

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), and the County of Los Angeles Public Health Officer's Reopening Safer at Work and in the Community for control of COVID-19 Blueprint for a Safer Economy – Tier 1 Surge Response (issued January 29, 2021), members of the Torrance Civil Service Commission 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](http://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, FEBRUARY 22, 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 28, 2020, January 11, 2021, and January 25, 2021. (*Minutes provided to Commission members only, copies available in the Personnel Building*)
  - 5B. Approve the Examination for Assistant Building Regulations Manager
  - 5C. Approve the Examination for Cable Television Assistant Producer/Writer
  - 5D. Approve the Examination for Senior Mechanical and Plumbing Inspector
6. **ADMINISTRATIVE MATTERS**  
No business to consider
7. **APPEALS**  
No business to consider
8. **HEARING**
  - 8A. Appeal of Discipline Filed of a Senior Mechanic  
*Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.*
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, March 1, 2021.

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

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR ASSISTANT BUILDING REGULATIONS MANAGER**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Assistant Building Regulations Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a one year eligible list.

**SALARY:**

\$9,917 (Minimum) – \$11,900 (Reference) – \$13,685 (Maximum) per month.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Assistant Building Regulations Manager. There is a vacancy due to retirement.

The class specification has been reviewed by the Building Regulations Administrator and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

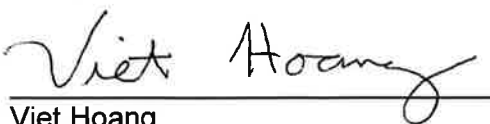
The previous examination in 2018 was weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By   
Kelsie B. Winders  
Human Resources Analyst

CONCUR:

  
Viet Hoang  
Assistant to the City Manager

  
Brianne Cohen  
Civil Service Manager

**5B**



# BUILDING REGULATIONS MANAGER, ASSISTANT

Class Code:  
3121

Bargaining Unit: Executive &  
Management Employees

CITY OF TORRANCE  
Established Date: Jan 1, 2018  
Revision Date: Apr 2, 2018

## SALARY RANGE

\$9,917.00 - \$11,900.00 Monthly  
\$119,004.00 - \$142,800.00 Annually

### DEFINITION:

Under general direction, assists the Building Regulations Manager in the administration and enforcement of state laws and City ordinances governing the construction and use of structures, buildings, and mechanical, electrical and plumbing systems on residential, commercial and industrial structures property throughout the City; is responsible for planning, managing and directing the work of Plan Check, Building Inspection, Public Works Development, Public Works Plan Check/Inspection and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Assistant Building Regulations Manager is distinguished from the Building Regulations Manager in that the incumbent has responsibility for oversight of the day-to-day operation of the permit, plan check and day to day Public Works functions in the Division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Building Regulations Manager; exercises direct supervision over supervisory, professional and technical personnel.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Coordinates proposed projects through development review and participates in related meetings to resolve issues or concerns;
- Researches code requirement, new materials, methods of construction that apply to development and Public Works construction;
- Assist in the drafting of code revisions;
- Resolves field and office problems regarding the application or interpretation of codes, regulations and construction practices enforced by the division;
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on related items;
- Prepares and presents oral and written reports on construction, inspection, plan review related Public Improvements and departmental capital projects; develops division procedures and ensures compliance; assists in budgeting and fee review;
- Projects trends in work load activity and assigns work in the most effective and efficient manner to maximize productivity;
- Ensures City building criteria are met; develops and maintains standards for construction methods and materials; oversees the inspection of all public/private buildings and Public Improvements for compliance with Federal, State and Local codes;
- Responds to and resolves difficult and sensitive public inquiries and complaints; provides information on construction regulations, construction techniques and materials;
- Represents the department at various public meetings; meets with a variety of federal, state and private organizations to discuss/negotiate projects;
- Respond to questions and inquiries from the general public other agencies, developers, contractors, engineering professionals, and City staff regarding Public Works and development projects;
- Monitor design criteria and communicate City ordinances, standards, and policies by overseeing and services for consultants, developers, other City departments, utilities, and other outside agencies.

