

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.

**\*REVISED TORRANCE CIVIL SERVICE COMMISSION AGENDA  
MONDAY, AUGUST 23, 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**

\* Denotes the items that were revised after posting of the agenda.

**1. CALL MEETING TO ORDER**

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

**2. FLAG SALUTE:**

**3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA**

The revised agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Friday, August 20, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 not 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 the Examination for Fire Prevention Specialist.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Prevention Specialist examination on an open basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (40%), and an Oral Interview (60%). Staff is requesting approval for a one (1) year eligible list.

**6B. Approve the Examination for Police Services Officer.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Police Services Officer examination on an open continuous basis consisting of the following exam components and weights: Application Review

(Qualifying), Written Test (40%), and an Oral Interview (60%). Staff is requesting approval for a one year eligible list.

**6C. Approve the Examination for Senior Fire Prevention Specialist.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Fire Prevention Specialist examination on an open continuous basis consisting of the following exam components and weights: Application Review (qualifying), Performance Test (40%), and an Oral Interview (60%). Staff is requesting approval for a six (6) month eligible list.

**6D. Approve the Examination for Transit Dispatcher.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Transit Dispatcher examination on a promotional basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (40%), and Oral Interview (60%). Staff is requesting approval for a one (1) year eligible list.

**\* The following items were revised on Friday, August 20, 2021 at 11:42 a.m.**

6A. Approve the Examination for Fire Prevention Specialist.

6C. Approve the Examination for Senior Fire Prevention Specialist.

6D. Approve the Examination for Transit Dispatcher.

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Revised Class Specification for Fire Battalion Chief.**

Recommendation of the Human Resources Staff that your Honorable Body approve the revised class specification for Fire Battalion Chief and forward it to the City Council for final approval.

**\* The following item was revised on Friday, August 20, 2021 at 11:42 a.m.**

7A. Approve Revised Class Specification for Fire Battalion Chief.

**8. HEARINGS**

No Business to Consider.

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to Monday, September 13, 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 FIRE PREVENTION SPECIALIST**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Prevention Specialist examination on an open basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (40%), and an Oral Interview (60%). Staff is requesting approval for a one (1) year eligible list.

**SALARY:**

\$34.40 - \$35.89 - \$37.89 - \$39.83 - \$40.80 - \$41.83 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Fire Prevention Specialist. There is a vacancy due to resignation.

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

The examinations in 2018 and 2019 were weighted as follows: Application Review (qualifying), Written Test (40%), and an Oral Interview (60%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
Jason Nishiyama  
Interim Enterprise Risk & Human Resources Administrator

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Fire Prevention Specialist Class Specification



# FIRE PREVENTION SPECIALIST

Class Code:  
3500

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: May 1, 2018

## SALARY RANGE

\$34.40 - \$41.83 Hourly  
\$5,962.67 - \$7,250.53 Monthly  
\$71,552.00 - \$87,006.40 Annually

### DEFINITION:

Under direction, conducts inspections, plan checks, and tests of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; conducts training sessions for the public in fire prevention; ensures compliance with the City's hazardous materials/waste management, storage tanks, and permits program; and performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Work is reviewed upon completion and for overall results. Interpretation of general administrative or operational policies is necessary. This is a civilian non-firefighting classification that performs duties related fire prevention or environmental activities and compliance with fire code and environmental statutes and regulations.

Receives direction from the Fire Prevention Manager or other higher level Fire Department staff.

