duties and has the experience and education required of the proposed classification of Senior Forensic Identification Specialist.

Criterion #2

“That the incumbents have been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.”

Cassidi Ruggeri was hired as a Forensic Identification Specialist in 2017. Due to the demanding nature of the field and the tasks required to maintain efficiency within the Forensic Unit, Ms. Ruggeri has assumed responsibility of some of the complex crime scenes, and currently performs duties of Senior Forensic Identification Specialist.

Criterion #3

“That the change of duties has occurred gradually over time.”

The incumbent currently performs the full range of duties as required. Ms. Ruggeri has assumed the higher-level duties and responsibilities while working in the Forensic Unit of the Police Department.

Criterion #4

“That there is no evidence the change was created as a subterfuge to circumvent the examination process.”

The study revealed that the change of duties described in this report has occurred with no intent to circumvent the examination process. The incumbent’s duties changed as the demands of the Police Department and the functions within the Forensic Unit changed.

Criterion #5

“That the salary level of the new position is a consideration in making a determination.”

The salary range for the classification of Forensic Identification Specialist is \$36.23 at the first step and \$46.26 at the top step. The following chart shows the salary relationships between the existing classification and the new classification with respect to the top step.

Classification	Top Step of Forensic Identification Specialist	Top Step of Senior Forensic Identification Specialist	% Difference vs. Top Step Proposed
Pay Comparison	\$36.23	\$46.26	22%

Criterion #6

“That no current eligible list exists for the new class.”


There is currently no eligible list for the classification of Senior Forensic Identification Specialist.

SUMMARY:

Based on analysis of the factors, it is clearly demonstrated that all of the factors have been adhered to in consideration of the allocation of the incumbent to the proposed classification without examination.

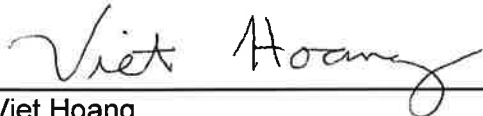
In addition, Torrance Municipal Code Section 14.2.3, Allocation of New Positions; Reallocations (Attachment E), states that Staff, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission.

Respectfully submitted,

By 

Kelsie B. Winders
Human Resources Analyst

CONCUR:



Viet Hoang
Assistant to the City Manager



Brianne Cohen
Civil Service Manager

- Attachment:
- A) Class Specification – Forensic Identification Specialist
 - B) Class Specification – Senior Forensic Identification Specialist
 - C) Torrance Professional & Supervisory Association (TPSA) Supplemental #3
 - D) Policy on Transfer of Incumbent Employees without Examination
 - E) Torrance Municipal Code Section 14.2.3
 - F) Police Department Organization Chart



FORENSIC IDENTIFICATION SPECIALIST

Class Code:
7408

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Established Date: Oct 1, 2009
Revision Date: Jun 1, 2019

SALARY RANGE

\$29.81 - \$36.23 Hourly
\$5,167.07 - \$6,279.87 Monthly
\$62,004.80 - \$75,358.40 Annually

DEFINITION:

Under direction, performs field and laboratory analysis for processing and comparing fingerprints, and processing crime scenes; and performs related work as required

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the entry level class within the forensic series. Working under supervision, this class is distinguished from the Senior Forensic Identification Specialist by the performance of the more routine or less complex tasks and duties assigned to positions within this series. Gathering, preserving, interpreting and presenting crime scene evidence or processing evidence in the lab is done under direction of a supervisor or Senior Forensic Identification Specialist.

Receives direction from the Forensics Supervisor or Police Lieutenant. Receives technical direction from Senior Forensic Identification Specialists.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Processes crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Prepares, enters, and compares latent fingerprints in the automated system currently in use by the Police Department.
- Makes casts and impressions, including tool marks, tire tracks, and shoeprints at crime scenes.
- Takes still and video photographs and/or recordings of crime scenes, victims and injuries, suspects, and traffic accidents.
- Processes photos and maintains files and indexes of photographs, recordings, and records.
- Appears in court to testify as an expert witness on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Takes physical measurements and prepares diagrams of crime scenes and traffic accidents.
- Prepares crime and other original reports.
- Prepares court exhibits.
- Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.

