

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, JULY 12, 2021  
REGULAR MEETING  
6:00 P.M. IN COUNCIL CHAMBERS  
AT 3031 TORRANCE BL.**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Adelsman, Dean, Hamada, Herring, Sasaki, Shwarts, Chair Lewis

**2. FLAG SALUTE:**

**3. REPORT OF THE CITY CLERK 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, July 8, 2021

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS**

*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. Speakers please turn off or leave your cellular phone when you come to the podium to speak.*

**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 June 14, 2021 and June 28, 2021. (*Minutes provided to Commission members only, copies available in the Personnel Building*).

**6B. Accept and File Employee Transition Report for June 2021.**

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

**6C. Accept and File the 2020-2021 Civil Service Commission Annual Report.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the 2020-2021 Civil Service Commission annual report.

**7. ADMINISTRATIVE MATTERS**

**7A. Appoint Civil Service Commission Chair, Civil Service Commission Vice-Chair, and Members of Employee Relations Committee for Fiscal Year 2021-2022.**

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2021-2022,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2021-2022,
3. The Chair-elect appoints members of the Employee Relations Committee for Year 2021-2022

**7B. Consider Appeal of Removal of Name from the Administrative Analyst Eligible List.**

Recommendation of Civil Service Manager that your Honorable Body consider the appeal of the removal of a name from the Administrative Analyst eligible list.

**8. HEARINGS**

**8A. Appeal of Discipline of an Administrative Assistant.**

*Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.*

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to Monday, July 26, 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 JUNE 2021**

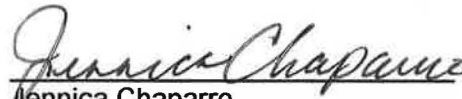
**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

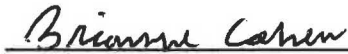
The Employee Transition Report for June 2021 is attached for your information and review.

Respectfully submitted,



Jennica Chaparro  
Human Resources Analyst

CONCUR:



Brianne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for June 2021

**EMPLOYEE TRANSITION REPORT  
JUNE 2021**

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

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Administrative Analyst	Transit	Senior Business Manager – Transit Planner	Transit
Intern II	City Manager's Office	Management Assistant	City Manager's Office
Intern II	Transit	Transit Marketing Specialist	Transit
Planning Assistant	Community Development	Planning Associate	Community Development
Police Lieutenant	Police	Police Chief	Police
Police Officer	Police	Police Sergeant	Police
Police Sergeant	Police	Police Lieutenant	Police
Public Safety Communications Supervisor	Police	Administrative Services Manager - Communications	Police
Public Safety Dispatcher	Police	Public Safety Communications Supervisor	Police
Senior Recreation Supervisor	Community Services	Recreation Services Manager	Community Services
Water System Operator I	Public Works	Water System Operator III	Public Works

**NEW HIRES**

TITLE	DEPARTMENT
Administrative Analyst	Communications & Information Technology
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Assistant Cable TV Producer/Writer	City Manager's Office
Cable TV Announcer	City Manager's Office
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Community Services Leader III	Community Services
Community Services Leader III	Community Services
Community Services Leader III	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Intern II	City Manager's Office

**NEW HIRES (CONT.)**

TITLE	DEPARTMENT
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Water Service Intern	Public Works
Water Service Intern	Public Works
Water Service Intern	Public Works
Water System Operator III	Public Works
Workers' Compensation Claims Examiner	Finance

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

**Honorable Members:**

**SUBJECT: ACCEPT AND FILE THE 2020-2021 CIVIL SERVICE COMMISSION ANNUAL REPORT.**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the 2020-2021 Civil Service Commission annual report.

**BACKGROUND/ANALYSIS:**

Section 13.10.7 (d) of the Torrance Municipal Code (TMC) states that "The Commission shall make an annual report to the City Council of its activities for the previous year and shall make such other reports as it shall deem necessary or proper."

The Annual Report for July 2020 through June 2021 is attached for your consideration.