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Conducts inspections and tests of extinguishing systems, and commercial and industrial processes which may involve fire hazards in specified occupancies to insure the level of fire protection is in compliance with applicable codes and standards;
- Issues notices of violations of applicable codes including the issuance of citations for violations of the Municipal Code, Fire Code, Health and Safety Code, Building Code and/or the California Penal Code;
- Interprets various codes, ordinances, and standards for the public and makes recommendations for fire protection systems;
- Checks plans and specifications and conducts site inspections on special hazards operations, fire protection and extinguishing systems, and occupancies under jurisdiction for compliance with Fire Codes and standards;
- Assists fire safety personnel with code interpretation and fire prevention inspections;
- Investigates complaints of Federal, State, County, and City Code violations and hazards; enforces codes to ensure abatement of identified violations and hazards;
- May issue citations or notices of violations of applicable codes;
- Assists in developing and maintaining records, information and statistical data pertinent to Fire Prevention Division activities;
- Provides general information regarding department policies, procedures and regulations, including responding appropriately to complaints, requests for information and requests for service;
- Coordinates and integrates program services and activities with other agencies and City departments;
- Attends and/or participates in meetings and conferences; and serves as a liaison between the City, other agencies and the public;
- Maintains records and databases; prepares correspondence, reports and other public information material;
- Identifies businesses requiring hazardous materials disclosure;
- Conducts safety inspections of selected chemical users and makes recommendations to reduce hazardous materials accidents;
- Visits business sites of hazardous materials users to verify accuracy of business plans and chemical inventories;
- Identifies and categorizes chemicals and other substances which may be hazardous materials.

#### **National Pollution Discharge Elimination System Inspection (NPDES)**

- Conducts NPDES facility inspections for regulatory compliance including gas stations, restaurants and commercial/industrial facilities;
- Coordinates the clean-up of NPDES violations with all applicable state, county and local resources as needed;
- Maintains and updates databases and record violations for follow up inspections.

#### **Public Education**

- Develops, coordinates, markets and participates in public education and outreach projects within the community via schools and other outreach mediums regarding a variety of fire safety, fire prevention education, disaster preparedness and other related educational programs and services;
- Develops, markets and conducts presentations to community groups, citizens and businesses;
- Coordinates, markets and instructs Emergency Response Team (ERT) academies and refresher drills; develops and maintains curriculum, supplies, paperwork for instructors and volunteers of each academy;
- Maintains, monitors and updates the Fire Department's social media accounts such as Facebook and Twitter;
- Coordinates, markets and conducts a variety of events such as the Holiday Toy Drive, CPR classes, Community Awards in conjunction with other City Departments, public and private entities and community groups;
- Plans, coordinates and implements a variety of department events including scheduling, maintaining supplies, determining location, and related duties.

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

#### **Hazardous Materials**

- Maintains and coordinates records including manifests, annual permits, required testing and disposal to insure compliance of hazardous materials/waste management and storage tanks with various agencies as related to City facilities;
- Maintains and coordinates permitting for the following: storage tanks, boilers, pressure vessels, and generators; notification and coordination for replacement or retrofitting of equipment in these areas due to changing regulations as related to City facilities;
- Reviews plans for underground storage of chemicals and conducts inspections of underground storage tank installation, modification, and removal for regulatory compliance.

#### **Investigations**

- Conducts investigations as to the Origin and Cause of fires occurring in the city in compliance with City policy;
- May assist Senior Fire Prevention Specialists with Arson investigations.

#### **NPDES Coordinator**

- Maintains and updates database for annual inspections;
- Provides data on incidents for Annual Report to State Water Board;
- Prepares Monthly report of NPDES inspections, incidents and complaints.

#### **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 division and department meetings as required;
- Serves on various committees as appropriate;
- Distributes notices, flyers, etc. as assigned;
- Responds to emergency incidents to provide assistance, as directed by supervisory personnel;
- Participates in special projects as needed;
- May create and participate in Public Service Announcements with local media outlets;
- Perform related duties as required.

## **QUALIFICATION GUIDELINES:**

#### **Education and Experience**

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

Equivalent to the completion of high school supplemented by college-level coursework and/or specialized training in fire science; and two years of progressively responsible experience in fire prevention including conducting inspections, plan checking, and testing of hazardous processes and fire protection and extinguishing systems.

Familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is desirable for assignment to Hazardous Materials.

Familiarity with fire safety and disaster preparedness or emergency management and public speaking and training/instructional techniques is desirable for assignment to Public Education.