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:

- Participates in training of staff and outside agency personnel.
- Participates in case related research projects and evaluates new procedures.
- Attends division and department meetings as required.
- Serves on various committees as appropriate.
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Graduation from college with an Associate's degree in forensic science, biology, chemistry, or a related field or one year of paid experience in law enforcement identification work; including investigative photography, fingerprint identification, collection, development, and preservation of physical evidence or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis.

License and/or Certification

Must possess a valid State of California driver's license of the appropriate class.

Knowledge of:

- Federal, State and local laws regulating the collection and preservation of evidence.
- Specialized techniques in processing and documentation of crime scenes.
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence.

- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars.
- Modern photographic equipment and photography techniques.
- Methods of preserving evidence at crime scenes
- Methods used to make cast impressions of tire tracks, shoeprints, and other physical evidence.
- City ordinances and administrative rules and regulations affecting departmental operations.
- General City operations.

Ability to:

- Interpret and apply Federal, State and local laws, rules and regulations regulating the collection and preservation of evidence.
- Take and process effective and useful crime scene photos.
- Lift and classify latent fingerprints according to established systems and procedures.
- Operate digital, film and video equipment in the gathering and presentation of evidence.
- Accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.
- Prepare and present thorough and accurate crime scene reports.
- Research case projects and evaluate new forensic techniques and procedures.
- Work any shift including evenings, nights, weekends, and holidays.
- Work with minimum supervision.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Communicate effectively with a wide variety of individuals.
- Make effective oral presentations and conduct training sessions.
- Establish and maintain effective working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers.
- Plan, organize and ensure the completion of work assignments in a timely manner.
- Learn the processes necessary to accurately reconstruct a crime scene for use during courtroom testimony.
- Learn the skills necessary to present expert testimony.

SPECIAL REQUIREMENTS:

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

Work is performed in an office, laboratory, and in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. Incumbents must be able to complete the collection of crime scene evidence which includes activities involving climbing stairs and ladders, bending, lifting, crawling into small/confined spaces, working with chemicals in the processing of photographs and evidence, and tolerating adverse conditions such as fingerprinting and photographing deceased victims.

May be required to travel to a variety of off-site locations and available to respond during off duty hours.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the qualification guidelines for promotion to Senior Forensic Identification Specialist.

ESTABLISHED/REVISED DATE:

Established Date: October 2009

Revised Date: June 2019



FORENSIC IDENTIFICATION SPECIALIST, SENIOR

Class Code:
7308

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Established Date: Oct 1, 2009
Revision Date: Jun 1, 2019

SALARY RANGE

\$36.23 - \$46.26 Hourly
\$6,279.87 - \$8,018.40 Monthly
\$75,358.40 - \$96,220.80 Annually

DEFINITION:

Under direction, performs the full range of complex and technical crime scene investigation duties to include testifying as an expert witness in the presentation of courtroom evidence; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the full journey-level class within the job series. Employees within this class are distinguished from the Forensic Identification Specialist by being a fingerprint expert and the performance of the full range of duties, as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This level is fully qualified to work in the field, independent of supervision, even on the most complex cases and is expected to give expert testimony in court. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives direction from the Forensics Supervisor or Police Lieutenant. Provides technical direction to Forensic Identification Specialists.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Processes the most complex crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Prepares, enters, and compares latent fingerprints in the automated system currently in use by the Police Department.
- Conducts crime scene investigations to recognize, search for, collect, photograph and preserve latent prints and physical evidence such as hairs, fibers, plant material, and biological fluids.
- Makes impressions of shoe prints, tire tracks, and other objects at crime scenes.
- Provides technically competent, expert testimony on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Updates procedural manuals and participates in developing briefing and training videos.
- Prepares court exhibits and testifies in court regarding findings.
- Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.
- Guides and instructs less experienced personnel in the various assigned duties of the position.
- Collects, photographs, preserves, identifies palm prints and other types of body prints and performs basic presumptive tests for biological fluids.
- Makes assignments, sets priorities, trains and reviews the work of subordinate staff.