Respectfully submitted,

By Jennica Chaparro  
Jennica Chaparro  
Human Resources Analyst

CONCUR:

Brianne Cohen  
Brianne Cohen  
Civil Service Manager

Attachment: A) 2020-2021 Civil Service Commission Annual Report



**City of Torrance  
CIVIL SERVICE COMMISSION**

**ANNUAL REPORT  
for July 2020 to June 2021**

**Purpose of the Commission**

The Civil Service Commission is a seven-member governing body with authority over Civil Service positions. The Commission approves testing plans to fill positions for City employment; reviews new and revised classifications (job descriptions); and serves as an appellant board on matters regarding the employee selection process, appeals of below standard performance evaluations, and disciplinary actions. A sub-committee of the Commission, the Employee Relations Committee (ERC), assigns newly created positions to employee representation units.

The Civil Service Commission is regularly scheduled to meet on the second and fourth Monday of each month at 6:00 p.m. 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. The meetings for July 2020 to June 2021 were held via teleconference or other electronic means.

**Membership of the Commission**

The following Commission members served on the Civil Service Commission between July 2020 to June 2021:

<b>MEMBER</b>	<b>OFFICE</b>	<b>APPOINTED OR REAPPOINTED</b>
Bridgett Lewis	Chair	2016
Steve Skoll*	Vice Chair / ERC Chair	2019
Jean Adelsman	Member / ERC Member	2019
Rowan FoxWood	Member / ERC Member	2017
Keith Montoya**	Member	2016
Marla Shwartz	Member	2018
Melissa Wright	Member	2017
Carol Dean	Member	2021
Cinda Herring	Member	2021

\*Commissioner Skoll resigned effective December 2, 2020.

\*\*Commissioner Montoya's term ended November 30, 2020.

**Meetings**

The Civil Service Commission met on the following dates:

- |                    |                   |                |
|--------------------|-------------------|----------------|
| July 13, 2020      | November 23, 2020 | April 12, 2021 |
| July 27, 2020      | December 14, 2020 | April 26, 2021 |
| August 10, 2020    | December 28, 2020 | May 10, 2021   |
| August 24, 2020    | January 11, 2021  | May 24, 2021   |
| September 14, 2020 | January 25, 2021  | June 14, 2021  |
| October 12, 2020   | February 8, 2021  | June 28, 2021  |
| October 26, 2020   | February 22, 2021 |                |
| November 9, 2020   | March 1, 2021     |                |

The Employee Relations Committee met on the following date: November 23, 2020 and February 8, 2021.

### **Summary of Annual Activities**

The Civil Service Commission held 22 meetings, during which a total of 46 examinations were approved.

### **Administrative Matters**

The Civil Service Commission approved the revised class specification for the following classifications: Administrative Services Manager, Communications Supervisor – Wireless, Community Development Director, Community Services Director, Finance Director, Police Operations Supervisor, and Telecommunications Technician.

The Civil Service Commission approved the proposed class specification for Ranger Supervisor.

The Civil Service Commission approved the reallocation of two (2) incumbents to Senior Forensic Identification Specialist in the Police Department.

The Civil Service Commission appointed the Civil Service Commission Chair, Civil Service Commission Vice-Chair, and Members of Employee Relations Committee for Remainder of Fiscal Year 2020 – 2021.

The Civil Service Commission participated in a Civil Service Commission Workshop.

The Civil Service Commission approved modifying the Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination to reflect the correct citation to the Torrance Municipal Code.

### **Appeals**

The Civil Service Commission heard an appeal of performance evaluation filed by an Assistant Engineer on December 14, 2020 and denied the appeal.

The Civil Service Commission heard a protest of the performance test for Administrative Assistant on February 8, 2021 and denied the protest.

### **Hearings**

The Civil Service Commission has opened three (3) discipline appeal hearings for Torrance Police Officers. Two (2) of the hearings have been continued to a date to be determined. The third hearing is scheduled to commence on August 9, 2021. Additionally, an appeal of discipline for a Senior Mechanic was brought forward and later withdrawn on March 1, 2021.



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

Honorable Members:

SUBJECT: Appoint Civil Service Commission Chair, Civil Service Commission Vice-Chair,  
and Members of Employee Relations Committee for Fiscal Year 2021 – 2022

RECOMMENDATION

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2021 – 2022,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2021 – 2022,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2021 – 2022.