**License and/or Certificates**

Valid California Class C Drivers' License

**Possession of or ability to obtain the following:**

California Penal Code 832 certificate;  
Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate;  
International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate;  
American Red Cross First Aid, American Red Cross or American Heart Association  
Cardiopulmonary Resuscitation (CPR) certificate;  
Fire Investigator certificate from California State Fire Marshal (CSFM).

The following certifications are desirable:

Certified Stormwater Inspector – Municipal certificate;  
ICC Fire Inspector I or II;  
ICC Fire Plans Examiner;  
CSFM Fire Inspector I or II;  
CSFM Community Risk Educator.

**Knowledge of**

- Applicable Federal, State and local laws, codes and ordinances pertaining to fire safety and enforcement including but not limited to California Health and Safety Code, California Fire Code, California Building Code, State Administrative Code, and NFPA standards and codes;
- Standard fire protection and prevention theory, techniques, and practices;
- Fire prevention principles and procedures;
- Principles of combustion;
- Basic building materials and construction practices;
- Federal, State, County, and City codes and ordinances, rules and regulations affecting Departmental operations;
- Fire sprinkler designs, plans and hydraulic calculations;
- Characteristics of a variety of chemicals and flammable, explosive and similar materials;
- Principles and techniques of structure and building inspection;
- English grammar and methods of report writing and data analysis;
- General City operations;
- Principles and techniques used in the development and implementation of safety education programs;
- Occupational hazards and standard safety practices necessary in the area of fire inspection;
- Public relations related to obtaining cooperation and compliance with fire codes and laws;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff;
- Make sound, independent decision within established policy and procedural guidelines;
- Practices, techniques and equipment used in the storage, handling and use of hazardous materials.

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

**NPDES Inspector/Coordinator**

- Federal, State and local laws, codes and ordinances pertaining or related to National Pollution Discharge Elimination System (NPDES), and Clean Water Act.

**Public Education**

- CPR and First Aid protocols, methods and procedures;
- Disaster preparedness and emergency management and response procedures.

**Hazardous Materials**

- Inspection, measurement, and analytical techniques to identify hazardous materials and determine proper handling;
- Manufacturing and other operations that produce or use hazardous materials;
- Chemistry, chemical process and effects of hazardous materials;
- Hazardous materials, chemical safety and health laws and standards;
- Computers and software used in compiling data and preparing reports related to hazardous materials.

#### **Ability to**

- Detect and determine proper corrective action for fire hazards found at various buildings and installations;
- Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems;
- Inspect and determine corrective action for regulatory compliance;
- Interpret architectural, mechanical, plumbing, and electrical plans and drawings;
- Read, understand and interpret construction plans, specifications and maps;
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws;
- Analyze and compile technical information on fire protection and safety code violations;
- Prepare clear, effective and accurate reports, correspondence and other written materials;
- Handle calls, questions and complaints in an appropriate manner;
- Respond to complaints or inquiries from citizens, staff and outside organizations;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Deal tactfully and effectively with the public;
- Represent the department and the City effectively in meetings with other departments, the public, community organizations and individuals;
- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Operate office equipment including computer software and hardware (currently in use by the City) and stay current with new technologies utilized by the division.

#### **Hazardous Materials**

- Evaluate practices, facilities, and equipment for handling, using, and storing hazardous materials according to appropriate standards and codes and general health and safety criteria;
- Read and interpret piping and instrument diagrams and process flow diagrams;
- Read, interpret and apply Federal, State, County and City codes, laws, and regulations pertaining to hazardous materials;
- Conduct field and office investigations to insure compliance with hazardous materials codes, laws, and regulations;
- Collect, compile, analyze and interpret information and data on chemical processes and hazardous materials.

#### **Public Education**

- Evaluate and demonstrate appropriate techniques and procedures for a variety of classes such as CPR, first aid, and search and rescue;
- Interpret and apply Federal, State and local laws, rules and regulations pertaining to ERT academies.

## **SPECIAL REQUIREMENTS:**



Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

Work 4/10 work schedule.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements to Senior Fire Prevention Specialist.