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:

- Participates in training of staff and outside agency personnel.
- Participates in case related research projects and evaluates new procedures.
- Attends division and department meetings as required.
- Serves on various committees as appropriate.
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Graduation from an accredited college with a Bachelor's degree in forensic science, biology, chemistry, or a related field and; three years paid experience as a Forensic Identification Specialist or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis. Experience may be substituted for the required education on a year-for-year basis to a maximum of four years experience.

License and/or Certification

Must possess a valid State of California driver's license of the appropriate class.

Knowledge of:

- Federal, State and local laws regulating the collection and preservation of evidence;
- Crime scene and laboratory unit including recognition, collection, preservation and interpretation of all types of evidence;
- Processes used to classify latent prints and methods used for automated search and retrieval;
- Type and content of testimony which constitutes being an expert witness;
- Specialized techniques in processing and documentation of crime scenes;
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence;
- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars;
- Modern photographic equipment and photography techniques;
- Methods of preserving evidence at crime scene;
- Methods used to make cast impressions of tire tracks, shoe prints, and other physical evidence;
- City ordinances and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to:

- Interpret and apply Federal, State and local laws, rules and regulations regulating the collection and preservation of evidence.
- Independently and accurately conduct crime scene investigations.
- Recognize, search for, collect and preserve all types of evidence.
- Effectively use such photographic techniques as macro, micro, infrared, ultraviolet and alternate light source (laser) to record or visualize physical or trace evidence.
- Collect, photograph, preserve, classify and identify fingerprints, palm prints and other types of body prints.
- Use the automated system currently in use by the Police Department to process and interpret latent prints.
- Collect, photograph, preserve, identify and perform basic analysis of bloodstains and other types of physical evidence.
- Prepare castings or moulages of various impressions.
- Prepare accurate, concise and thorough written crime scene reports.
- Effectively testify in court as an expert witness regarding crime scene evidence.
- Effectively give instruction and guidance to less qualified forensic personnel in the field.
- Take and process effective and useful crime scene photos.
- Lift and classify latent fingerprints according to established systems and procedures.
- Operate digital, film and video equipment in the gathering and presentation of evidence.
- Accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.
- Prepare and present thorough and accurate crime scene reports.
- Research case projects and evaluate new forensic techniques and procedures.
- Work any shift including evenings, nights, weekends, and holidays.
- Work with minimum supervision.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Communicate effectively with a wide variety of individuals.
- Make effective oral presentations and conduct training sessions.
- Establish and maintain effective working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers.
- Plan, organize and ensure the completion of work assignments in a timely manner.

SPECIAL REQUIREMENTS:

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

Work is performed in an office, laboratory, and in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time.

May be required to travel to a variety of off-site locations and available to respond during off duty hours.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the qualification guidelines for promotion to Forensics Supervisor.

ESTABLISHED /REVISED DATE:

Established Date: October 2009
Revised Date: June 2019

RESOLUTION NO. 2019-71

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, AMENDING RESOLUTION NO. 2018-65 SETTING FORTH CHANGES REGARDING HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION (TPSA)

The City Council of the City of Torrance does hereby resolve as follows:

MEMORANDUM OF UNDERSTANDING

**TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION
(TPSA)**

2018-2019

SUPPLEMENTAL #3

A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION (TPSA)

An agreement of the undersigned representatives of the Torrance Professional and Supervisory Association (TPSA) and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions for the period of July 9, 2019 through June 30, 2020 and was reached through agreement of the undersigned parties.

Signed this 10th day of July, 2019.

MANAGEMENT

/s/ Aram Chaparyan

TPSA

/s/ Jerry A. Edwards

SECTION I

That Resolution No. 2018-65 is hereby amended.

SECTION II

The following agreement between representatives of Management and the representatives of the Torrance Professional and Supervisory Association (TPSA) is hereby amended as follows:

Effective January 5, 2020

ARTICLE 3 – COMPENSATION

SECTION 3.1 PAY RANGES AND CLASS TITLES

ADD:

- A. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees who receive the PARS benefit.