BACKGROUND AND ANALYSIS

Section 13.10.5 of the Torrance Municipal Code (TMC) requires that each fiscal year, members of the Civil Service Commission appoint a Chair to serve for one (1) year and until a successor is appointed.

The practice of your Honorable Body has been that the incoming Chair appoints a Vice-Chair. Additionally, TMC Section 14.8.6 requires the Chair of the Civil Service Commission appoint members of the Employee Relations Committee.

Staff has prepared a history of the previous Commission Chairs, Vice-Chairs/Employee Relations Committee Chairs, and Commissioners appointment dates (Attachment B) to assist the Civil Service Commission in making appointments.

Respectfully Submitted,

By   
Jennica Chaparro  
Human Resources Analyst

CONCUR:

  
Brianne Cohen  
Civil Service Manager

Attachment A: Torrance Municipal Code Sections 13.10.5 and 14.8.6  
Attachment B: Civil Service Commission and Employee Relations Committee Member History

## **TORRANCE MUNICIPAL CODE SECTIONS 13.10.5 AND 14.8.6**

### **13.10.5 APPOINTMENT OF A CHAIRMAN.**

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At the first meeting of the Commission in every fiscal year, the members shall appoint one (1) of their number as Chairman who shall hold office for one (1) year and until his successor is appointed.

### **14.8.6 EMPLOYEE RELATIONS COMMITTEE.**

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There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.

## Civil Service Commission and Employee Relations Committee Chair History

<u>Fiscal Year</u>	<u>Commission Chair</u>	<u>Vice Chair/ERC Chair</u>
2008-2009	Shwarts	Dean
2009-2010	Dean	R. Skoll
2010-2011	FoxWood	Stadler
2011-2012 (to 12/12/11)	Stadler	Daniel
2011-2012 (as of 1/9/12)	Stadler	Wright
2012-2013	Wright	Dean
2013-2014	Dean	R. Skoll
2014-2015 (to 1/26/15)	R. Skoll	Montoya
2014-2015 (as of 2/23/15)	Montoya	Wright
2015-2016	Montoya	Wright
2016-2017	Wright	Shwarts
2017-2018	Shwarts	FoxWood
2018-2019	FoxWood	Sheikh
2019-2020	Lewis	S. Skoll
2020-2021 (to 11-23-20)	Lewis	S. Skoll
2020-2021 (as of 12-14-20)	Lewis	Vacant
2020-2021 (as of 02-08-21)	Lewis	Shwarts

<u>Office</u>	<u>Commissioner</u>	<u>First Appointment</u>	<u>Current Term Begins</u>	<u>Current Term Expires</u>
Chair	Lewis	1/26/2016	12/1/2020	6/30/2024
Member	Shwarts	2/28/2012	2/1/2018	6/30/2022
Member	Adelsman	7/1/2019	7/1/2019	6/30/2023
Member	Herring	12/1/2020	12/1/2020	6/30/2024
Member	Dean	1/12/2021	1/12/2021	6/30/2023
Member	Hamada	7/1/2021	7/1/2021	6/30/2025
Member	Sasaki	7/1/2021	7/1/2021	6/30/2025

Honorable Chair and Members of  
the Civil Service Commission  
City Hall  
Torrance, CA 90503

**Honorable Members:**

**SUBJECT: Consider Appeal of Removal of Name from the Administrative Analyst Eligible List**

**RECOMMENDATION**

Recommendation of Civil Service Manager that your Honorable Body consider the appeal of the removal of a name from the Administrative Analyst eligible list.

**BACKGROUND / ANALYSIS**

Pursuant to Torrance Municipal Code Section 14.17.6, a candidate 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 failure to respond to communication" (Attachment A).

On March 22, 2021, Civil Service promulgated the eligible list for the position of Administrative Analyst, which will expire on March 21, 2022. Toni Costanzo placed in rank three on the eligible list.

On May 07, 2021, Ms. Costanzo accepted a verbal conditional job offer for the Administrative Analyst position in the Community Services Department. On May 13, 2021, a conditional job offer letter was provided to Ms. Costanzo with a start date of June 28, 2021 (Attachment B).

