

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 June 2, 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
MONDAY, JUNE 14, 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, June 10, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 May 10, 2021 and May 24, 2021. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

6B. Accept and File Employee Transition Report for May 2021.

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of May 2021.

6C. Approve the Examination for Human Resources Manager.

Recommendation of the Enterprise Risk & Interim HR Administrator that your Honorable Body approve conducting the Human Resources Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for six-month eligible list.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

8. HEARINGS

No Business to Consider.

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Civil Service Commission Meeting to Monday, June 28, 2021, at 6:00 p.m.

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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR MAY 2021

RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of May 2021.

BACKGROUND/ANALYSIS:

The Employee Transition Report for May 2021 is attached for your information and review.

Respectfully submitted,



Jennica Chaparro
Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for May 2021

**EMPLOYEE TRANSITION REPORT
MAY 2021**

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Intern I	Finance	Intern II	City Manager's Office
Intern II	City Manager's Office	Management Assistant	City Manager's Office
Police Services Officer	Police	Police Services Supervisor	Police
Police Services Officer	Police	Police Services Supervisor	Police
Police Services Officer	Police	Police Services Supervisor	Police
Account Clerk	Finance	Senior Account Clerk	Finance
Senior Account Clerk	Finance	Senior Business Manager (Payroll)	Finance
Water Service Intern	Public Works	Water System Operator I	Public Works

NEW HIRES

TITLE	DEPARTMENT
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Custodian	General Services
Custodian	General Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Police Officer Lateral	Police
Police Officer Lateral	Police
Police Officer Lateral	Police
Police Officer Lateral	Police
Police Officer Lateral	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR HUMAN RESOURCES MANAGER

RECOMMENDATION:

Recommendation of the Enterprise Risk & Interim HR Administrator that your Honorable Body approve conducting the Human Resources Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

SALARY:

\$10,488 (Minimum) – \$12,585 (Reference) – \$14,473 (Maximum) per month.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Human Resources Manager. City Council has approved the budget associated with the upgrade of the Human Resources Senior Management Associate classification to Human Resources Manager. There is one vacancy due to a resignation of the former Human Resources Senior Management Associate.

The class specification has been reviewed by the City Manager 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 for Human Resources Manager in 2003 was weighted as follows: Assessment Center (100%). The previous examination for Human Resources Senior Management Associate in 2018 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change in the exam types and weights from Human Resources Senior Management Associate, which has been upgraded to Human Resources Manager.

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

Respectfully submitted,



Jason Nishiyama
Enterprise Risk & Interim HR Administrator

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Human Resources Manager Class Specification

6C



HUMAN RESOURCES MANAGER

Class Code:
1315

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Revision Date: Jun 1, 2014

SALARY RANGE

\$10,488.00 - \$12,585.00 Monthly
\$125,856.00 - \$151,020.00 Annually

DEFINITION:

Under general direction, organizes and manages human resources programs and systems to support City Departments including recruitment and selection, organizational development, employment services and employee relations; administers the City's classification and compensation plan; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Human Resources Administrator in that the incumbent is not responsible for managing the entire Division. Distinguished from the Human Resources Analyst in that the incumbent has administrative responsibility over a Section. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may deviate from traditional goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Human Resources Administrator; provides direct supervision to professional staff and support staff of the Division.

EXAMPLES OF ESSENTIAL DUTIES:

ATTACHMENT A

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

- Plans and directs the work of staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline;
- Develops and monitors the divisional and departmental budgets and establishes budgetary controls;
- Develops, implements and evaluates plans, policies and procedures to achieve annual goals and objectives;
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships;
- Oversees the selection and recruitment function, provides policy direction and resolves controversial and sensitive recruitment issues;
- Oversees the preparation and development of classification studies, job audits and special projects;
- Supervises and participates in the development and presentation of benefits information programs and activities; coordinates with benefits broker to manage and improve employee benefits;
- Oversee and manage training activities and programs; develops, reviews and approves training course content and media; assesses the success of training programs;
- Assists in the negotiation of wages, hours and other terms and conditions of employment; formulate and implement effective bargaining strategies and techniques;
- Oversees and participates in a variety of organizational and operational studies; directs the conduct of surveys to determine the City's position in the labor market and identify wage, benefit and working condition trends; recommends modifications to classification and compensation policies and procedures;
- Advises management and supervisory personnel of disciplinary and performance issues and recommends solutions to personnel problems;
- Reviews and evaluates the results of discrimination and harassment investigations; develops and approves recommendations for resolution of complaints and allegations;
- Acts as the Department liaison with internal and external teams, committees, including outside agencies, and the community;
- Stays abreast of new trends and innovations in the field of Human Resources including benefits administration, sexual harassment, equal employment opportunity (EEO) issues, selection, classification and compensation, labor relations and Human Resource Information Systems;
- Prepares reports and recommendations for City Council and commission agenda items;
- Attends and conducts meetings as required;
- Implements and maintains federal, state and county mandates.

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.

- Develops and reviews reports and other documents submitted by subordinates;
- Performs other related duties as required.

QUALIFICATION GUIDELINES:

Experience and Education

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

Bachelor's Degree from a college or university in Public Administration, Business

Administration, Psychology or a related field and four (4) years of progressively responsible professional Human Resources experience which includes at least one (1) year of supervisory experience of a major human resources program.

Specific and substantial experience, in addition to the four (4) years required, which prepares one to perform the job duties may be substituted for the education on a year for year basis.

License and/or Certificates

Professional designation or certification from Human Resources associations such as International Public Management Association (IPMA) – Human Resources or the Society for Human Resources Management (SHRM), California Public Employees Labor Relations Association (CALPELRA) is highly desirable.

Knowledge of

- Principles and practices of public personnel administration including job analysis and classification methods, compensation and benefits administration, recruitment and selection, and employee and organizational development;
- Organizational and management practices as applied to the analysis and evaluation of human resources programs, policies and organizational needs;
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters such as selection, employment, compensation and fringe benefits;
- Literature, periodicals, and other resources concerning current trends in personnel administration and employee relations;
- Legal terminology, practices and procedures for the conduct of administrative hearings;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Management and supervisory principles and practices;
- Principles and practices of budget preparation and administration;
- Applicable local, State and Federal regulations;
- High quality customer service methodology and principals;
- Project management methods and practices;
- General City operations.

Ability to

- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors;
- Analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Develop and monitor a divisional budget and establish budgetary controls;
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters;
- Communicate effectively orally and in writing;
- Present proposals and recommendations effectively 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.

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 perform semi-skilled repetitive movements, such as data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Administrator.

ESTABLISHED/REVISED DATE:

Revised Date: June 2014
Dept. Review: June 2021