

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 – Yellow Tier Risk Reduction Measures (issued May 14, 2021), members of the Torrance Civil Service Commission and staff will participate in this meeting via teleconference or other electronic means.

PARTICIPATE BEFORE THE MEETING by emailing CivilServiceCommission@TorranceCA.Gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

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.

TORRANCE CIVIL SERVICE COMMISSION AGENDA

AMENDED

MONDAY, MAY 24, 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

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Adelsman, Dean, FoxWood, Herring, Shwartz, Wright, Chair Lewis

2. FLAG SALUTE:

3. REPORT ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, May 20, 2021 /s/ Rebecca Poirier

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. Approve Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of April 26, 2021. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

6B. Approve the Examination for Account Clerk.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Account Clerk examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%) and Oral Interview (50%). Staff is requesting approval for a one year eligible list.

6C. Approve the Examination for Building Maintainer.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Building Maintainer examination on an open, continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test/Job Simulation (60%), and an Oral Interview (40%). Staff is requesting approval for a one year eligible list.

6D. Approve the Examination for Community Development Director.

Recommendation of the City Manager that your Honorable Body recommend to the City Council to approve conducting the Community Development Director 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.

6E. Approve the Examination for Telecommunications Technician.

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

7. ADMINISTRATIVE MATTERS

7A. Approve Revised Class Specification for Community Development Director.

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Community Development Director and forward to the City Council for approval.

7B. Approve Revised Class Specification for Telecommunications Technician.

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Telecommunications Technician and forward it to the City Council for approval.

7C. Modify the Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination.

Recommendation of the Civil Service Manager that your Honorable Body modify the Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination to reflect the correct citation to the Torrance Municipal Code.

8. HEARINGS

No Business to Consider.

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Civil Service Commission Meeting to Monday, June 14, 2021, at 6:00 p.m.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ACCOUNT CLERK

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Account Clerk examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%) and Oral Interview (50%). Staff is requesting approval for a one year eligible list.

SALARY:

\$20.59 - \$21.61 - \$22.71 - \$23.84 - \$25.02 - \$25.66 per hour

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Account Clerk. There is one vacancy due to a promotion.

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

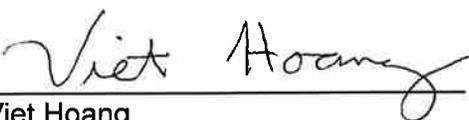
The previous examinations in 2016 and 2018 were weighted as follows: Application Review (Qualifying), Written Test (50%) and Oral Interview (50%). There will be no change in the exam types and weights.

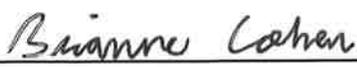
There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Viet Hoang
Deputy City Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Account Clerk Class Specification

6B



ACCOUNT CLERK

Class Code:
1211

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Revision Date: Jan 1, 2016

SALARY RANGE

\$20.29 - \$25.28 Hourly
\$3,516.93 - \$4,381.87 Monthly
\$42,203.20 - \$52,582.40 Annually

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

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 an Office Assistant in that the incumbents' typing duties are incidental rather than principal to the position and the statistical records kept by Office Assistants do not involve the knowledge and application of basic accounting techniques.

Receives general supervision from a designated manager or supervisor. May receive functional supervision from a Senior Account Clerk; Incumbents have no responsibility for the supervision of others.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Accepts cash, checks and credit card payments for City receivables;

- Receives and receipts for money paid over the counter;
- Keeps records of cash transactions and/or receipts issued;
- Balances cash drawer;
- Opens, verifies, balances, or adjusts accounts such as general ledger, payroll, bonds and grants;
- Prepares or checks invoices, time records, requisitions, purchase orders and similar fiscal documents;
- Maintains various financial records requiring the use of some judgment in choosing from a limited number of alternatives;
- Maintains subsidiary ledgers;
- Compares, schedules, indexes, and files bills, vouchers, warrants, bonds and other records;
- Issues, transfers and cancels bonds;
- Posts, assembles, tabulates and compares financial data;
- Makes arithmetical calculations and checks various statistical or accounting tables and reports;
- Assists in preparing and may type accounting statistical reports, payrolls and schedules;
- Enters transactions into various computer programs in order to record transactions and issue receipts;
- Enters data from a variety of sources into departmental and/or City-wide databases; compiles and verifies data for accuracy and completeness; inputs corrections and updates; and generates reports as scheduled and/or requested;
- Verifies and enters data into computer;
- Interacts with other City employees, vendors and the public to answer questions or refer questions to appropriate source;
- Provides customer service, responds to inquiries from the public, resolves routine problems and provides information about the organization;
- Operates office equipment such as adding machines, calculators, and computers.

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 meetings, workshops and seminars as appropriate;
- 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 knowledge and abilities required is qualifying. A typical way to obtain the knowledge and abilities would be:

High school graduation or equivalent, preferably including or supplemented by courses in accounting or financial record keeping and two years of experience in one or more of the following areas: accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control; **OR** Associates degree, preferably including or supplemented by courses in accounting or financial record keeping and 1 years of experience in one or more of the following areas: accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger

control; **OR** Bachelor's degree in Accounting or Finance.

License and/or Certificates

None.

Knowledge of

- Practices of financial record keeping including elementary accounting;
- General office practices and familiarity with the operation of fiscal office equipment;
- English usage, grammar, spelling and punctuation;
- Customer relations and public relations techniques, including telephone and online customer etiquette;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- City and Department Mission including strategic goals and objectives;
- Standard office procedures and practices;
- General City operations.

Ability to

- Carry out assigned work without close supervision;
- Make arithmetic calculations quickly and accurately;
- Type accurately;
- Maintain accurate, clear financial and statistical records;
- Maintain attention to detail in a work environment of frequent interruptions;
- Apply, interpret and explain City and Department administrative rules and regulations affecting operations;
- Interact with a wide variety of clientele while retaining a professional work environment;
- Exercise judgment and tact in dealing with the customers in difficult situations;
- Communicate effectively with individuals from diverse socioeconomic, educational and cultural backgrounds;
- Shift priorities as departmental workload demands require;
- Effectively operate a computer and other standard office equipment;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information
- 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;
- Learn and use automated financial accounting systems and data processing applications;
- Learn and effectively apply the policies and procedures of assigned work unit;
- Learn City departmental operations in order to direct service requests to the appropriate source

SPECIAL REQUIREMENTS:

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

Physical Requirements

On a daily basis, the essential duties of this classification require the ability to sit for extended periods of time in front of a computer screen; to walk to provide customer service and perform other office duties; to reach for files and other lightweight objects; to hear and verbally exchange information with the public, staff and others on the phone and in the office; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to see sufficiently to perform assignments; and to effectively use a telephone, computer keyboard and other office equipment. Frequently, the essential duties of this classification require the ability to stoop and kneel; and occasionally, to climb stairs and to lift, carry push and pull objects weighing up to 15 pounds.

Work Environment

Essential duties of this classification are primarily performed in a dynamic controlled temperature office environment that may include frequent interruptions and/or a high level of public contact.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Senior Account Clerk.

ESTABLISHED/REVISED DATE:

Revised Date: January 2016
Dept. Review Date: May 2021

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR BUILDING MAINTAINER

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Building Maintainer examination on an open, continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test/Job Simulation (60%), and an Oral Interview (40%). Staff is requesting approval for a one year eligible list.

SALARY:

\$24.57 – \$25.79 – \$27.07 – \$28.43 per hour.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Building Maintainer. Vacancies are due to turnover in the department.

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

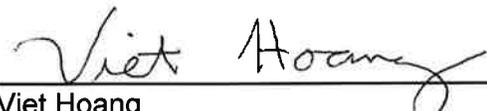
The previous examination in 2018 was weighted as follows: Application Review (Qualifying), Written Exam (60%), Performance Test/Job Simulation (Qualifying), and an Oral Interview (40%). Staff conducted an analysis of previous exam components and it was determined that the technical knowledge and safety practices required for this position can be assessed using the following weightings: Application Review (Qualifying), Performance Test/Job Simulation (60%), and an Oral Interview (40%).

There is not a sufficient pool of internal candidates to qualify and produce an eligible list; therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Myisha Phillips
Human Resources Analyst

CONCUR:


Viet Hoang
Deputy City Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Building Maintainer Class Specification

6C



BUILDING MAINTAINER

Class Code:
5541

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Nov 1, 1983

SALARY RANGE

\$24.57 - \$28.43 Hourly
\$4,258.80 - \$4,927.87 Monthly
\$51,105.60 - \$59,134.40 Annually

DEFINITION:

Under general supervision, performs skilled plumbing, carpentry, and heating, ventilation and air conditioning work as part of the general alteration, repair and occasional new construction of equipment and structures; and does other general building maintenance work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Plumbing: Distinguished from Senior Utility Maintainer in that the incumbent does not supervise other Building Maintainers. Distinguished from a Semi-Skilled Laborer in that the incumbent is assigned to the more skilled tasks associated with plumbing.

Carpentry: Distinguished from Senior Utility Maintainer in that the incumbent does not supervise other Building Maintainers. Distinguished from a Semi-Skilled Laborer in that the incumbent is assigned to the more skilled tasks associated with carpentry.

Mechanical Systems: Distinguished from Senior Utility Maintainer in that the incumbent does not supervise other Building Maintainers. Distinguished from the Air Conditioning and Heating Maintainer in that the incumbent does not act in a lead capacity and the repair and maintenance of air conditioning units greater than 10 ton or gas heating equipment greater than 200,000 btu input is not a primary work assignment. Distinguished from Semi-Skilled Laborer in that the incumbent is assigned to the more skilled tasks associated with mechanical systems.

EXAMPLES OF ESSENTIAL DUTIES:

Plumbing:

- Installs water piping;
- Repairs and replaces pipes, valves, fittings, ballcocks, and other fixtures;
- Packs faucets (i.e. Leaking faucets);
- Wipes and flushes joints;
- Cleans out drains and obstructions in water systems;
- May provide guidance to helpers as necessary;
- Performs other Building Maintainer work as required (i.e. Carpentry, heating and air conditioning work).

Carpentry:

- Alters, repairs, or constructs articles and structures of wood, such as room additions, partitions, counters, benches, tables, forms and fences;
- Maintains and repairs woodwork of buildings;
- Lays and repairs floors and roofs, including work with cork, asphalt tile and other composition materials;
- Fits doors, windows and sashes; operates power saws, jointers, and other woodworking machinery;
- Does cement, brick or plaster work;
- May provide guidance to helpers as necessary;
- Does other Building Maintainer work as required (i.e. Plumbing, heating and air conditioning work).

Mechanical Systems:

- Inspects, tests, repairs, maintains and services heating (200,000 btu input and less), ventilation and air conditioning (10 ton & less) units;
- Replaces valves, fans, motors, gaskets, filters, and belts;
- Pumps down units;
- Adds refrigerants and oil;
- Uses various testing devices to locate defective parts;
- Adjusts and installs switches, gauges, thermostats, valves, tubing, fans, controllers and other parts as needed;
- Makes pipe connections and electrical repairs;
- Checks and tests before installation HVAC components and makes necessary gas line connections, makes condensate line connections;
- May provide guidance to helpers as necessary;
- Performs a variety of Building Maintainer work as required (i.e. Plumbing and carpentry).

QUALIFICATION GUIDELINES:

All Subclassifications:

Education and Experience

Four years of work in general building maintenance and construction. No specific education minimum.