On June 17, 2021, Ms. Costanzo emailed the Community Services Department Director declining the accepted job offer (Attachment C).

On June 21, 2021, Civil Service informed Ms. Costanzo that she was being removed from the Administrative Analyst eligible list as a result of her declining a permanent appointment to the position and provided Ms. Costanzo information regarding the right to appeal her removal from the eligible list (Attachment D).

On June 24, 2021, Civil Service staff received a request from Ms. Costanzo to appeal the removal of her name from the Administrative Analyst eligible list, which stated the reasons for the declination (Attachment E).

On June 29, 2021, staff informed Ms. Costanzo that this matter would be placed on the Civil Service Commission meeting agenda for July 12, 2021 (Attachment F).

The Commission's authority in this matter will be to determine if Ms. Costanzo should be reinstated to the Administrative Analyst eligible list after declining an accepted job offer for a permanent appointment to the position.

Respectfully Submitted,

*Brianne Cohen*

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Brianne Cohen  
Civil Service Manager

Attachment A: Torrance Municipal Code Section 14.17.6  
Attachment B: Conditional Job Offer Letter, dated May 13, 2021  
Attachment C: Correspondence Declining Accepted Job Offer, dated June 17, 2021  
Attachment D: Removal from Eligible List Letter, dated June 21, 2021  
Attachment E: Ms. Costanzo's Letter of Appeal, dated June 24, 2021  
Attachment F: E-mail Scheduling Matter for Commission, dated June 29, 2021

#### **14.17.6 STRIKING FROM LIST; RESTORATION.**

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(Added by O-3486)

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.



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# CITY OF TORRANCE

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COMMUNITY SERVICES DEPARTMENT

TPSA Job Offer Letter

**John La Rock**  
Community Services Director

May 13, 2021



Dear Toni,

We are pleased to offer you the position of Administrative Analyst for the Community Services Department. **This offer of employment is contingent upon passing a pre-employment medical examination and background check paid for by the City.** The Benefits/Onboarding staff will contact you to schedule an appointment to begin the employee registration process. At that time, you will be referred to the facilities for your pre-employment medical examination and the Livescan background processing. We anticipate you will begin work on Monday, June 28, 2021 at 7:30 a.m. and reporting to John LaRock in the Community Services Department at 3031 Torrance Boulevard, Torrance CA 90503. Your start date will be finalized once you receive clearance on the conditions of employment. If there is a delay in receiving clearance, your start date will be delayed.

This is an appointment to a civil service classification, in which you will have a one year probationary period. This position is represented by Torrance Professional & Supervisory Association (TPSA). This letter is to confirm compensation and provide an overview of benefits offered to this position through provisions of TPSA Memorandum of Understanding (MOU) and other benefits applied to City employees: You may access your complete MOU at: <https://www.TorranceCA.Gov/our-city/human-resources/salary-resolutions#>.

- You will receive an hourly base salary of \$27.65.
- In your first year of employment, your vacation accrues at a rate of 6.55 hours per month. Your vacation accrual increases based on the number of years you are employed.
- Your sick leave allowance is six hours per month. Accrued sick leave may be converted into cash above the minimum balance.
- Your medical insurance benefits include a maximum of \$1470.96 towards the premium for family coverage. You will be provided a medical allowance to pay for premium based upon your election of individual and other coverage. You may choose from Health Maintenance Organizations or Preferred Provider Organization. Premium costs in excess of allowance are made through payroll deduction.


(To ensure that you will not experience a lapse in medical insurance coverage, please contact Human Resources to find out how your current coverage will coordinate with your new medical insurance).