Effective January 5, 2020:

Class Title	Steps									
	1	2	3	4	5	6	7	8	9	10
Administrative Analyst ¹ - Tier 1	27.38	28.77	30.77	32.31	33.89	36.28	38.10	40.00	42.00	44.10
Administrative Analyst ¹ - Tier 2	32.21	33.81	35.54	36.41	37.25	38.21*	39.21*	41.17*	43.24*	
Air Conditioning, Heating and Electrical Supervisor	38.32	40.25	42.25	44.38	46.63	48.96				
Animal Control Supervisor	27.35	28.70	30.15	31.67	33.23					
Building Inspection Supervisor	40.93	42.96	45.15	46.23*	47.42*	48.57*				
Building Maintenance Supervisor	36.51	38.31	40.24	42.25	43.31	44.35	45.49	46.65		
Buyer	30.14	31.65	33.22	34.89	36.63	38.47*	40.39*			
Central Services Coordinator	25.20	26.45	27.78	29.16	30.61	31.38*	32.20*			
Central Services Supervisor	34.00	35.70	37.48							
Communication Supervisor/Wireless	38.10	39.99	42.00	44.10	46.30					
Communications Supervisor/Telecomm	38.10	39.99	42.00	44.10	46.30					
Deputy City Clerk II	31.70	33.35	35.02	36.77	38.61*	40.54*	42.58*	44.70*		
Emergency Medical Services Nurse	37.88	39.78	41.77	43.86	46.04					
Emergency Services Coordinator	39.66	41.65	43.73	45.93	48.22					
Facilities Services Supervisor	29.32	30.80	32.32	33.90	34.77*	35.65*				
Fleet Services Supervisor	35.95	37.75	39.65	41.63	43.71					
Forensic Identification Specialist	29.52	30.99	32.54	34.16	35.87					
Forensic Supervisor	41.53	43.60	45.80	48.07	50.48					
Information Technology Analyst	36.30	38.13	40.02	42.04	44.14	47.56	48.66			
Information Technology Specialist	29.71	31.16	32.73	34.38	36.09	37.88	39.78			
Juvenile Diversion Case Worker	24.55	25.77	27.07	28.43	29.83	31.33	32.88			
Juvenile Diversion Coordinator	37.87	39.77	41.77	43.85	46.03					
License Supervisor	35.47	37.25	39.11	41.07	42.09	43.13	44.20	45.33		
Park Services Supervisor	33.01	34.66	36.41	38.22	40.16	42.17				
Permit Center Supervisor	32.28	33.90	35.60							
Police Operations Supervisor	28.31	29.71	31.20	32.76	34.41*	36.12*				
Police Records Administrator	40.96	42.96	45.15	47.39	49.77					
Producer Writer, Assistant	19.04	20.01	20.97	22.06	23.14	24.31	25.51			
Public Safety Communications Supvr.	33.65	35.34	37.11	38.99	40.96	43.01				
Public Works Supervisor	33.01	34.66	36.41	38.22	42.17					
Senior Accountant	38.29	40.20	42.21	44.33	46.54	48.86				
Senior Administrative Assistant	25.72	27.00	28.31	29.75	30.47*	31.25*				
Senior Buyer	34.61	36.34	38.15	40.06	41.07	42.07	43.13	44.22		
Senior Librarian	36.84	38.67	40.59	42.62						

Class Title	Steps									
	1	2	3	4	5	6	7	8	9	10
Senior Forensic Identification Specialist	35.87	37.68	39.55	41.53	43.60	44.71	45.82			
Supervising Administrative Assistant	28.54	29.97	31.48	33.04	33.87*	34.72*				
Supervising Producer Writer	32.27	33.88	35.59	37.35	39.22	41.19*	43.25*			
Systems Analyst	44.17	46.37	48.68	51.11	53.67					
Traffic & Lighting Supervisor	38.32	40.25	42.25	44.38	46.63	48.96				
Transit Supervisor	29.60	31.08	32.64	34.30	36.00					
Transit Training Coordinator	36.37	38.29	40.28	42.30	44.40	46.62	48.94			
Warehouse Supervisor	30.21	31.74	33.29	35.02	36.71					
Waste Management Coordinator	32.81	34.46	36.16	37.98	39.93					
Water Operations Supervisor^	37.33	39.20	41.16	43.23	45.38	47.64	50.04			

Bolded Step indicates the progression to step is contingent on passing applicable level of competency test.