License and/or Certificates

A valid Class 3 California Drivers License.

Plumbing

Knowledge of

- Standard methods, materials and equipment used in plumbing work and in other building trades.

Ability to

- Use the required tools and equipment skillfully and safely, such as pipe threader, plumber's snake, acetylene and map gas torch, pipe vise, and pipe wrenches;
- Read and interpret blueprints and schematics;
- Follow oral and written instructions;
- Establish and maintain effective working relationships with other employees.

Carpentry

Knowledge of

- Standard methods, materials and equipment used in carpentry and cement work and in the other building trades.

Ability to

- Use the required tools and equipment skillfully and safely, such as circular, hand, table and miter saws; cement finishing tools, sledge and claw hammers, drills and wrenches;
- Read and interpret blueprints and schematics;
- Follow oral and written instructions;
- Establish and maintain effective working relationships with fellow employees.

Mechanical Systems

Knowledge of

- Standard methods, materials and equipment used in heating, ventilation and air conditioning work and in the other building trades.

Ability to

- Use the required tools and equipment skillfully and safely, such as, volt-ohm ampere test meter, gauge manifold, refrigerant leak detectors, sling psychrometer and air velocity meter;
- Read and interpret blueprints and schematics;
- Follow oral and written instructions;
- Establish and maintain effective working relations with fellow employees.

ESTABLISHED/REVISED DATE:

Revised Date: November 1983

Reviewed Date: May 2021

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR COMMUNITY DEVELOPMENT DIRECTOR

RECOMMENDATION:

Recommendation of the City Manager that your Honorable Body recommend to the City Council to approve conducting the Community Development Director 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:

\$15,478 (Minimum) - \$18,574 (Reference) - \$21,360 (Maximum) per month.

BACKGROUND/ANALYSIS:

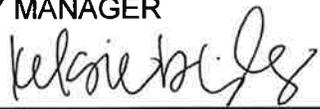
There is no current eligible list for the classification of Community Development Director. The current Community Development Director has been promoted to Assistant City Manager effective July 2021, creating a need to conduct an examination for Community Development Director.

A companion item on tonight's agenda includes the proposed revisions to the class specification for Community Development Director. The upcoming examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

Similar to other Department Head examinations, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and an Oral Interview (100%).

Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. Since there is not a sufficient pool of internal candidates to qualify for a promotional recruitment; an open recruitment is recommended.

Respectfully submitted,
ARAM CHAPARYAN
CITY MANAGER

By 
Kelsie B. Winders
Human Resources Analyst

CONCUR:


Aram Chaparyan
City Manager


Brianne Cohen
Civil Service Manager

6D

Community Development Director

Definition

Under general administrative direction, plans, organizes and directs the activities of the Community Development Department which include the design of a comprehensive general plan for the physical development of the City, zoning administration, housing programs, transportation planning, plan check and building permit inspection, civil engineering development review and public works inspection, and administration of the Permit Center. Represents the Department to the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Community Development Director is distinguished from other department heads in the specific areas of responsibility as described in the Definition section and is distinguished from division heads in that the incumbent is responsible for managing the entire department rather than a specific division. The incumbent is directly responsible to the City Manager for the performance of duties. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and service delivery problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over Division Managers, professional and supervisory positions, and office support personnel.

Examples of Essential Duties

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

- Plans, directs and reviews professional planning work in the research, analysis and design of a comprehensive general plan for the physical development of the City.
- Plans, directs, and reviews building, engineering, environmental, and planning permit applications.
- Plans, directs, and reviews the Building inspection and Public Works inspection process.
- Directs professional staff in the review, analysis, and assessment of development proposals pursuant to processing applications for zoning permits (i.e. zone changes, conditional use permits, precise plans, variances, waivers etc.) and environmental determinations and filings.
- Directs the research, analysis and design of the transportation plan and traffic engineering projects to ensure consistency with the general plan for the physical development of the City.
- Directs and implements planning, zoning, and community development goals, objectives, policies and priorities.
- Directs the negotiation and management of consultant contracts for the preparation of environmental impact reports, special planning studies, and implementation of grant functions.
- Directs and reviews the administration of the City Permit Center.
- Administers the City's zoning ordinances; interprets zoning and related ordinances.

- Confers with property owners, public officials and civic leaders concerning zoning and other special planning problems.
- Plans, directs and reviews professional engineering work in the areas of development review, geographic imaging systems (GIS), permits and records, subdivisions, public works water inspection and utility standards review.
- Directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives and work standards.
- With managers, develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training, and management practices which support the City's mission and values.
- Confers with the City Manager, City Council, governmental agencies, regulatory boards, and various public groups on proposed projects and improvements.
- Prepares and presents various regular and special reports, analyses, and correspondence.
- Prepares and administers annual Department budget.
- Prepares and administers monthly, quarterly, and annual Department activity reports.
- Attends various City, Council, staff and community meetings as required.
- Keeps abreast of current planning principles and practices, technology, regulations and literature that apply to City planning projects.
- Participates on internal and external committees, boards, and task forces, as appropriate.

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:

- Responds to public inquiries regarding planning projects and plans.
- Participates in EOC operations as needed.
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Principles and practices of municipal planning.
- Professional, technical, legal, and financial problems involved in municipal planning programs.
- Methods and techniques for determining community, planning, and development priorities.
- Land use planning and zoning concepts and regulations.
- Applicable Local, State and Federal regulations and procedures concerning community development and housing, environmental practices and zoning issues related to municipal planning, and transportation planning.
- Principles and practices of transportation planning, traffic engineering, transit planning, and transportation demand management.
- Principles and practices of civil engineering related to public works planning, development, design, construction, inspections, and GIS.

- Professional, technical, legal, and financial problems involved in municipal building and engineering programs and projects.
- Project management methods and practices, including methods of preparing designs, plans, specifications, estimates, reports and recommendations.
- Management and supervisory principles and practices.
- Employee relations including the meet and confer process, grievance procedures, and contract interpretation and administration.
- Budget preparation principles.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, organize, assign, coordinate and manage the activities of professional and support staff.
- Plan, direct, and integrate broad, comprehensive planning projects.
- Develop complex strategic plans and programs, and methods to evaluate programs.
- Develop and administer a departmental budget.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Understand the applicability of existing Local, State, and Federal laws and regulations and to keep abreast of current developments in legislation and trends.
- Read and understand technical reports, drawings, contracts, etc.
- Utilize a computer and other office equipment.
- Understand and carry out oral and written directions.
- Communicate effectively orally and in writing.
- Present proposals and recommendations clearly and logically in public meetings.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

License and Certificate

Possession of an appropriate, valid California driver's license.

Education and Experience

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

Graduation from a college or university with a Bachelor's degree in City or regional planning, building and development services administration, public administration, engineering or a related field; and six years of increasingly responsible professional planning experience, at least three years of a supervisory experience, one year of which included management responsibility for a major function in Community Development (e.g., general plan development, redevelopment, zoning, transportation planning, code enforcement, building, engineering etc.).

Master's degree in planning, business, or public administration preferred.

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; may require 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 may serve to meet the minimum requirements for promotion to City Manager.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR TELECOMMUNICATIONS TECHNICIAN

RECOMMENDATION:

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

SALARY:

\$25.53 - \$26.81 - \$28.14 - \$29.57 - \$31.03 per hour

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Telecommunications Technician. There is currently one vacancy due to resignation of the incumbent.

A companion item on tonight's agenda includes the proposed revisions to the class specification for Telecommunications Technician. The upcoming examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

The previous examination in 2014 was weighted as follows: Application Review (qualifying), Written Test (50%) and Oral Interview (50%). Staff conducted an analysis of previous exam components and it was determined that the technical knowledge and safety practices required for this position can be assessed using the following weightings: Application Review (Qualifying) and Oral Interview (100%).

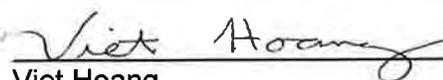
There is not a sufficient pool of internal candidates to qualify; therefore, an open continuous recruitment is recommended.

Respectfully submitted,

By 

Myisha Phillips
Human Resources Analyst

CONCUR:



Viet Hoang
Deputy City Manager



Brianne Cohen
Civil Service Manager

Attachment: A) Telecommunications Technician Class Specification (Pending Approval of Companion Item)

6E

Telecommunications Technician

Definition:

Under general supervision, performs on-going duties involving the installation, modification, maintenance, repair and removal of the City's telephone, voicemail and cable systems and LAN network cabling and performs related work as required.

Distinguishing Characteristics:

Distinguished from the Communications Supervisor–Telecommunications or Communications Supervisor-Wireless in that the incumbent does not supervise the operation, installation or maintenance of the City's telephone or radio communications systems. Distinguished from the Wireless Technician in that the incumbent does not perform technical work requiring wireless skills. At this level, incumbents work with only occasional instruction or assistance; work is reviewed upon completion for overall results.

Supervision Exercised/Received:

Receives direction from the Communications Supervisor – Telecommunications. May provide functional supervision to outside contractors and vendors, and lower level employees.

Example of Essential Duties:

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

- Installs, modifies, maintains and removes low-voltage data transport cabling, fiber optic cabling, and cabling components required to support the City's local-area data network, and telephone network, and related equipment;
- Installs, removes, modifies, troubleshoots and repairs maintains and removes single line and multi-line analog, and digital and Voice-over-IP telephone systems, voicemail systems instruments and related equipment;
- Identifies, troubleshoots and repairs common problems with telephone and voicemail equipment and cabling
- Conducts copper and fiber optic cable combing, dressing and terminating, and installs cable pathway supports, equipment cabinets and racks in telecommunication rooms and data centers;
- Performs preventive maintenance on the telephone systems, voicemail systems and related equipment and maintains asset and service records;
- Receives and processes requests for repair and change orders involving telephones, voicemail and low-voltage cabling systems and LAN cabling;
- Works closely with vendors, contractors and other departments as required during projects, repairs and change orders;
- Periodically trains users in the basic operation of the telephones, telephone system features and voicemail.
- Makes recommendations as required for the on-going improvement of the City's telephone network and local-area network low-voltage data transport cabling.

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.

- Evaluates and makes recommendations involving the acquisition of new equipment and technologies;
 - Maintains a variety of systems or activity documentation as required for reference;
 - Performs pre-fields and site visits to evaluate user requests and makes recommendations;
 - Meets and works with local telephone company personnel and contracted systems specialists to resolve installation and repair issues;
 - Assigns, reviews and coordinates the work of outside contractors and vendors and orients them to the City's campus and associated telephone, data equipment and cable, and network facilities;
 - Follows up on work performed to confirm end user satisfaction;
 - Performs other duties as required.
-

Qualification Guidelines

Knowledge of:

- Common and specialized tools and equipment used in the installation and on-going maintenance of telephone systems, copper and fiber optic cabling and Ethernet local area network cabling.
- Procedures and guidelines for the installation of analog, and digital and Voice-over-IP telephone systems, voicemail systems, and related equipment telephones and equipment, cabling and services;
- Procedures and guidelines for the installation of fiber optic and copper cabling that includes terminating, splicing and performance testing;
- Types and applications of voice, data transport, audio, video and low-voltage signaling and data cabling;
- Principles and practices of PBX and electronic key telephone systems maintaining analog, digital and Voice-over-IP telephone systems, voicemail systems, and related equipment in a commercial, campus, tenant or satellite environment;
- Basic understanding of Voice-over-IP telephone system, use of IP address, subnet mask, DHCP IP lease, DNS assignments and VLAN priority;
- Maintaining technical and non-technical warehouse and mobile stock, identifying suitable repair and replacement parts;
- Different types of building construction and standards in regards to the installation of voice and data cabling fiber optic and copper cabling;
- Telephone Copper and fiber optic transport services and products provided by the local telephone companies or telecommunication providers and their specific applications;
- Public relations and customer service techniques;
- City policies and procedures affecting departmental operations;
- General City operations;
- Applicable local, State and Federal laws and regulations.