## ATTACHMENT B

- Dental insurance coverage is provided to you and one dependent at no cost. You may also enroll additional dependents and pay the premiums through payroll deduction.
- Vision insurance coverage is provided to you at no cost. You may also enroll additional dependents and pay the premiums through payroll deduction.
- The Flexible Benefits Program allows you to set up a personal account using pre-tax payroll deductions that can be used for reimbursement of medical and/or dependent care expenses.
- A basic \$50,000 life insurance policy is provided to you at no cost. You may choose to obtain a voluntary life insurance policy and pay the premiums through payroll deductions.
- The City contracts with the California Public Employees Retirement System (PERS) to provide your retirement benefits. As a new member to CalPERS, you will contribute 6.75% of earnings and receive the 2% @ 62 formula. If you are a classic member of CalPERS (you are already a member through employment with another public agency and less than six month elapse between your prior employer and your hire date with the City of Torrance), you will contribute 7% toward this retirement benefit and receive the 2% @ 55 formula. NOTE: If you are currently or were recently a CalPERS participant, your benefits may vary. Please notify our On-boarding staff of your CalPERS history or status.
- In addition to PERS, you are also covered through the Social Security System. You will contribute 6.2% toward Social Security and 1.45% toward Medicare.
- A deferred compensation plan which offers you the benefit of tax-deferred contribution and cumulative earnings from a variety of investment options.
- The Tuition Reimbursement Program allows for up to \$1500 a year for pre-approved courses related to your job. You are eligible for this program after you have completed probation.

We are pleased that you chose the City of Torrance as an employer and look forward to working with you.

Sincerely,



John La Rock  
Community Services Director

cc: Personnel File



**From:** [Chaparro, Jennica](#)  
**To:** [Chaparro, Jennica](#)  
**Subject:** FW: Community Services Job Offer Update  
**Date:** Thursday, July 1, 2021 9:26:22 AM

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----- Original message -----

From: Toni C <[REDACTED]>  
Date: 6/17/21 9:28 PM (GMT-08:00)  
To: "La Rock, John" <[JLaRock@TorranceCA.gov](mailto:JLaRock@TorranceCA.gov)>  
Subject: Community Services Job Offer Update

**WARNING: External e-mail**  
Please verify sender before opening attachments or clicking on links.

Good morning,

I hope you have been doing well. I know we discussed at the beginning of this month my upcoming start date but I have some unfortunate news: my current employer presented me a counteroffer that I could not pass up to remain in my current position and pursue my MPA degree. After a couple days of highly thoughtful decision making, it is in my best interest to remain there.

When I first started working at the City of Torrance in 2019, I was exceptionally grateful for the opportunity. As my resume and references attested, I was heavily involved in projects, meetings, and discussions. It was my goal to return to the City and have a strong career in city management because of my positive experience with local government. This is what inspired me to pursue my MPA degree and I worked hard last year to be admitted to San Diego State's online program, which begins in August.

When I received your offer, I was overjoyed. The Community Services team has excellent people involved in a variety of projects. It was a great opportunity to return to the City in a new department where I could continue strengthening my skills. However, after recent news this week, my decision was made very difficult because other factors, including additional educational benefits, were now to be considered. Although my eventual goal is to work for municipal government, my priority now is on furthering my education and using the knowledge, and experience, I gain there to make me a better public servant.

It is with deep sorrow that I tell you this news but my hope it is that with a couple weeks before the anticipated start date, that it does not trouble you or your team too much. The City of Torrance remains one of my most valued places of employment and I highly cherish the strong connections I made there.

I'm happy to discuss this with you via phone ([REDACTED]) but I wanted to write you as soon as possible once I made a decision in order to respect your time and efforts.

**ATTACHMENT C**

Thank you again for this generous offer to be part of the Community Services team. I enjoyed speaking with you and I hope that our paths positively cross again in the future.

Sincerely,  
Toni Costanzo

June 21, 2021

Candidate ID: [REDACTED]

Toni Costanzo  
[REDACTED]  
[REDACTED]

Dear Toni,

This letter is to notify you that your name has been removed from the eligible list for the position of ADMINISTRATIVE ANALYST (TRANSIT DEPARTMENT). Pursuant to Torrance Municipal Code Section 14.17.6, a candidate 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 failure to respond to communication."

If you want to appeal this removal from the eligible list to the Civil Service Commission, please submit a written notice of appeal with the reasons why you should be restored to the eligible list within 5 business days of the date of this notice, by , at 5:30 p.m. You may submit this response by postal mail, email, or fax: City of Torrance, Civil Service Commission, ATTN: Brianne Cohen, Civil Service Manager, 3231 Torrance, CA 90503; [CivilServiceCommission@TorranceCA.Gov](mailto:CivilServiceCommission@TorranceCA.Gov); FAX (310) 618-2726.