Administrative Analyst Tiers 1 and 2 as described below:

Tier 1: Indicates that progression to these steps is contingent upon passing a competency test. Incumbents on Step 3 will be eligible for the journey level test and incumbents on Step 6 will be eligible for the senior level test. Competency testing will be offered on a biannual basis. In order to be eligible to test, incumbents must be on either Step 3 or Step 6 at the time the applicable test is offered.

Tier 2: Applies to incumbents in the class of Administrative Analyst hired prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Incumbents hired prior to 1/17/2000 who do not pass or choose not to take the competency test will remain at the Tier 2 grid until they pass the test. Once all incumbents are no longer on the Tier 2 grid, the grid will be eliminated.

* Extended Steps

^ May move to Step 7 upon attainment of D5 Certification.

B. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees who do not receive the PARS benefit.

Effective January 5, 2020:

Class Title	Steps									
	1	2	3	4	5	6	7	8	9	10
Administrative Analyst ¹ - Tier 1	27.65	29.05	31.08	32.62	34.23	36.64	38.48	40.40	42.42	44.54
Administrative Analyst ¹ - Tier 2	32.53	34.14	35.88	36.76	37.63	38.60*	39.61*	41.57*	43.67*	
Air Conditioning, Heating and Electrical Supervisor	38.70	40.66	42.67	44.82	47.10	49.45				
Animal Control Supervisor	27.62	28.99	30.45	31.98	33.57					
Building Inspection Supervisor	41.34	43.39	45.58	46.69*	47.90*	49.05*				
Building Maintenance Supervisor	36.86	38.69	40.68	42.67	43.75	44.79	45.95	47.11		
Buyer	30.44	31.96	33.56	35.23	36.99	38.84*	40.79*			
Central Services Coordinator	25.45	26.71	28.05	29.46	30.92	31.69*	32.52*			
Central Services Supervisor	34.34	36.05	37.85							
Communication Supervisor/Wireless	38.48	40.39	42.42	44.54	46.76					
Communications Supervisor/Telecomm	38.48	40.39	42.42	44.54	46.76					
Deputy City Clerk II	32.01	33.68	35.36	37.14	38.99*	40.93*	43.00*	45.14*		
Emergency Medical Services Nurse	38.26	40.17	42.17	44.29	46.50					
Emergency Services Coordinator	40.04	42.05	44.15	46.39	48.70					
Facilities Services Supervisor	29.61	31.10	32.63	34.24	35.12*	36.00*				
Fleet Services Supervisor	36.31	38.12	40.03	42.03	44.13					
Forensic Identification Specialist	29.81	31.29	32.86	34.51	36.23					

Class Title	Steps									
	1	2	3	4	5	6	7	8	9	10
Forensic Supervisor	41.94	44.03	46.24	48.55	50.97					
Information Technology Analyst	36.66	38.51	40.42	42.46	44.58	48.04	49.15			
Information Technology Specialist	30.00	31.48	33.06	34.71	36.45	38.26	40.17			
Juvenile Diversion Case Worker	24.80	26.02	27.34	28.70	30.13	31.64	33.20			
Juvenile Diversion Coordinator	38.25	40.16	42.17	44.28	46.49					
License Supervisor	35.82	37.63	39.49	41.47	42.51	43.55	44.64	45.78		
Park Services Supervisor	33.33	35.01	36.76	38.61	40.56	42.59				
Permit Center Supervisor	32.60	34.24	35.94							
Police Operations Supervisor	28.58	30.00	31.52	33.09	34.74*	36.48*				
Police Records Administrator	41.36	43.39	45.59	47.86	50.25					
Producer Writer, Assistant	19.22	20.20	21.18	22.27	23.37	24.54	25.76			
Public Safety Communications Supervisor	33.98	35.70	37.47	39.37	41.36	43.43				
Public Works Supervisor	33.33	35.01	36.76	38.61	42.59					
Senior Accountant	38.67	40.60	42.63	44.76	46.99	49.35				
Senior Administrative Assistant	25.97	27.27	28.58	30.04	30.76*	31.57*				
Senior Buyer	34.96	36.70	38.53	40.46	41.47	42.49	43.55	44.66		
Senior Librarian	37.21	39.05	40.99	43.04						
Senior Forensic Identification Specialist	36.23	38.05	39.94	41.94	44.03	45.15	46.26			
Supervising Administrative Assistant	28.83	30.27	31.78	33.36	34.21*	35.07*				
Supervising Producer Writer	32.59	34.22	35.93	37.73	39.62	41.59*	43.68*			
Systems Analyst	44.61	46.82	49.17	51.61	54.21					
Traffic & Lighting Supervisor	38.70	40.66	42.67	44.82	47.10	49.45				
Transit Supervisor	29.89	31.39	32.97	34.64	36.36					
Transit Training Coordinator	36.73	38.67	40.68	42.72	44.84	47.09	49.42			
Warehouse Supervisor	30.51	32.05	33.63	35.36	37.08					
Waste Management Coordinator	33.14	34.79	36.53	38.36	40.33					
Water Operations Supervisor [^]	37.71	39.59	41.56	43.66	45.84	48.12	50.54			