Ability to:

- Read and understand telephone system manuals, equipment manuals and schematics, wiring diagrams and building blueprints and floor plans;
- Draw Prepare rough floor plans, and schematics, as-builts, and test and installation procedures when necessary to assist the division in the course of a project;
- Operate a personal computer, tablet, smart phone, and specialized test equipment typical in a telecommunications work center printer and modem;
- Use Microsoft a variety of software programs such as Word, Excel, and Email and asset/labor tracking;
- Communicate verbally and in writing with end users to determine their voice and data needs.
- Safely climb ladders and work in elevated or confined required environments during the installation and maintenance of voice and data equipment telecommunication systems;
- Operate hand and shop power tools including but not limited to electric hand drills, pneumatic ratchets, copper/fiber optic cable cutting tools, drill press, grinders, band saws, and vacuums;
- Make technical decisions and take appropriate action in during the installation, maintenance and repair of telephone equipment and services telephone, voicemail and cable systems;
- Follow oral and written instructions accurately;
- Establish and maintain effective working relationships with those encountered in the course of work; internal and external to the City;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Maintain confidentiality and exercise sound judgment;
- Work independently, manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.

License or Certificate:

Must possess and maintain an appropriate a valid California Class C driver's license.

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:

Graduation from with high school diploma or equivalent, and three years of experience installing voice and data low-voltage data transport cabling in a commercial environment, one two of which included hands-on experience working with PBX equipment or electronic key telephone systems and telephones current telephone, voicemail or data networks systems.

Special Requirements:

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

Requires the ability to perform heavier physical tasks such as walking long distances (less than ½ mile), standing (maximum 60 minutes), climbing, lifting and carrying objects of moderate weight (20 to 40 lbs.) which may weigh up to 50 pounds. Tasks require color and visual perception and discrimination, as well as oral communications ability. Operate Class C motor vehicles, basic office equipment, shop and hand tools in which hand/eye coordination are important ingredients of safe

and productive operation. May be required to work in inclement weather without effective protection from sun, cold, and rain. ~~May be subject to uncomfortable working conditions such as performing work in confined spaces.~~ May be required to work within enclosed spaces or at heights above ground level.

Career Ladder Information:

Experience gained in this classification in addition to additional training and coursework may serve to meet qualification guidelines for Communications Supervisor-Telecommunications.

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

Honorable Members:

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR COMMUNITY
DEVELOPMENT DIRECTOR**

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Community Development Director and forward it to the City Council for approval.

BACKGROUND:

The current Community Development Director has been promoted to Assistant City Manager effective July 2021, and there is a corresponding need to conduct a Civil Service Examination. The City Manager requested that the class specification be reviewed to ensure it accurately reflected the position prior to conducting the examination.

The proposed class specification is submitted for your review and approval.

ANALYSIS:

The class specification for Community Development Director was last revised in 2019 and staff determined that a revision to the class specification is required to reflect the current duties and responsibilities, as well as the required experience. Sections of the class specification have been modified to accurately reflect the current structure.

The Definition section was updated to include the full range of functions the position is responsible for.

The Examples of Essential Duties section was modified to include the full range of functions performed. Functions performed were added:

- Plans, directs, and reviews building, engineering, environmental, and planning permit applications.
- Prepares and administers monthly, quarterly and annual Department activity reports.

Statements were added to the Qualification Guidelines section that reflect the Knowledge and Abilities required to perform the job duties of the position such as:

- Professional, technical, legal, and financial problems involved in municipal building and engineering programs and projects.

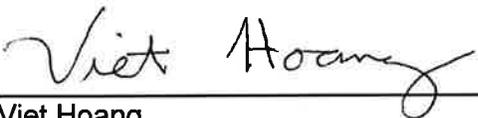
The License or Certificate section was revised to add the requirement that incumbents possess an appropriate, valid California driver's license.

The Education and Experience section was modified to include the full range of Community Development operations.

Respectfully submitted,

By 
Kelsie B. Winders
Human Resources Analyst

CONCUR:


Viet Hoang
Deputy City Manager

NOTED:


Brianne Cohen
Civil Service Manager

Attachment A) Revised Class Specification Community Development Director
 B) Existing Class Specification Community Development Director
 C) Organizational Chart of the Community Development Department

Community Development Director

Definition

Under general administrative direction, plans, organizes and directs the activities of the Community Development Department which include the design of a comprehensive general plan for the physical development of the City, zoning administration, housing programs, transportation planning, plan check and building permit inspection, **civil engineering development review and public works inspection**, and administration of the Permit Center, ~~and civil engineering development and review~~. Represents the Department to the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Community Development Director is distinguished from other department heads in the specific areas of responsibility as described in the Definition section and is distinguished from division heads in that the incumbent is responsible for managing the entire department rather than a specific division. The incumbent is directly responsible to the City Manager for the performance of duties. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and service delivery problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over Division Managers, professional ~~level positions~~ and supervisory positions, and office support personnel.

Examples of Essential Duties

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

- Plans, directs and reviews professional planning work in the research, analysis and design of a comprehensive general plan for the physical development of the City.
- Plans, directs, and reviews building, **engineering, environmental, and planning** permit applications.
- Plans, directs, and reviews the **b**Building inspection and Public Works inspection process.
- Directs professional staff in the review, analysis, and assessment of development proposals pursuant to processing applications for zoning permits (i.e. zone changes, conditional use permits, **precise plans, variances, waivers etc.**) **and environmental determinations and filings**.
- Directs the research, analysis and design of the transportation plan and traffic engineering projects to ensure consistency with the general plan for the physical development of the City.
- Directs and implements planning, zoning, and community development goals, objectives, policies and priorities.
- Directs the negotiation and management of consultant contracts for the preparation of environmental impact reports, special planning studies, **and** implementation of grant functions.

- Directs and reviews the administration of the City Permit Center.
- Administers the City's zoning ordinances; interprets zoning and related ordinances.
- Confers with property owners, public officials and civic leaders concerning zoning and other special planning problems.
- Plans, directs and reviews professional engineering work in the areas of development review, geographic imaging systems (GIS), permits and records, subdivisions, public works water inspection and utility standards review.
- Directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives and work standards.
- With managers, develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training, and management practices which support the City's mission and values.
- Confers with the City Manager, City Council, governmental agencies, regulatory boards, and various public groups on proposed projects and improvements.
- Prepares and presents various regular and special reports, analyses, and correspondence.
- Prepares and administers annual Department budget.
- Prepares and administers monthly, quarterly, and annual Department activity reports.
- Attends various City, Council, staff and community meetings as required.
- Keeps abreast of current planning principles and practices, technology, regulations and literature that apply to City planning projects.
- Participates on internal and external committees, boards, and task forces, as appropriate.

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:

- Responds to public inquiries regarding planning projects and plans.
- Participates in EOC operations as needed.
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Principles and practices of municipal planning.
- Professional, technical, legal, and financial problems involved in municipal planning programs.
- Methods and techniques for determining community, planning, and development priorities.
- Land use planning and zoning concepts and regulations.
- Applicable Local, State and Federal regulations and procedures concerning community development and housing, environmental practices and zoning issues related to municipal planning, and transportation planning.
- Principles and practices of transportation planning, traffic engineering, transit planning, and transportation demand management.

- Principles and practices of civil engineering related to public works planning, development, design, construction, inspections, and GIS.
- Professional, technical, legal, and financial problems involved in municipal **building and engineering** programs and projects.
- Project management methods and practices, including methods of preparing designs, plans, specifications, estimates, reports and recommendations.
- Management and supervisory principles and practices.
- Employee relations including the meet and confer process, grievance procedures, and contract interpretation and administration.
- Budget preparation principles.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, organize, assign, coordinate and manage the activities of professional and support staff.
- Plan, direct, and integrate broad, comprehensive planning projects.
- Develop complex strategic plans and programs, and methods to evaluate programs.
- Develop and administer a departmental budget.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Understand the applicability of existing **Local, State, and Federal** ~~and State~~ laws and regulations and to keep abreast of current developments in legislation and trends.
- Read and understand technical reports, drawings, contracts, etc. Utilize a computer and other office equipment.
- Understand and carry out oral and written directions.
- Communicate effectively orally and in writing.
- Present proposals and recommendations clearly and logically in public meetings.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

License and Certificate

Possession of an appropriate, valid California driver's license. ~~None required.~~

Education and Experience

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

Graduation from a college or university with a Bachelor's degree in City or regional planning, **building and development services administration**, public administration, engineering or a related field; and six years of increasingly responsible professional planning experience, at least three years of a supervisory experience, one year of which included management responsibility for a major function in Community Development (e.g., general plan development, redevelopment, zoning, transportation planning, **code enforcement, building, engineering** etc.).

Master's degree in **planning**, business, or public administration preferred.

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; may require 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 may serve to meet the minimum requirements for promotion to City Manager.



COMMUNITY DEVELOPMENT DIRECTOR

Class Code:
3319

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Revision Date: Feb 26, 2019

SALARY RANGE

\$15,478.00 - \$18,574.00 Monthly
\$185,736.00 - \$222,888.00 Annually

DEFINITION:

Under general administrative direction, plans, organizes and directs the activities of the Community Development Department which include the design of a comprehensive general plan for the physical development of the City, zoning administration, housing programs, transportation planning, plan check and building permit inspection, public works inspection, administration of the Permit Center, and civil engineering development and review. Represents the Department to the City Council and the community; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Community Development Director is distinguished from other department heads in the specific areas of responsibility as described in the Definition section and is distinguished from division heads in that the incumbent is responsible for managing the entire department rather than a specific division. The incumbent is directly responsible to the City Manager for the performance of duties. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and service delivery problems.

Receives general administrative direction from the City Manager; exercises direct supervision over Division Managers, professional-level positions and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans, directs and reviews professional planning work in the research, analysis and design of a comprehensive general plan for the physical development of the City.
- Plans, directs, and reviews building permit applications.
- Plans, directs, and reviews the building inspection and Public Works inspection process.
- Directs professional staff in the review, analysis, and assessment of development proposals pursuant to processing applications for zoning permits (i.e. zone changes, conditional use permits, variances, waivers etc.).
- Directs the research, analysis and design of the transportation plan and traffic engineering projects to ensure consistency with the general plan for the physical development of the City.
- Directs and implements planning, zoning, and community development goals, objectives, policies and priorities.
- Directs the negotiation and management of consultant contracts for the preparation of environmental impact reports, special planning studies, implementation of grant functions.
- Directs and reviews the administration of the City Permit Center.
- Administers the City's zoning ordinances; interprets zoning and related ordinances.
- Confers with property owners, public officials and civic leaders concerning zoning and other special planning problems.
- Plans, directs and reviews professional engineering work in the areas of development review, geographic imaging systems (GIS), permits and records, subdivisions, public works water inspection and utility standards review.
- Directs the development, implementation, and evaluation of plans, policies, procedures to achieve annual goals, objectives and work standards.
- With managers, develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training and management practices which support the City's mission and values.
- Confers with the City Manager, City Council, governmental agencies, regulatory boards and various public groups on proposed projects and improvements.
- Prepares and presents various regular and special reports, analyses, correspondence.
- Prepares and administers annual Department budget.
- Attends various City, Council, staff and community meetings as required.
- Keeps abreast of current planning principles and practices, technology, regulations and literature that apply to City planning projects.
- Participates on internal and external committees, boards, and task forces, as appropriate.