If you have any questions, please contact Neyda Arechiga at (310) 618-2966 or [NArechiga@TorranceCA.Gov](mailto:NArechiga@TorranceCA.Gov).

Civil Service Division of the City Manager's Office  
City of Torrance | 3231 Torrance Blvd | Torrance CA 90503  
310.618.2915 voice | 310.618.2995 fax | [www.TorranceCA.Gov](http://www.TorranceCA.Gov) | [JobInfo@TorranceCA.Gov](mailto:JobInfo@TorranceCA.Gov)  
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June 24, 2021

City of Torrance  
Civil Service Commission  
3231 Torrance Boulevard  
Torrance, CA 90503

Attn: Brianne Cohen

Dear Ms. Cohen:

I hope this letter finds you well. I am writing to request my name be restored to the eligible list for the position of Administrative Analyst (Transit Department). As stated in written communication to the Community Services Director on June 17, 2021, the reason I declined the offer of employment is because of educational benefits offered to me by my current employer a few days prior to my notice to the City of Torrance. After thoughtful decision making, remaining at my current employer would currently provide the best resources to pursue a short-term online Master of Public Administration degree at San Diego State University.

When I worked at the City of Torrance as a temporary Administrative Analyst in the Transit department, I was exceptionally grateful for the opportunity. As my resume and former supervisors have attested, I was heavily involved in projects, meetings, and discussions for the Fleet Services division.

It was, and still is, my goal to return to the City of Torrance to pursue my long-term career because of my positive experience in municipal government. This is what inspired me to pursue my MPA degree because furthering my education in a relevant advanced degree would aid in making me a better public servant and more qualified for relevant positions.

My reason for appeal is because the City of Torrance remains one of my most valued places of employment and I highly cherish the strong connections I made there. As my previous employment and eligibility attempts have shown, I remain interested in returning to the City in this capacity.

Despite my current decision, I respectfully request to remain on this list because should something change before the list expires on March 21, 2022, I would welcome future employment. This is my first declination for the Administrative Analyst position, and should I be reinstated, I would act in the best interest of the City for future opportunities.

Sincerely,  
Toni Costanzo

ATTACHMENT E

**From:** [Cohen, Brianne](#)  
**To:** "Toni C"  
**Subject:** RE: Administrative Analyst (Transit Department) Restoration Letter  
**Date:** Tuesday, June 29, 2021 1:52:00 PM

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Thank you for your letter, Ms. Costanzo.

An item will be placed on the Civil Service Commission meeting agenda for Monday, July 12, 2021 for the Commission to make a determination on your reinstatement to the Administrative Analyst eligible list. This meeting will take place in person at the City of Torrance Council Chambers located at 3031 Torrance Blvd, Torrance, CA 90503 and will begin at 6:00 p.m.

I will e-mail you a copy of the agenda for this meeting, which will include an item for your request for reinstatement, by Friday, July 9, 2021.

During this meeting, you will have an opportunity to provide an oral presentation to the Commission regarding your request for reinstatement.

Sincerely,

Brianne Cohen, MPA

Civil Service Manager

City of Torrance | 3231 Torrance Boulevard | Torrance CA 90503 | 310.618.2956 voice | 310.618.2995 fax |  
[BCohen@TorranceCA.Gov](mailto:BCohen@TorranceCA.Gov) | [www.TorranceCA.Gov](http://www.TorranceCA.Gov)

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**From:** Toni C [REDACTED]  
**Sent:** Thursday, June 24, 2021 8:57 AM  
**To:** Civil Service Commission <[CivilServiceCommission@TorranceCA.gov](mailto:CivilServiceCommission@TorranceCA.gov)>  
**Subject:** Administrative Analyst (Transit Department) Restoration Letter

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Dear Ms. Cohen,

Attached you will find my appeal letter for the eligible list that respectfully requests your consideration to be reinstated. Thank you for your time reading this and should you have any questions, I can be reached via email (here) or phone [REDACTED].

Sincerely,  
Toni Costanzo

ATTACHMENT F