Bolded Step indicates the progression to step is contingent on passing applicable level of competency test.

¹ Administrative Analyst Tiers 1 and 2 as described below:

Tier 1: Indicates that progression to these steps is contingent upon passing a competency test. Incumbents on Step 3 will be eligible for the journey level test and incumbents on Step 6 will be eligible for the senior level test. Competency testing will be offered on a biannual basis. In order to be eligible to test, incumbents must be on either Step 3 or Step 6 at the time the applicable test is offered.

Tier 2: Applies to incumbents in the class of Administrative Analyst hired prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Incumbents hired prior to 1/17/2000 who do not pass or choose not to take the competency test will remain at the Tier 2 grid until they pass the test. Once all incumbents are no longer on the Tier 2 grid, the grid will be eliminated.

* Extended Steps

[^] May move to Step 7 upon attainment of D5 Certification.

SECTION III SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

INTRODUCED, APPROVED, and ADOPTED this 9th day of July, 2019.




Mayor Patrick J. Furey

APPROVED AS TO FORM:
PATRICK Q. SULLIVAN, City Attorney



Tatia Y. Strader, Assistant City Attorney

ATTEST:



Rebecca Poirier, MMC, City Clerk


TORRANCE CITY COUNCIL RESOLUTION NO. 2019-71

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

I, Rebecca Poirier, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at an adjourned regular meeting of said Council held on the 9th day of July, 2019 by the following roll call vote:

AYES: COUNCILMEMBERS Chen, Goodrich, Griffiths, Herring, Mattucci, Rizzo, and Mayor Furey.
NOES: COUNCILMEMBERS None.
ABSTAIN: COUNCILMEMBERS None.
ABSENT: COUNCILMEMBERS None.

Date: 7/12/19



Rebecca Poirier, MMC
City Clerk of the City of Torrance

POLICY OF THE CIVIL SERVICE COMMISSION

SUBJECT: POLICY ON TRANSFER OF INCUMBENT EMPLOYEES WITHOUT EXAMINATION

The following criteria shall be adhered to by the Civil Service Commission when considering requests for transfers of incumbents when positions are reclassified or reallocated under the provisions of Torrance Municipal Code Section 14.2.3.

1. Determinations of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.
2. That the incumbent has been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.
3. That the change of duties has occurred gradually over time.
4. That there is no evidence the change was created as a subterfuge to circumvent the examination process.
5. That the salary level of the new position is a consideration in making a determination.
6. That no current eligible list exists for the new class.