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:

- Responds to public inquiries regarding planning projects and plans.
- Participates in EOC operations as needed.
- 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 would be:

Graduation from a college or university with a Bachelor's degree in City or regional planning, public administration, engineering or a related field; and six years of increasingly responsible professional planning experience, at least three years of a supervisory experience, one year of which included management responsibility for a major function in Community Development (e.g., general plan development, redevelopment, zoning, transportation planning, engineering etc.). Master's degree in business or public administration preferred.

License and/or Certificates

None.

Knowledge of:

- Principles and practices of municipal planning.
- Professional, technical, legal and financial problems involved in municipal planning programs.
- Methods and techniques for determining community, planning and development priorities.
- Land use planning and zoning concepts and regulations.
- Applicable local, State and Federal regulations and procedures concerning community development and housing, environmental practices and zoning issues related to municipal planning and transportation planning.
- Principles and practices of transportation planning, traffic engineering, transit planning, and transportation demand management.
- Principles and practices of civil engineering related to public works planning, development, design, construction, inspections and GIS.
- Professional, technical, legal and financial problems involved in municipal engineering programs and projects.
- Project management methods and practices, including methods of preparing designs, plans, specifications, estimates, reports and recommendations.
- Management and supervisory principles and practices.
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration.
- Budget preparation principles.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, direct, and integrate broad, comprehensive planning projects.
- Develop complex strategic plans and programs, and methods to evaluate programs.
- Develop and administer a departmental budget.
- Communicate effectively orally and in writing.
- Present proposals and recommendations clearly and logically in public meetings.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and other encountered in the course of work.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Understand the applicability of existing Federal and State laws and regulations and to keep abreast of current developments in legislation and trends.
- Utilize a computer and other office equipment.
- Understand and carry out oral and written directions.

- Read and understand technical reports, drawings, contracts, etc.

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; may require 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 may serve to meet the minimum requirements for promotion to City Manager.

ESTABLISHED/REVISED DATE:

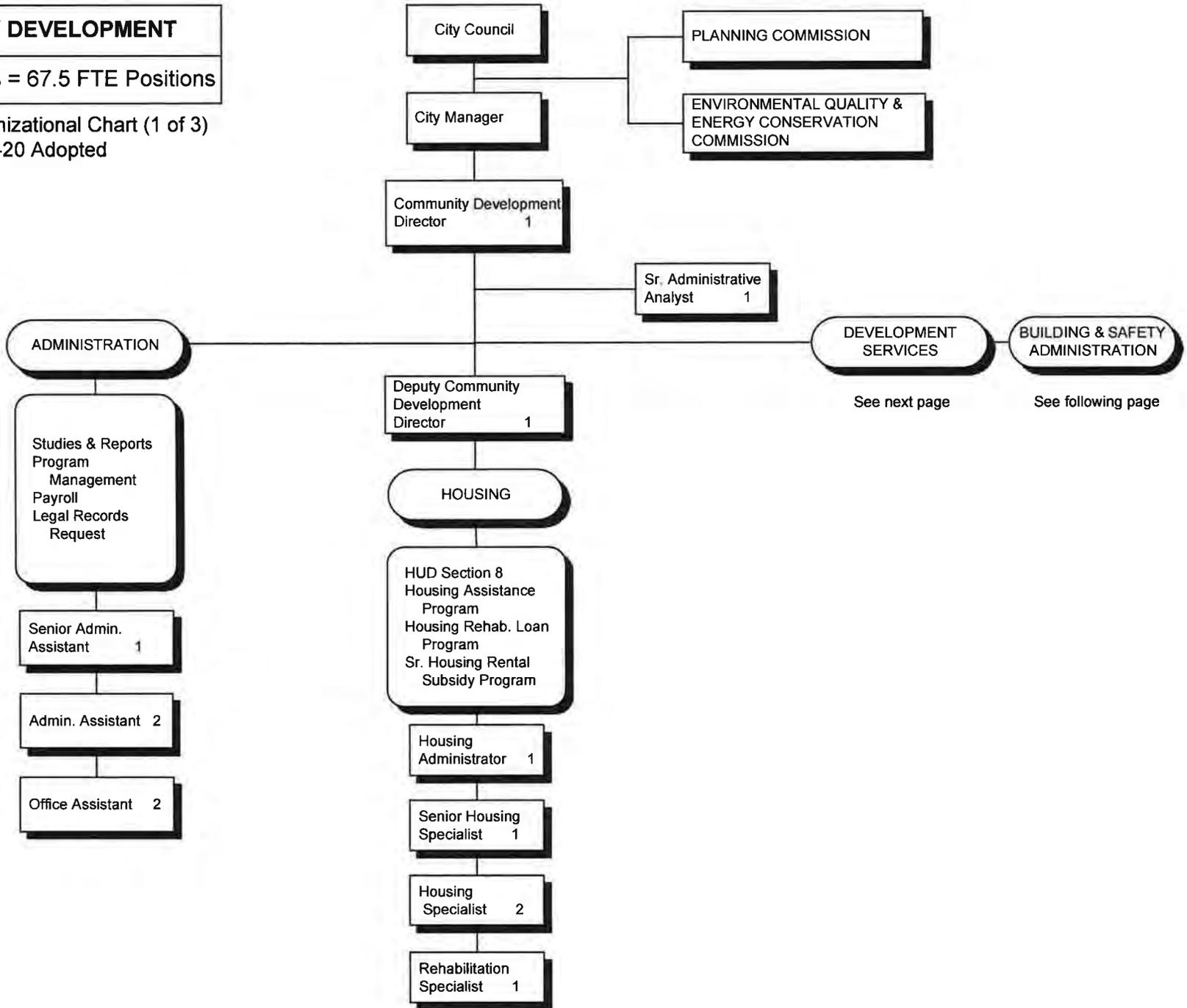
Revised Date: February 2019

COMMUNITY DEVELOPMENT
 No. of Employees = 67.5 FTE Positions

Functional Organizational Chart (1 of 3)
 2019-20 Adopted

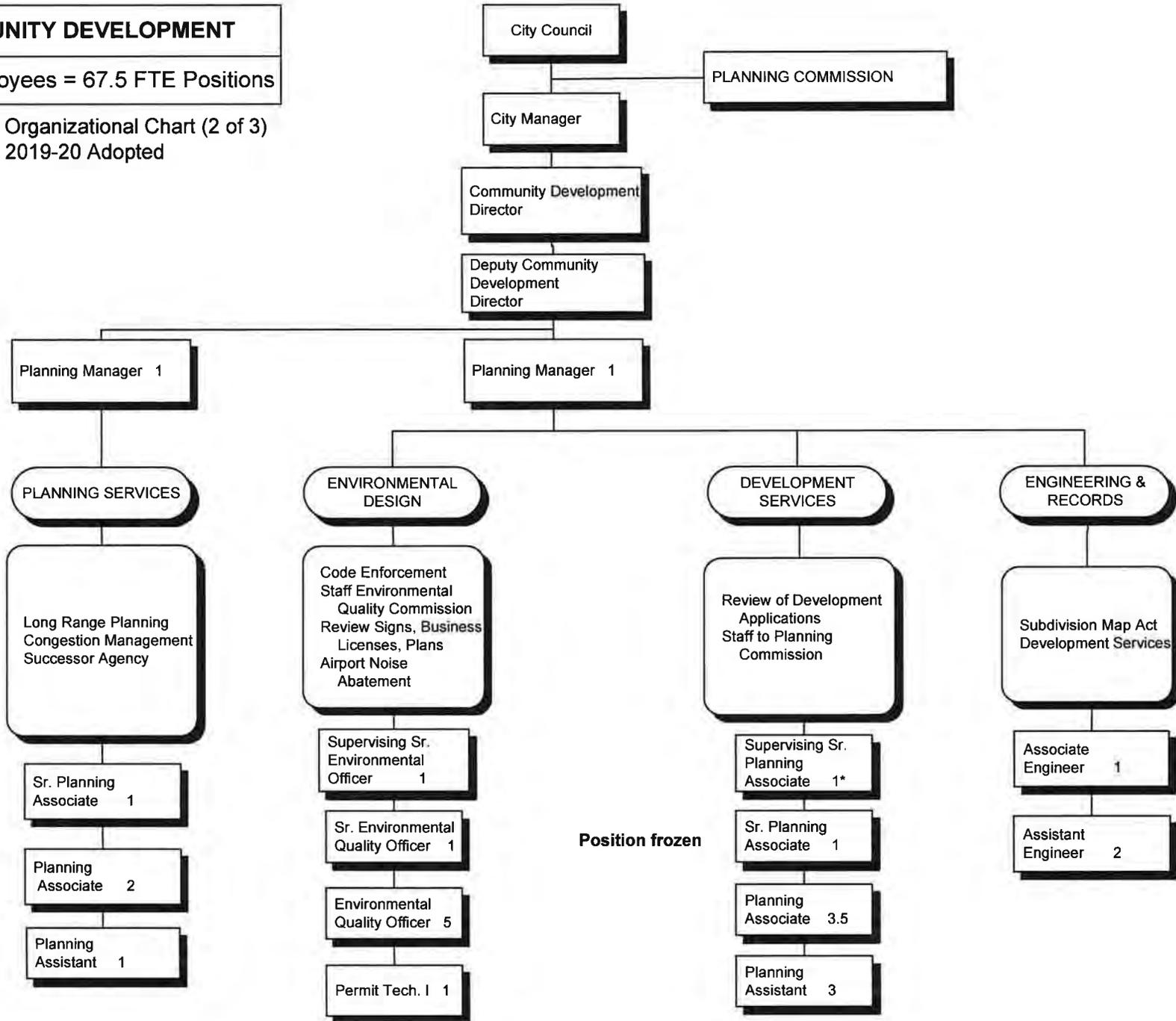
ATTACHMENT C

1 Position frozen



COMMUNITY DEVELOPMENT
 No. of Employees = 67.5 FTE Positions

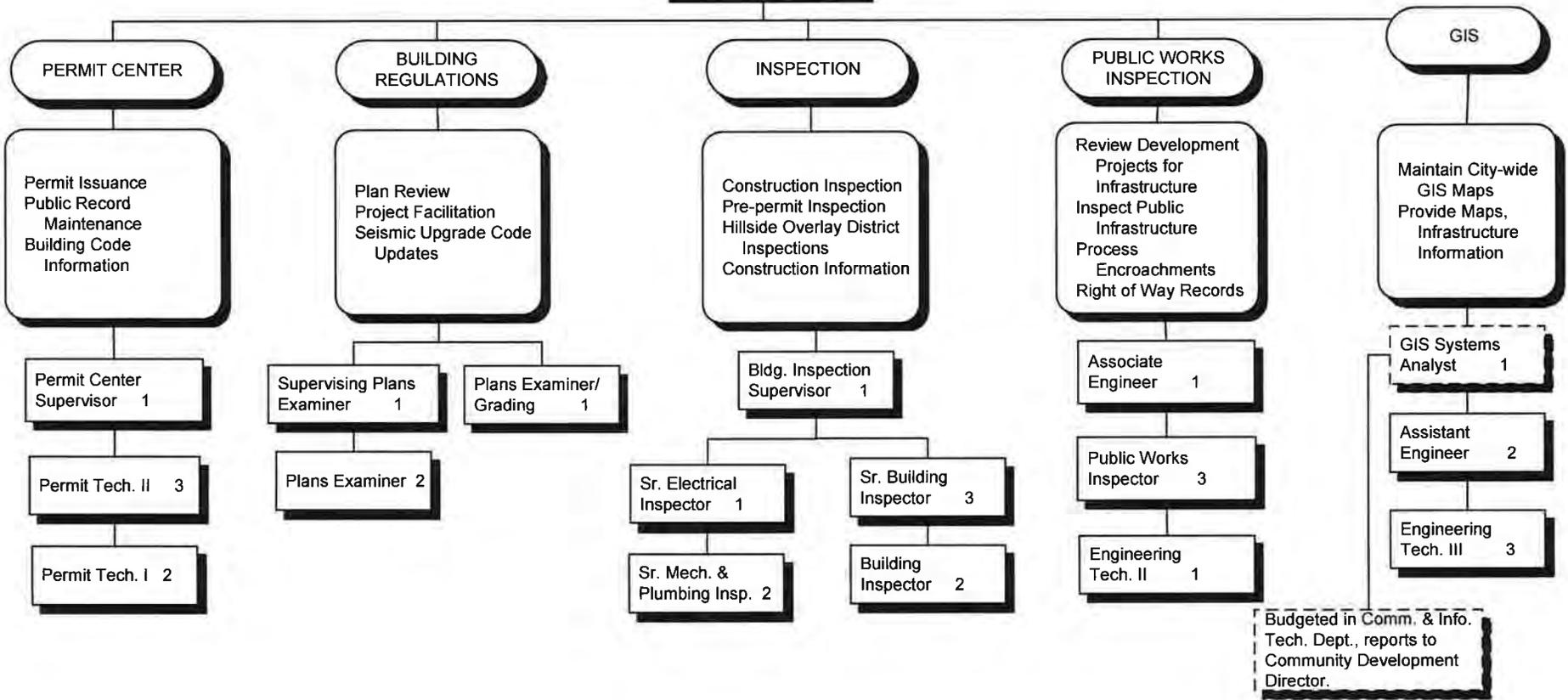
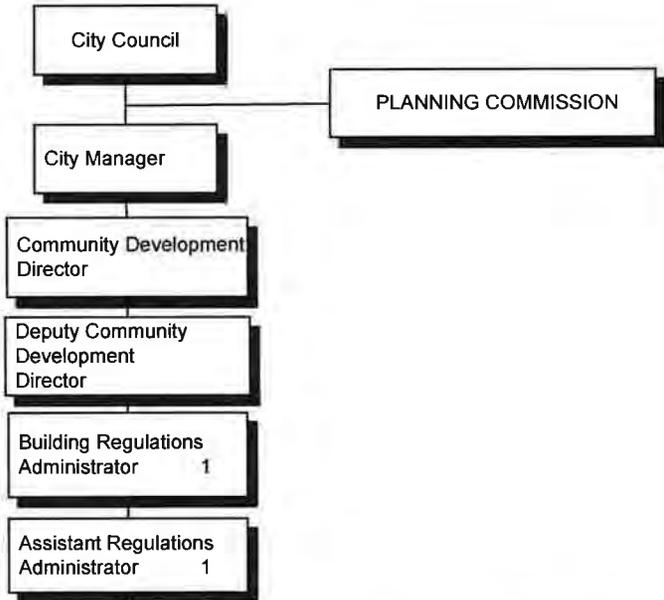
Functional Organizational Chart (2 of 3)
 2019-20 Adopted



* 1.0 Supervising Sr. Planning Associate position will be frozen until the Deputy Community Development Director retires.

COMMUNITY DEVELOPMENT
 No. of Employees = 67.5 FTE Positions

Functional Organizational Chart (3 of 3)
 2019-20 Adopted



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

Honorable Members:

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR TELECOMMUNICATIONS
TECHNICIAN**

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Telecommunications Technician and forward it to the City Council for approval.

BACKGROUND

The incumbent Telecommunications Technician separated from the City in February 2020 and there is a corresponding need to conduct a Civil Service examination. The Communications & Information Technology Department requested that the class specification be reviewed to ensure it accurately reflected the position prior to conducting the examination.

The proposed class specification is submitted for your review and approval.

ANALYSIS

The class specification for Telecommunications Technician was last revised in 2001 and staff determined that a revision to the class specification is required to reflect the reporting structure, current duties and responsibilities, experience, technology, and working conditions. Sections of the class specification have been modified to accurately reflect the current structure.

The **Examples of Essential Duties** section was modified to include the full range of functions performed. The following additional functions performed were added:

- Conducts copper and fiber optic cable combing, dressing and terminating, and installs cable pathway supports, equipment cabinets and racks in telecommunication rooms and data centers.

The **Qualification Guidelines** section was modified to include the “knowledge of” the added functions. The following additional functions performed were added:

Knowledge of:

- Procedures and guidelines for the installation of fiber optic and copper cabling that includes terminating, splicing and performance testing;
- Basic understanding of Voice-over-IP telephone system, use of IP address, subnet mask, DHCP IP lease, DNS assignments and VLAN priority;
- Maintaining technical and non-technical warehouse and mobile stock, identifying suitable repair and replacement parts.

The **License or Certification** section was modified to make the language consistent with all other class specifications.

The **Education and Experience** section was modified to include the appropriate level of work experience and current technology and operating systems required to perform the functions of the position.

The **Special Requirements** section was modified to include the full range of functions performed and physical ability required for the position. The following additional special requirements were added:

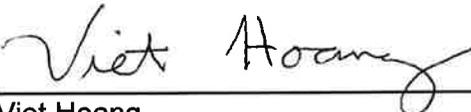
- Tasks require color and visual perception and discrimination, as well as oral communications ability.
- May be required to work within enclosed spaces or at heights above ground level.

Respectfully submitted,

By 

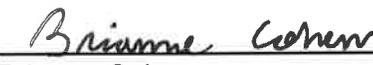
Myisha Phillips
Human Resources Analyst

CONCUR:



Viet Hoang
Deputy City Manager

NOTED:



Brianne Cohen
Civil Service Manager

- Attachment
- A) Revised Class Specification Telecommunications Technician
 - B) Existing Class Specification Telecommunications Technician
 - C) Organizational Chart of the Communications & Information Technology Department

Telecommunications Technician

Definition:

Under general supervision, performs on-going duties involving the installation, modification, maintenance, repair and removal of the City's telephone, voicemail and cable systems and LAN network cabling and performs related work as required.

Distinguishing Characteristics:

Distinguished from the Communications Supervisor–Telecommunications or Communications Supervisor-Wireless in that the incumbent does not supervise the operation, installation or maintenance of the City's telephone or radio communications systems. Distinguished from the Wireless Technician in that the incumbent does not perform technical work requiring wireless skills. At this level, incumbents work with only occasional instruction or assistance; work is reviewed upon completion for overall results.

Supervision Exercised/Received:

Receives direction from the Communications Supervisor – Telecommunications. May provide functional supervision to outside contractors and vendors, and lower level employees.

Example of Essential Duties:

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

- Installs, modifies, maintains and removes low-voltage data transport cabling, fiber optic cabling, and cabling components required to support the City's local area data network, and telephone network, and related equipment;
- Installs, removes, modifies, troubleshoots and repairs maintains and removes single line and multi-line analog, and digital and Voice-over-IP telephone systems, voicemail systems instruments and related equipment;
- Identifies, troubleshoots and repairs common problems with telephone and voicemail equipment and cabling
- Conducts copper and fiber optic cable combing, dressing and terminating, and installs cable pathway supports, equipment cabinets and racks in telecommunication rooms and data centers;
- Performs preventive maintenance on the telephone systems, voicemail systems and related equipment and maintains asset and service records;
- Receives and processes requests for repair and change orders involving telephones, voicemail and low-voltage cabling systems and LAN cabling;
- Works closely with vendors, contractors and other departments as required during projects, repairs and change orders;
- Periodically trains users in the basic operation of the telephones, telephone system features and voicemail.
- Makes recommendations as required for the on-going improvement of the City's telephone network and local area network low-voltage data transport cabling.

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.

- Evaluates and makes recommendations involving the acquisition of new equipment and technologies;
 - Maintains a variety of systems or activity documentation as required for reference;
 - Performs pre-fields and site visits to evaluate user requests and makes recommendations;
 - Meets and works with local telephone company personnel and contracted systems specialists to resolve installation and repair issues;
 - Assigns, reviews and coordinates the work of outside contractors and vendors and orients them to the City's campus and associated telephone, data equipment and cable, and network facilities;
 - Follows up on work performed to confirm end user satisfaction;
 - Performs other duties as required.
-

Qualification Guidelines

Knowledge of:

- Common and specialized tools and equipment used in the installation and on-going maintenance of telephone systems, copper and fiber optic cabling and Ethernet local area network cabling.
- Procedures and guidelines for the installation of analog, and digital and Voice-over-IP telephone systems, voicemail systems, and related equipment telephones and equipment, cabling and services;
- Procedures and guidelines for the installation of fiber optic and copper cabling that includes terminating, splicing and performance testing;
- Types and applications of voice, data transport, audio, video and low-voltage signaling and data cabling;
- Principles and practices of PBX and electronic key telephone systems maintaining analog, digital and Voice-over-IP telephone systems, voicemail systems, and related equipment in a commercial, campus, tenant or satellite environment;
- Basic understanding of Voice-over-IP telephone system, use of IP address, subnet mask, DHCP IP lease, DNS assignments and VLAN priority;
- Maintaining technical and non-technical warehouse and mobile stock, identifying suitable repair and replacement parts;
- Different types of building construction and standards in regards to the installation of voice and data cabling fiber optic and copper cabling;
- Telephone Copper and fiber optic transport services and products provided by the local telephone companies or telecommunication providers and their specific applications;
- Public relations and customer service techniques;
- City policies and procedures affecting departmental operations;
- General City operations;
- Applicable local, State and Federal laws and regulations.

Ability to:

- Read and understand telephone system manuals, equipment manuals and schematics, wiring diagrams and building blueprints and floor plans;
- Draw Prepare rough floor plans, and schematics, as-builts, and test and installation procedures when necessary to assist the division in the course of a project;
- Operate a personal computer, tablet, smart phone, and specialized test equipment typical in a telecommunications work center printer and modem;
- Use Microsoft a variety of software programs such as Word, Excel, and Eemail and asset/labor tracking;
- Communicate verbally and in writing with end users to determine their voice and data needs.
- Safely climb ladders and work in elevated or confined required environments during the installation and maintenance of voice and data equipment telecommunication systems;
- Operate hand and shop power tools including but not limited to electric hand drills, pneumatic ratchets, copper/fiber optic cable cutting tools, drill press, grinders, band saws, and vacuums;
- Make technical decisions and take appropriate action in during the installation, maintenance and repair of telephone equipment and services telephone, voicemail and cable systems;
- Follow oral and written instructions accurately;
- Establish and maintain effective working relationships with those encountered in the course of work; internal and external to the City;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Maintain confidentiality and exercise sound judgment;
- Work independently, manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.