### **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 on interdepartmental and intradepartmental teams, committees and boards as required;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or department'
- Monitors the department customer service request system to ensure effective and efficient public relations'
- Performs other duties as assigned.

## **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 know/edge and abilities is:*

Graduation with a Bachelor's degree in civil engineering, architecture or a closely related field; and four years of increasingly responsible professional experience in civil or structural engineering, structural design, or plan checking for residential, commercial, and industrial structures which included at least 2 years of supervisory experience.

State of California Environmental and local zoning code enforcement experience is desirable.

## **License and/or Certificates**

Must possess a valid Class C California Motor Vehicle Operator's License.

Must possess and maintain registration as one of the following:

- Professional Civil, Structural, Mechanical or Electrical Engineer from the California Board for Professional Engineers and Land Surveyors;
- Professional Architect with the California Architects Board;
- Certified Building Official (CBO) from the International Code Council (ICC).

Master Code Professional certification from the International Code Council (ICC) is highly desirable.

## **Knowledge of**

- Management and supervisory principles and practices;
- Operational characteristics, services and activities of building inspection, permitting, and plan checking program;
- Engineering principles and practices as applied to building construction and Public Improvements, design of public and private structures, water distribution, sewer and drainage systems;
- Federal, State and local laws, codes, environmental and zoning regulations and related ordinances;
- Safety standards and methods of building and Public Works construction;
- Principles and practices of municipal budget preparation and administration;
- Engineering mechanics including stress and strength of building materials;
- Various computer applications utilized in the division including but not limited to word processing, spread sheet and project management programs;
- High quality customer service methodology and principles;
- Safety standards and methods of building construction;
- Safety regulations as required by OSHA and other regulatory agencies;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

## **Ability to**

- Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Review proposed state and federal legislation related to building standards and inspection, Public Works construction and recommend the City's position;
- Interpret and apply federal, state and local policies, laws and regulations;
- Read, understand and interpret technical reports, contracts, plans, and specifications to determine compliance with appropriate codes;
- Manage multiple tasks and projects simultaneously and shift priorities as workload demands require;
- Analyze complex technical and administrative construction and development problems, evaluate solutions and adopt course(s) of action;

- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Manage project workload and communication across division and/or department lines;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work;
- Effectively prepare and present clear, concise, accurate and comprehensive studies, reports, recommendations, and agenda items;
- Work satisfactorily with a team-oriented management style;
- Exercise good judgment and confidentiality in maintaining information and records.

## **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; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Building Regulations Manager.

## **ESTABLISHED/REVISED DATE:**

Established Date: January 2018  
Department Review Date: February 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR CABLE TELEVISION ASSISTANT  
PRODUCER/WRITER**

**RECOMMENDATION:**

Recommendation of Human Resources staff that your Honorable Body approve conducting the Cable TV Assistant Producer/Writer examination on an open continuous basis consisting of the following exam components and weights: Application Review (qualifying), Performance Test (40%), and Oral Interview (60%). Staff is requesting approval for a six month eligible list.

**SALARY:**

\$19.22 - \$20.20 - \$21.18 - \$22.27 - \$23.37 - \$24.54 - \$25.76 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Cable TV Assistant Producer/Writer. There is one vacancy due to resignation.

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.

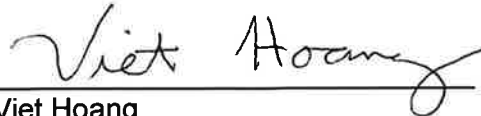
The previous examinations in 2014 and 2015 were weighted as follows: Application Review (qualifying), Performance Test (40%), and Panel Interview (60%). There will be no change in the exam types and weights.