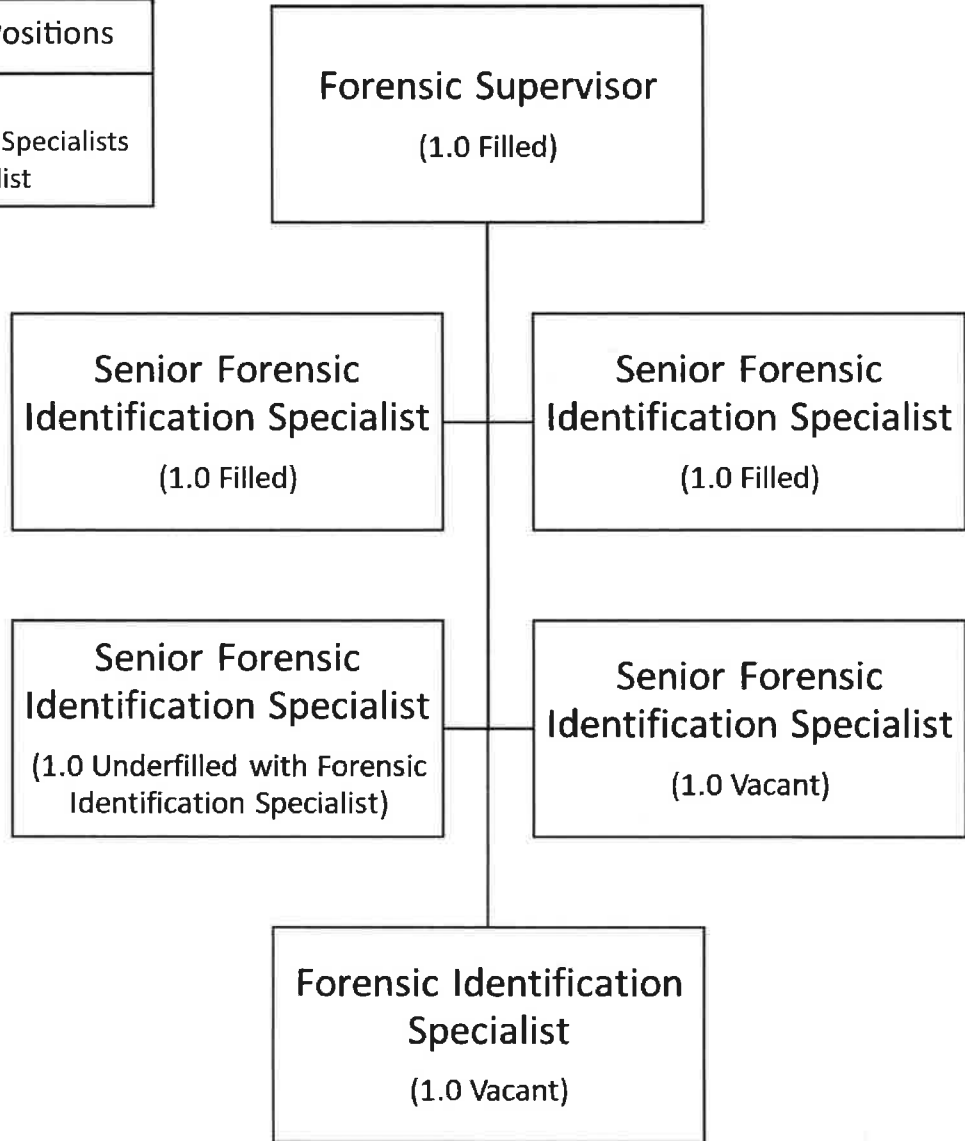
SECTION 14.2.3. - ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.

(Amended by O-3486)

The Personnel Director, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission. The Commission shall submit its action on such recommendation to the City Council. The City Council shall make the final decision.

- a) Any employee shall have the right to the consideration of any request he may have with respect to a change in the classification of his position. He shall submit his request in writing to his department head, who shall make recommendations and comments as to what action should be taken. The request, with departmental recommendations, shall be submitted to the Personnel Director for review with a copy of such recommendation returned to the employee.
- b) A department head or a representative of a recognized employee organization may initiate a request for a study of an individual position or positions by submitting such request to the Personnel Director for review and recommendation.
- c) When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Civil Service Commission shall allocate or re-allocate the affected positions in the same manner as the original allocations are made. When the classification or allocation of a position is changed in accordance with this rule and the new status of the position is approximately equal to its former status, the Civil Service Commission may approve the transfer of the incumbent of the position in its former status to the position in its new status. When the new status of such a position is higher than the former status, the Civil Service Commission may approve the promotion of the incumbent of the position in its former status to the position in its new status if the employee passes successfully a promotional examination of the same degree of difficulty as an open competitive examination for the same class.

POLICE Forensic Identification Unit Current Organizational Chart
No. of Employees = 6.0 FTE Positions
1.0 – Forensic Supervisor 4.0 – Senior Forensic Identification Specialists 1.0 – Forensic Identification Specialist



ATTACHMENT F

Note: 1.0 Forensic Identification Specialist positions to remain frozen