License or Certificate:

Must possess and maintain an appropriate a valid California Class C driver's license.

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:

Graduation from with high school diploma or equivalent, and three years of experience installing voice and data low-voltage data transport cabling in a commercial environment, one two of which included hands-on experience working with PBX equipment or electronic key telephone systems and telephones current telephone, voicemail or data networks systems.

Special Requirements:

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

Requires the ability to perform heavier physical tasks such as walking long distances (less than ½ mile), standing (maximum 60 minutes), climbing, lifting and carrying objects of moderate weight (20 to 40 lbs.) which may weigh up to 50 pounds. Tasks require color and visual perception and discrimination, as well as oral communications ability. Operate Class C motor vehicles, basic office equipment, shop and hand tools in which hand/eye coordination are important ingredients of safe

and productive operation. May be required to work in inclement weather without effective protection from sun, cold, and rain. ~~May be subject to uncomfortable working conditions such as performing work in confined spaces.~~ May be required to work within enclosed spaces or at heights above ground level.

Career Ladder Information:

Experience gained in this classification in addition to additional training and coursework may serve to meet qualification guidelines for Communications Supervisor-Telecommunications.



TELECOMMUNICATIONS TECHNICIAN

Class
Code:
5534

Bargaining Unit: Torrance Municipal Employees
(AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Mar 1, 2001

SALARY RANGE

\$25.53 - \$31.03 Hourly
\$4,425.20 - \$5,378.53 Monthly
\$53,102.40 - \$64,542.40 Annually

DEFINITION:

Under general supervision, performs on-going duties involving the installation, modification, maintenance, repair and removal of the City's telephone systems and LAN network cabling and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Communications Supervisor–Telecommunications or Communications Supervisor-Wireless in that the incumbent does not supervise the operation, installation or maintenance of the City's telephone or radio communications systems. Distinguished from the Wireless Technician in that the incumbent does not perform technical work requiring wireless skills. At this level, incumbents work with only occasional instruction or assistance; work is reviewed upon completion for overall results.

Receives direction from the Communications Supervisor – Telecommunications. May provide functional supervision to outside contractors and vendors.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Installs, modifies, maintains and removes cabling and cabling components required to support the City's local area network and telephone network and related equipment;
- Installs, modifies, maintains and removes single line and multi-line analog and digital telephone instruments and related equipment;
- Identifies, troubleshoots and repairs common problems with telephone and voicemail equipment and cabling;
- Performs preventive maintenance on the telephone systems and related equipment and maintains records;
- Receives and processes requests for repair and change orders involving telephones and LAN cabling;
- Works closely with vendors, contractors and other departments as required during projects, repairs and change orders;
- Periodically trains users in the basic operation of the telephones, telephone system features and voicemail;
- Makes recommendations as required for the on-going improvement of the City's telephone network and local area network cabling;

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.

- Evaluates and makes recommendations involving the acquisition of new equipment and technologies;
- Maintains documentation as required for reference;
- Performs pre-fields and site visits to evaluate user requests and makes recommendations;
- Meets and works with local telephone company personnel to resolve installation and repair issues;
- Assigns, reviews and coordinates the work of outside contractors and vendors and orients them to the City's campus and associated telephone, data equipment and facilities;
- Follows up on work performed to confirm end user satisfaction;
- Performs other 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:

Graduation from high school diploma or equivalent, and three years of experience installing voice and data cabling in a commercial environment, one of which included hands-on experience working with PBX equipment or electronic key telephone systems and telephones.

License or Certificate

Must possess and maintain an appropriate California driver's license.

Knowledge of

- Common and special tools and equipment used in the installation and on-going maintenance of telephone systems, cabling and local area network cabling;
- Procedures and guidelines for the installation of analog and digital telephones and equipment, cabling and services;
- Types and applications of voice and data cabling;

- Principles and practices of PBX and electronic key telephone systems in a commercial environment;
- Different types of building construction in regards to the installation of voice and data cabling;
- Telephone services provided by the local telephone companies and their specific applications;
- Public relations and customer service techniques;
- City policies and procedures affecting departmental operations;
- General City operations;
- Applicable local, State and Federal laws and regulations.

Ability to

- Read and understand telephone system manuals, equipment manuals and schematics, wiring diagrams and building blueprints and floor plans;
- Draw rough floor plans and schematics when necessary to assist the division in the course of a project;
- Operate a personal computer, printer and modem;
- Use Microsoft software programs such as Word, Excel, and Email;
- Communicate with end users to determine their voice and data needs;
- Safely climb ladders and work in required environments during the installation and maintenance of voice and data equipment;
- Operate hand and shop power tools including but not limited to hand drills, drill press, grinders, band saws, and vacuums;
- Make technical decisions and take appropriate action in the installation, maintenance and repair of telephone equipment and services;
- Follow oral and written instructions accurately;
- Establish and maintain effective working relationships with those encountered in the course of work; internal and external to the City;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Maintain confidentiality and exercise sound judgment;
- Work independently, manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.

SPECIAL REQUIREMENTS:

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

Requires the ability to perform heavier physical tasks such as walking long distances (less than ½ mile), standing (maximum 60 minutes), climbing, lifting and carrying objects of moderate weight (20 to 40 lbs.). Operate Class C motor vehicles, basic office equipment, shop and hand tools in which hand/eye coordination are important ingredients of safe and productive operation. May be subject to uncomfortable working conditions such as performing work in confined spaces.

CAREER LADDER INFORMATION:

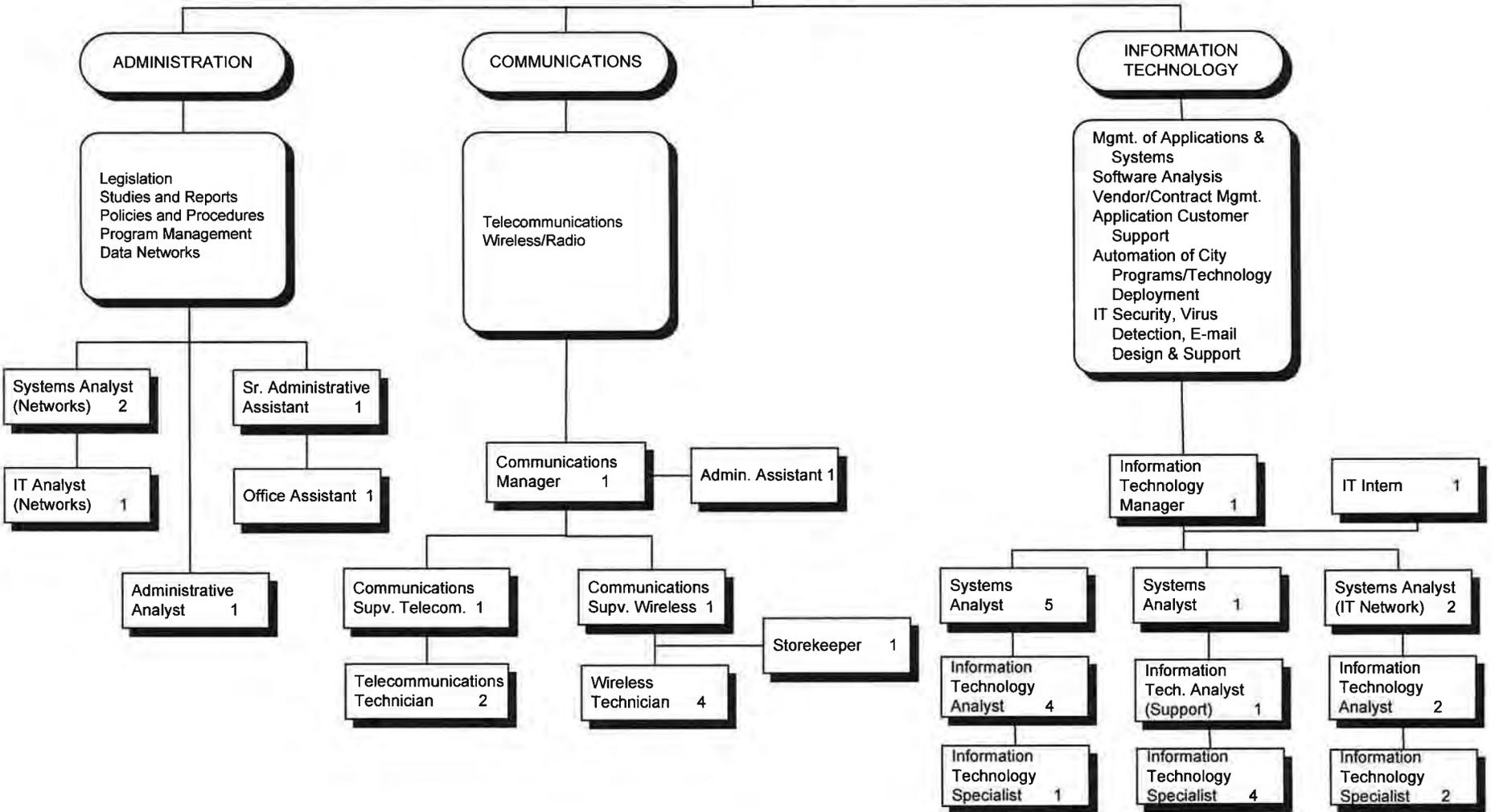
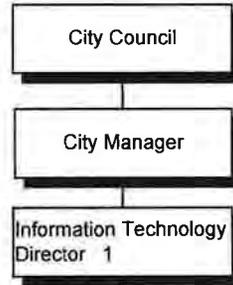
Experience gained in this classification in addition to additional training and coursework may serve to meet qualification guidelines for Communications Supervisor-Telecommunications.

Revised Date: March 2001
Reviewed Date: July 2020

COMMUNICATIONS & INFORMATION TECHNOLOGY

No. of Employees = 42.0 FTE Positions

Functional Organizational Chart
2019-20 Adopted



ATTACHMENT C

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

Honorable Members:

**SUBJECT: MODIFY THE CIVIL SERVICE COMMISSION POLICY ON TRANSFER OF
 INCUMBENT EMPLOYEES WITHOUT EXAMINATION**

RECOMMENDATION:

Recommendation of the Civil Service Manager that your Honorable Body modify the Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination to reflect the correct citation to the Torrance Municipal Code.

BACKGROUND AND ANALYSIS:

The Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination was adopted on July 12, 1982 and modified on May 12, 1997 (Attachment A). The policy states that "The following criteria shall be adhered to by the Civil Service Commission when considering request for transfers of incumbents when positions are reclassified or reallocated under the provisions of Civil Service Rule XXI, Section 6."

Ordinance No. 3468 (Attachment B) amended Article 2 of Chapter 4 of Division 1 of the Torrance Municipal Code to include Section 14.2.3 Allocation of New Positions; Re-Allocations (Attachment C) which was previously Civil Service Rule XXI, Section 6 (Attachment D) and was adopted and passed on September 26, 2000. This ordinance served to incorporate the previous Civil Service Commission rules into the Torrance Municipal Code to resolve error and confusion from consulting two separate documents to look up a Civil Service rule. As such, Civil Service Rule XXI, Section 6 is no longer in use; it is now Torrance Municipal Code Section 14.2.3.

This item is being brought forward for your Honorable Body to modify the Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination to update the provisions which allow for such transfers from Civil Service Rule XXI, Section 6 to Torrance Municipal Code Section 14.2.3. The proposed modified Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination is attached (Attachment E).