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) Cable Television Assistant Producer/Writer Class Specification

5C



# CABLE TELEVISION PRODUCER/WRITER, ASSISTANT

Class  
Code:  
1326

Bargaining Unit: Torrance Professional &  
Supervisory Association

CITY OF TORRANCE  
Revision Date: May 1, 2006

## SALARY RANGE

\$19.22 - \$25.76 Hourly  
\$3,331.47 - \$4,465.07 Monthly  
\$39,977.60 - \$53,580.80 Annually

### DEFINITION:

Under direction, prepares program scripts for the City's government access channels; assists in program development; directs talent and crew during production of scripted programs; and performs other related duties.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Assistant Producer/Writer is distinguished from Producer/Writer in that the incumbent is not responsible for overall program development and supervision of subordinate staff and distinguished from Production Assistant in that the incumbent is responsible for writing television scripts.

Receives supervision from the Cable TV Producer/Writer. May provide technical supervision to interns.

### EXAMPLES OF ESSENTIAL DUTIES:

- Creates treatment and storyboards for program ideas;
- Writes live pre-taped, and alphanumeric television program scripts in various formats such as narrative, documentary, news, promotional and public service announcement



- for the City's government access channels;
- Schedules time, books location and secures talent for production;
- Directs talent and crew during production of scripted programs;
- Conducts off-line program edit sessions; may conduct on-line program edit sessions; coordinates program ideas and program production with other City departments and other agencies;
- Writes and produces series programs;
- Acquires performance rights and clearances for the use of written materials and property; performs on air announcing, reporting, and voice-over.

## **QUALIFICATION GUIDELINES:**

### **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:*

Two years of college coursework in journalism, technical writing or non-fiction writing, television production or a related field; and six months of experience in commercial, industrial, educational, or governmental script writing and producing. Additional qualifying experience may be substituted for the required education on a year for year basis.

### **License and/or Certificates**

Must possess a valid appropriate California driver's license.

### **Knowledge of**

- Pre-production planning including program ideas, treatments and storyboards;
- Scripting formats (i.e., narratives, documentaries, news, promotional and public service announcements);
- Production and shooting formats;
- Basic techniques of television production;
- Post-production procedures including off-line and on-line editing techniques;
- Procedures for obtaining performance rights and clearances;
- City policies and procedures affecting departmental operations;
- General City operations.

### **Ability to**

- Translate written material into television script format;
- Direct talent and crew members;
- Communicate effectively both orally and in writing;
- Operate "cuts only" editing system.
- Develop, produce and direct programs;
- Shift priorities as departmental workload demands require;
- Operate modern office equipment, computers and software applications;
- Work independently and meet frequent deadlines;
- Establish and maintain effective working relationships with the public, personnel from other agencies and City employees;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Establish and maintain effective working relationships with the public, personnel from other agencies and City employees.

**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 semi-skilled repetitive movements, such as data entry and the use of calculators.

Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

**ESTABLISHED/REVISED DATE:**

Revised May 2006  
Dept. Review February 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR MECHANICAL AND PLUMBING INSPECTOR**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Mechanical and Plumbing Inspector examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a one year eligible list.

**SALARY:**

\$35.23 - \$36.77 - \$38.83 - \$40.79 - \$41.81 per hour.

**BACKGROUND/ANALYSIS:**


There is no current eligible list for the classification of Senior Mechanical and Plumbing Inspector. There are currently two vacancies in the Community Development Department. One vacancy is due to retirement, and one vacancy is due to an interdepartmental transfer.

The class specification has been reviewed by the Building Regulations Administrator and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached class specification.

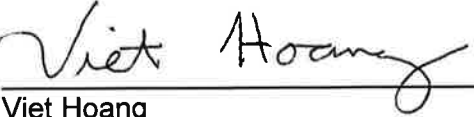
The previous examinations in 2013 and 2004 were weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By   
Kelsie B. Winders  
Human Resources Analyst

CONCUR:

  
Viet Hoang  
Assistant to the City Manager

  
Brianne Cohen  
Civil Service Manager

**5D**



# INSPECTOR, MECHANICAL AND PLUMBING, SENIOR

Class Code:  
3510

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Nov 1, 2003

## SALARY RANGE

\$35.23 - \$41.81 Hourly  
\$6,106.53 - \$7,247.07 Monthly  
\$73,278.40 - \$86,964.80 Annually

### DEFINITION:

Under direction, enforces ordinances and laws pertaining to the installation of heating, ventilation, air conditioning, and plumbing designs and installations; assists in the training of general building inspectors; works with department administration in the development of mechanical and plumbing code ordinances; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Building Inspection Supervisor in that the incumbent does not supervise the staff engaged in construction inspection. Distinguished from a Building Inspector in that the incumbent does not regularly inspect general building construction nor enforce environmental codes and regulations normally performed by a Building Inspector. Distinguished from Senior Electrical Inspector, Senior Building Inspector, and Senior Grading Inspector in that the incumbent primarily inspects mechanical and plumbing installations.

### EXAMPLES OF ESSENTIAL DUTIES:

ATTACHMENT A

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

- Inspects the most complex commercial, industrial, and residential heating, ventilation, air conditioning, and plumbing installations to ensure work complies with municipal requirements and provisions of applicable laws and ordinances, and that construction is carried on in a safe manner in accordance with approved plans and specifications;
- Reviews plans and specifications for compliance with building, mechanical, and plumbing codes as adopted by the City and applicable state laws;
- Consults with and advises the public, contractors, designers, co-workers, and other departments regarding mechanical and plumbing laws and requirements;
- Verifies tests on plumbing, gas and water lines;
- Inspects refrigeration systems and heat producing appliance for approved installations;
- Checks methods of installation and quality of materials;
- Inspects sewer connection from the street sewer lines to buildings;
- Maintains records of inspections and plan reviews, and submits reports;
- Assists in the issuance of permits;
- Assists in training of general building inspectors in mechanical and plumbing code enforcement;
- Assists in preparation of code adoption ordinances.

#### **Example 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;
- Receives and responds to public inquiries and complaints regarding inspections;
- Serves on various committees as appropriate;
- Attends pre-job meetings as required;
- Distributes notices, flyers, etc. as assigned;
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

#### **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:*

Three (3) years of experience at the level of journey plumber or journey installer of mechanical equipment used for heating, refrigerating, ventilation, air conditioning or comfort cooling purposes and one (1) year of experience as a Mechanical or Plumbing Inspector for a municipal or county building department; or six (6) years of experience, including mechanical or plumbing inspection as part of the regular job duties as a general building inspector for a municipal or county building department, In addition, graduation from high school or possession of a GED Certificate.

A nationally-recognized Mechanical or Plumbing Inspector Certificate or certification of inspection technology may be substituted for one year of the required experience or additional Mechanical or Plumbing Inspector experience with a municipal or county building department may be substituted on a year-for-year basis.

#### **Licenses and/or Certificates**

Must possess and maintain an appropriate, valid California Driver's License.

#### **Knowledge of**

- State and local laws, codes and ordinances related to mechanical and plumbing installations;
- Techniques of building construction and inspection;
- Heating, ventilation, air conditioning, and plumbing principles;
- Heating, ventilation, air conditioning, refrigeration and plumbing materials;
- Effective safety principles and practices;
- City policies and procedures affecting departmental operations;
- General City operations.

**Ability to**

- Analyze, interpret and accurately review complex building, heating, ventilation, air conditioning, refrigeration and plumbing plans and specifications;
- Analyze and interpret laws, codes, ordinances, administrative rules and regulations;
- Perform algebraic calculations;
- Deal tactfully and effectively with the public;
- Work effectively and efficiently with a minimum of supervision;
- Prepare clear and concise reports;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships with engineers, architects, contractors, co-workers, other departments and agencies, and the public.

## **SPECIAL REQUIREMENTS:**

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

Requires the ability to frequently drive to specific locations, work outdoors and possible exposure to variable weather conditions. Frequently required to walk, stand, stoop, kneel, and climb. Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements such as adjusting and operating equipment and using office equipment and supplies. Tasks require color and visual perception and discrimination, the ability to accurately perceive sounds and communicate orally.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Building Inspection Supervisor.

## **ESTABLISHED/REVISED DATE:**

Revised Date: November 2003  
Department Review Date: February 2021