Respectfully Submitted,

Brianne Cohen

BRIANNE COHEN
CIVIL SERVICE MANAGER

Attachment A: Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination

Attachment B: Ordinance No. 3468

Attachment C: Torrance Municipal Code Section 14.2.3

Attachment D: Civil Service Rule XXI, Section 6

Attachment E: Proposed Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination

7C

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 Civil Service Rule XXI, Section 6.

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.

Adopted July 12, 1982
Modified May 12, 1997

ORDINANCE NO. 3486

**AN ORDINANCE OF THE CITY OF TORRANCE AMENDING
CHAPTER 4 OF DIVISION 1 OF THE TORRANCE MUNICIPAL CODE,
RELATING TO THE OPERATION OF THE CIVIL SERVICE SYSTEM
OF THE CITY OF TORRANCE**

WHEREAS, the Civil Service Commission's rules were originally adopted and amended in the form of a minute motion; and,

WHEREAS, commencing in 1965 the City began to formally adopt the Civil Service Commission rules in ordinance form and to transfer them into the municipal code; and,

WHEREAS, the "rule-by-rule" transfer process has necessitated the maintenance of two documents, each containing different portions of the Civil Service Commission's rules; and

WHEREAS, being required to consult two separate documents to look up a Civil Service rule on a subject leads to errors and confusion; and

WHEREAS, having all the Civil Service Commission's rules contained in a single document will resolve this source of error and confusion.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF TORRANCE DOES ORDAIN AS FOLLOWS:

SECTION 1

That Article 1 of Chapter 4 of Division 1 of the Torrance Municipal Code is amended to read as follows:

"SECTION 14.1.8 MINUTES.

A record shall be kept in the minutes of the time and place of each meeting of the Commission, the names of the Civil Service Commission members present, all official acts of the Commission, the votes given by the Commission members except when acts are unanimous, and when requested, a Commission member's dissent or approval with the reasons, and the Commission shall cause the minutes to be prepared and presented for approval or amendment at the next regular meeting. Following approval a copy of the minutes of the Civil Service Commission shall be forwarded, forthwith to the City Council.

SECTION 14.1.9 AMENDMENT OF THE RULES

The Civil Service Commission shall, with the advice and consent of the City Council, formulate rules and regulations which, when approved by the City Council, shall govern in all matters pertaining to the Civil Service system. Any subsequent amendments to such rules and regulations may be adopted by the City Council only following a public hearing before the Civil Service Commission. The Civil Service Commission shall hold such hearing only after at least five (5) days prior public notice. All rules and regulations adopted shall be consistent with the provisions of this article."

ORIGINAL

SECTION 2

That Article 2 of Chapter 4 of Division 1 of the Torrance Municipal Code is amended to read as follows:

SECTION 14.2.1 CLASSIFICATION PLAN

"d) Series shall mean the inclusion of one (1) or more related classes of positions under one (1) common designation.

SECTION 14.2.3 ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.

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 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."

SECTION 3

Article 11 of Chapter 4 is hereby added to read in its entirety as follows:

"SECTION 14.11.1 FILING APPLICATION.

Any person shall be admitted to examination who has filed an application therefore, within the period prescribed in the public notices thereof and upon the form furnished by the Commission and whose application has not been debarred for cause in accordance with the provisions of these rules.

SECTION 14.11.2 TIME OF FILING APPLICATIONS.

Applications shall not be accepted until an examination for the position sought has been announced, except in the case of persons employed in a temporary capacity pending examination and in accordance with the provisions of these Rules and Regulations. Applications may be filed unofficially prior to announcement of examinations. Applications shall be marked with date and time filed.

SECTION 14.11.3 REJECTED APPLICATIONS.

Whenever an application is rejected, notice of such rejection with reasons therefore shall be given to the applicant in writing. Persons whose applications have been rejected because they were incomplete or defective may call at the office designated for the receipt of applications in the bulletin announcing the examination and amend their applications provided an amendment is made before the day of examination.

SECTION 14.11.4 PERSONS EXCLUDED.

No person in any manner concerned in receiving applications or in preparing, conducting or holding an examination shall apply for such examination.

SECTION 14.11.5 LATE APPLICANTS.

No late applicant in any written test or an assembled examination shall be admitted after any applicant, having signified his intention to withdraw from the examination or having completed his work, has left the examination room.

SECTION 14.11.6 FAILURE TO APPEAR.

When an applicant is unable to appear for an oral interview, or for any test in an examination (except written tests), at the time designated for him to appear, or at any time during the progress of the test or oral interview and it becomes evident to the Civil Service Commission that a good reason exists for such non-appearance, the Commission may direct that the oral interview or test be given the applicant at a time to be fixed by the examiner having charge of the examination."

SECTION 4

That Article 12 of Chapter 4 of Division 1 of that Torrance Municipal Code is amended to read in its entirety as follows:

"SECTION 14.12.1 PREPARING AND CONDUCTING EXAMINATIONS.

The Commission shall prepare, or have prepared under its direction, all examinations.

SECTION 14.12.2 PUBLIC NOTICES.

A written or printed notice of examination shall be posted at the following places within said City, to wit: on the bulletin board at the United States Post Office, on the bulletin board at the Torrance Public Library, and on the official bulletin board in the City Hall of said City. Public Notices of the examination shall be given at least one week prior to the date thereof.

SECTION 14.12.3 POSTPONEMENT OF EXAMINATIONS.

Examinations may be postponed by order of the Commission.

SECTION 14.12.4 SUBJECTS, WEIGHTS AND GENERAL AVERAGE.

a) **Subjects, Weights and Grades.** All examinations shall embrace certain subjects to which weights shall be assigned. The weight given to each subject shall represent its relative value in ascertaining the fitness of the applicant. Each subject shall be graded independently. The examination grade shall be multiplied by the weight assigned to such subject and the sum of the resulting products shall be divided by the total weights of all subjects in the examination. The resulting quotient shall be the final grade which shall determine the order in which the name of the applicant shall appear on the eligible list.

b) **Passing Grades.** Unless otherwise provided in notices posted prior to holding the examination a grade of seventy (70) on each portion of the examination and an overall final grade of seventy (70) must be obtained to pass the examination. Conversion formulas may be used when deemed desirable.

SECTION 14.12.5 SPECIAL EXAMINERS, RETURNS AFTER EXAMINATIONS.

The Commission may call upon other persons to draw up, conduct, or mark examinations. Any special examiner who shall knowingly or willfully neglect, refuse or fail to mark applicants according to the rules, or who shall be guilty of fraudulent or improper conduct in connection with an examination, shall be removed and be disqualified from serving again as a special examiner and shall forfeit any right to compensation.

It shall be the duty of special examiners to make returns within thirty (30) days, if possible, after holding an examination.

SECTION 14.12.6 PROMOTIONS.

- a) **Promotion Based on Examination:** All promotions to a higher class and appointments to another class, except as otherwise provided in these rules, shall be made from eligible lists created by competitive examination in the same manner as prescribed for original appointments.
- b) **Rules Governing Promotional Examinations.** The rules governing promotional examinations shall be the same as those governing original entrance examinations except as herein provided; and except that no credit will be allowed for veteran's preference in a promotional exam.
- c) **Selection for Promotion:** No person appearing on an eligible list may be passed over in preference to some other appointment made from the same eligible list without approval of the City Manager or a designated representative of the City Manager.

SECTION 14.12.7 TYPES OF PROMOTIONAL EXAMINATIONS.

Examinations for the creation of eligible lists for the higher positions in the competitive service of the City shall be ordered as often as may be necessary to meet or anticipate the needs of the higher class. Such examinations shall be known as:

- a) **Departmental Promotional.** Limited to eligible employees of the department embracing the position for which the examination shall be given unless there are four (4) employees filed and accepted except when specifically approved by the Civil Service Commission.
- b) **Interdepartmental Promotional.** Open to eligible employees in the classified service.

SECTION 14.12.8 ELIGIBILITY FOR PROMOTIONAL EXAMINATIONS.

No person shall be eligible to take either of said promotional examinations unless actually in the City employ at the time of examination or on leave of absence and the employee has completed six (6) months of actual service after permanent appointment.

SECTION 14.12.9 CREDIT FOR SENIORITY.

In promotional examinations there shall be added the subject "Seniority" with weight not less than one-twentieth of the total weight of all subjects.

The marking to be entered for Seniority shall be not less than one-tenth of one (1) percent nor more than five (5) percent of the total credits specified for said examination and shall be determined from the record of the employee's service. For the completion of six (6) months of service there shall be given a credit of one-tenth of one (1) percent of the total credits specified for the examination, and a like amount shall be added for each additional calendar month of service thereafter, provided, however, that the total credit for seniority thus determined shall not exceed five (5) percent of the total credits specified for the examination.

For the purpose of computing seniority credit, active service shall include all time during which the employee is carried on the payroll of the city, time worked for the city in any classification in any department, and in addition thereto, all time during which the employee has been absent from duty as a result of:

- a) Sickness or injury suffered or sustained within the course and scope of employment;
- b) Voluntary or involuntary service in the armed forces of the United States during war or national emergency proclaimed by the President or Congress;
- c) Involuntary service in the armed forces of the United States under any act of Congress providing for induction or conscription;
- d) Involuntary or voluntary service in the armed forces of the United States as a member of any reserve component or of the California National Guard not in excess of thirty (30) days per year.

SECTION 14.12.10 PROMULGATION OF EXAMINATIONS.

No examinations shall be deemed to have been completed until the markings and results have been determined, and the Commission has promulgated the same. After reviewing the result of an examination and before promulgation, if not satisfied, the Commission may reject it and order another examination held. No person taking an examination shall acquire any rights whatsoever until the Commission has examined and promulgated the list.

SECTION 14.12.11 INSPECTION OF EXAMINATION PAPERS.

The examination papers written by an applicant shall be open to inspection by the applicant or an agent authorized by the applicant for a period of thirty (30) days after the date of promulgation of the eligible list, and the applicant shall be informed of the separate ratings if requested.

Examination papers of applicants are not subject to inspection by the public nor by other applicants, and the references and oral rating sheets shall be deemed confidential and shall not be open to inspection by the applicant nor by the public.

SECTION 14.12.12 APPEALS.

An applicant may, within ten (10) days of the promulgation of an eligible list by the Civil Service Commission, appeal in writing from any part of the examination but no appeal shall be considered unless the appellant states specific reasons for appealing. All appeals and all correspondence relating thereto shall be referred to the Civil Service Commission for consideration.

In considering an appeal, the Commission may permit the appellant to be heard and after consideration of the entire matter the Commission shall make its decision and determine the final rating of the applicant, which determination shall be final for all purposes."

SECTION 5

That Article 16 of Chapter 4 of Division 1 of the Torrance Municipal Code is amended to read as follows:

"SECTION 14.16.1 PREPARATION OF ELIGIBLE LIST.

Following the determination of the result of any examination together with the review of all appeals in the adjustment of the final rating for applicants, if any, the Civil Service Administrator shall prepare and present to the Commission a copy of the eligible list or lists for the class of positions for which the examination was given. The eligible list shall contain the names, scores and order of standing of applicants.

If the examination was a promotional examination, a promotional eligible list shall be created. If the examination was an open examination, an open eligible list shall be created. If the examination was both an open and promotional examination, a promotion eligible list and an open eligible list shall be created. The eligibles shall be ranked on the appropriate list in the order of their final grade.

SECTION 14.16.2 ORDER OF NAMES ON ELIGIBLE LIST.

The names of eligibles shall be entered upon the list in the order of their standing in the examination. Whenever two (2) or more eligibles shall have the same average percentage, priority of receipt of application shall determine their respective standings on the eligible list.

SECTION 14.16.3 DURATION OF ELIGIBLE LIST.

When, in the opinion of the Civil Service Commission a real emergency exists, any eligible list may be terminated. Except when otherwise ordered, the period of eligibility for any eligible list shall be two (2) years from date of promulgation, but the Civil Service Commission may order at its discretion, that the period of eligibility be for a shorter period of time.

SECTION 14.16.4 AUTOMATIC CANCELLATION OF LIST.

An eligible list which has been in effect for more than one (1) year shall be automatically canceled upon promulgation of new eligible list for the same position.

SECTION 14.16.5 CANVASS OF ELIGIBLE LIST.

Whenever the Civil Service commission is notified that proficiency in a special subject is needed in the position to be filled, it may take steps to ascertain the names of all those on the list who possess such qualifications and shall certify them in order of standing, or shall, at its discretion, conduct a new examination. If the duties of a position require a particular sex, the Civil Service Commission shall certify in the order of their standing the eligibles of the sex required, or shall, if necessary, conduct a new examination."

SECTION 6

That Article 17 of Chapter 4 of Division 1 of the Torrance Municipal Code Code is amended to read as follows:

"SECTION 14.17.4. OBJECTIONS AND SUBSTITUTIONS.

In case objection is made by the appointing officer to any of the persons certified for reasons stated in SECTION 14.16.8 hereof, the Civil Service Commission may investigate the charges and, if the objection is sustained, shall remove the name of such person from the eligible list and substitute the next highest name.

SECTION 14.17.5 FAILURE TO RESPOND; DECLINATION.

In case an eligible certified for appointment refuses to accept a position or fails to respond to written inquiry regarding availability for certification or to written call for an interview regarding appointment he shall be deemed to have declined the appointment. All written notices shall be mailed to the eligible's last known address and shall allow a period of five (5) business days, next succeeding the mailing of the notice, in which to respond.

SECTION 14.17.6 STRIKING FROM LIST; RESTORATION.

The name of any certified eligible who declines a permanent appointment may be stricken from the eligible list and shall be restored at the discretion of the Civil Service Commission upon written request stating reasons for the declination or for the failure to respond to a communication. Notwithstanding the above, if any person on the eligible list declines three (3) times, his name shall be automatically removed from the list subject to appeal to the Commission. The Commission may retain the candidate on the eligible list if it determines his continued eligibility is in the best interest of the City and would promote the availability of candidates of the highest quality and fitness.

SECTION 14.17.7 DISQUALIFICATION OF APPLICANTS OR REMOVAL OF NAMES FROM ELIGIBLE LISTS.

a) The Civil Service Administrator may refuse to have an applicant examined, or after examination to certify an eligible, or may remove an eligible from the eligible list:

1) Who is found to lack any of the published preliminary requirements established by the Civil Service Commission for the examination for the position or employment for which he applies;

2) Who is physically or mentally so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment;

3) Who is addicted to the use of intoxicating liquors or use of drugs;

4) Who has been found guilty of any felony or a misdemeanor involving moral turpitude;

5) Who has been dismissed, or has resigned in lieu of dismissal, from a position in either public or private employment for cause;

6) Who has made a false statement of any material fact, or who practices or has attempted to practice any deception or fraud in his application, in his declarations or in securing his eligibility or appointment;

7) Who has been certified three (3) times for permanent employment and has not been offered an appointment;

8) Who is judged to have demonstrated unsuitability for City employment through past behavior which adversely affects work performance such as, but not limited to, theft from prior employers, poor attendance record, history of disciplinary problems, or poor driving record;

b) In determining disqualifications under this Section the Civil Service Administrator shall consider:

1) Evidence of rehabilitation; and,

- 2) The relationship of the disqualifying cause to the class of work for which the person has applied.

Decisions of the Civil Service Administrator shall be in writing and may, within fifteen (15) days of the date of written notice, be appealed to the Civil Service Commission for final determination. The burden of proof of good character in all cases shall be upon the applicant.

SECTION 7

That Article 21 of Chapter 4 of Division 1 is amended to read as follows:

SECTION 14.21.3 TRANSFER OF RECURRENT EMPLOYEES.

The Civil Service Commission may authorize the transfer of an employee from a recurrent position to a similar recurrent or temporary position of the same class.

SECTION 14.21.4 RELEASE OF RECURRENT EMPLOYEES.

Recurrent employees may be released at any time and in any order as determined by the appointing authority."

SECTION 8

That Article 25 of Chapter 4 of Division 1 of the Torrance Municipal Code is added to read in its entirety as follows:

"SECTION 14.25.1 LAY-OFFS.

a) Prerequisite to Lay-off. No permanent employee shall be laid off or reduced until all temporary employees, recurrent employees and probationers holding positions in the same class in the same department are released or reduced.

b) Order of Lay-off. In case there are two or more permanent employees in the class from which lay-off or reduction is to be made, such employees shall be laid off or reduced according to the average of the last four efficiency ratings on file with the Civil Service Commission, as follows:

- | | |
|---------|--|
| First: | All employees having "Unsatisfactory" ratings; |
| Second: | All employees having "Below Standard" ratings; |
| Third: | All employees having "Standard", "Above Standard", or "Outstanding" ratings. |

Employees within each category shall be laid off in inverse order of seniority in the classified service.

SECTION 14.25.2 TIES IN EFFICIENCY RATINGS AND SENIORITY.

In case of a tie affecting two (2) or more employees in the same category as set forth in SECTION 14.25.1 who have the same seniority, the employee with the lowest average efficiency rating shall be laid off first. If a tie still exists and said persons were appointed from the same eligible list to the position from which the lay-off is to be made, the person whose name was the lower on said eligible list shall be laid off first, but if the appointments were not made from the same eligible list, the person who has the least seniority in the class from which lay-off or reduction is made shall be laid off first. If a tie exists in seniority in the position, then that person who was appointed from the later eligible list shall be laid off first.

SECTION 14.25.3 REDUCTION.

The appointing authority may make reductions in class and thereby cause lay-offs only in the lower classifications.

SECTION 14.25.4 RE-EMPLOYMENT LIST AND RESTORATION.

a) Re-employment List: The names of persons laid off or reduced in accordance with these Rules shall be entered upon a list in the inverse of the order specified in SECTION 14.25.1b, except that persons whose record of employment has not been satisfactory shall be omitted from the re-employment list. Lists from different departments or at different times for the same class of position shall be combined into a single list. Such list shall be used by every appointing authority when a vacancy arises in the same or lower class of position for which qualified before certification is made from an eligible list. When a vacancy occurs, the appointing authority shall appoint the person highest on the re-employment list who is available and who was laid off from a position in that department. If no one was laid off from the department in which the appointment is to be made, then the appointing authority shall appoint any one of such persons; if only one, the appointing authority shall appoint that one.

b) Name Removal: Names of persons laid off or reduced in lieu of lay-offs shall be carried on a re-employment list for two (2) years, except that the names of persons appointed to permanent positions of the same level as that from which laid off shall, upon such appointment, be removed from the list. Persons reduced or re-employed in a lower class or re-employed on a temporary basis shall be retained on the list for the higher position for two (2) years.

c) Restoration to Re-employment List: The name of any person who has been appointed to a permanent position from a re-employment list and who is separated from the service without delinquency or fault on his or her part, may, at the discretion of the Civil Service Commission, be restored to the re-employment list. This restoration, however, shall not have the effect of extending the time the employee may be carried on the re-employment list beyond the two (2) years from date of original separation.

SECTION 14.25.5 MEMORANDUM OF UNDERSTANDING AMENDMENTS.

The provisions of this rule may be amended by a memorandum of understanding in which case this rule shall not apply to such employees so covered during the life of the memorandum of understanding."

SECTION 9

That Article 31 of Chapter 4 of Division 1 of the Torrance Municipal Code is amended to read as follows:

"SECTION 14.31.13 SCOPE OF ARTICLE

The provisions of this Article shall not apply to employees in representation units where a Memorandum of Understanding covering these working conditions is in force."

SECTION 10

That Article 35 of Chapter 4 of Division 1 of the Torrance Municipal Code is amended to read as follows:

"SECTION 14.35.7 SCOPE OF ARTICLE

The provisions of this Article shall not apply to employees in representation units where a Memorandum of Understanding covering these working conditions is in force."

SECTION 11

That Article 36 of Chapter 4 of Division 1 of the Torrance Municipal Code is amended to read as follows:

"SECTION 14.36.8 SCOPE OF ARTICLE

The provisions of this Article shall not apply to employees in representation units where a Memorandum of Understanding covering these working conditions is in force."

SECTION 12

Any provision of the Torrance Municipal Code, or appendices thereto, or any other ordinances of the City inconsistent herewith to the extent of such inconsistencies and no further, are hereby repealed.

SECTION 13

If any section, subsection, sentence, clause or phrase or this ordinance 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 ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more Sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

SECTION 14

This ordinance shall take effect thirty (30) days after the date of its adoption and prior to the expiration of fifteen (15) days from the passage thereof shall be published at least once in the Daily Breeze, a newspaper of general circulation, published and circulated in the City of Torrance.

Introduced and approved this 19th day of September 2000.

Adopted and passed this 26th day of September 2000.

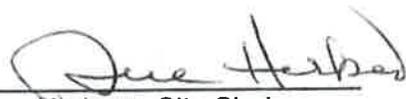

Dee Hardison, Mayor

APPROVED AS TO FORM:

John L. Fellows III
City Attorney

By 
Ronald T. Pohl
Assistant City Attorney

ATTEST:


Sue Herbers, City Clerk

**TORRANCE MUNICIPAL CODE
DIVISION 1 ADMINISTRATION
CHAPTER 4 CIVIL SERVICE AND PERSONNEL
ARTICLE 2 - POSITION AND CLASSIFICATION PLAN**

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.

CIVIL SERVICE RULES AND REGULATIONS

RULE XXI - CLASSIFICATION PLAN

SECTION 1. PREPARATION OF THE PLAN. (Repealed by 0-2005, 8-5-69. See Sections 14.2.1. - 14.2.4. of the Torrance Municipal Code).

SECTION 2. ADOPTION OF THE PLAN. (Repealed by 0-2005, 8-5-69. See Sections 14.2.1. - 14.2.4. of the Torrance Municipal Code).

SECTION 3. ALLOCATION OF POSITIONS TO CLASSES. (Repealed by 0-2005, 8-5-69. See Sections 14.2.1. - 14.2.4. of the Torrance Municipal Code).

SECTION 4. USE OF THE CLASSIFICATION PLAN. (Repealed by 0-2005, 8-5-69. See Sections 14.2.1. - 14.2.4. of the Torrance Municipal Code).

SECTION 5. AMENDMENT OF THE CLASSIFICATION PLAN. (Repealed by 0-2005, 8-5-69. See Sections 14.2.1. - 14.2.4. of the Torrance Municipal Code).

SECTION 6. ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.

When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Commission and the Personnel Board 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 Personnel Board 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 Personnel Board 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 his promotional examination of the same degree of difficulty as an open competitive examination for the same class.

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 ~~Civil Service Rule XXI, Section 6~~ 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.

Adopted July 12, 1982
Modified May 12, 1997
Modified May 24, 2021