## **ESTABLISHED/REVISED DATE:**

Revised Date: May 2018

Revised Date: January 2014

Department Review: August 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR POLICE SERVICES OFFICER**

**RECOMMENDATION:**

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

**SALARY:**

\$23.54 - \$24.68 - \$25.95 - \$26.58 - \$27.22 hour.

**BACKGROUND/ANALYSIS:**


The current eligible list for the classification of Police Services Officer has fewer than the minimum number of names for certification pursuant to the Torrance Municipal Code Section 14.17.3. There are vacancies due to promotions.

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


The previous examinations in 2020 and 2018 were weighted as follows: Application Review (Qualifying), Written Test (40%), and an Oral Interview (60%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By   
Kelsie B. Winders  
Human Resources Analyst

CONCUR:

  
Jason Nishiyama  
Interim Enterprise Risk & Human Resources  
Administrator

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Police Services Officer Class Specification

**6B**



# POLICE SERVICES OFFICER

Class Code:  
7306

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Feb 1, 2010

## SALARY RANGE

\$23.54 - \$27.22 Hourly  
\$4,080.27 - \$4,718.13 Monthly  
\$48,963.20 - \$56,617.60 Annually

### DEFINITION:

Under general supervision, performs duties related to the processing, security, health, safety, and feeding of prisoners; works with employees engaged in routine maintenance of police facilities; receives, stores and releases property; maintains records; enforces parking regulations; coordinates community relations and/or education activities; receives complainants, takes reports and answers inquiries; performs clerical tasks related to assigned duties; and does related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Police Officer in that the incumbents are non-sworn and are primarily responsible for booking, searching and caring for prisoners confined in the City jail facilities. Police Services Officers also serve subpoenas, interview complainants and take reports, accept and tag property, maintain and service equipment, enforce parking regulations, and coordinate court appearances. Incumbents perform a full range of tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Specific assignments may require the development of written reports and recommendations consistent with directives, policies and regulations. Police Service Officers do not conduct traffic investigations or complete collision reports.

Receives direction from higher level staff.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Assists public with general inquiries, interviews citizens/crime victims regarding incidents;
- Takes and prepares routine crime/incident reports, maintains records, may perform clerical work related to assigned tasks as required.

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

### **Jail**

- Inspects jail facilities for security, cleanliness, and maintenance;
- Receives and books and searches prisoners;
- Maintains order and jail security;
- Takes fingerprints, photographs, and collects DNA evidence during the booking process;
- Accompanies and maintains custody of prisoners to and from visiting area;
- Processes prisoners for release;
- Prepares and serves meals;
- Orders or purchases from store, receives and maintains inventory of food and other jail supplies;
- Maintains records of bookings and prisoner care;
- Ensures prisoners hygiene and issues related supplies;
- Monitors prisoners physical condition and requests medical treatment or transfer as appropriate;
- Receives complaints at front desk, and obtains all necessary information;
- Provides direction and answers to public inquiries;
- Completes reports as required;
- Duties related to pay to stay program including overall processing and monitoring daily duties i.e. washing Department vehicles.

### **Property Room**

- Accepts property to be used for evidence and receipts for same;
- Tags property for identification and maintains a file on all property in custody;
- Stores property for safe keeping;
- Checks out property to authorized officers for use as evidence;
- Releases property to owners subsequent to its use in court.

### **Community Affairs**

- Makes oral presentations to businesses, community organizations and neighborhood watch groups;
- Establishes and maintains close liaison with public and private institutions, community groups and individual citizens;
- Coordinates community relations programs or activities.

### **Court Liaison**

- Facilitates the orderly process of court operations;
- Ensures that all prisoners and accompanying paperwork are delivered to the appropriate court in a timely manner;
- Processes Cash Bail and or Bonds and insures they are delivered to the appropriate court; assembles paperwork for arraignments in both "custody" and "non-custody" cases;
- Deliver criminal complaints to the court clerk's office within established time constraints; assists other criminal investigators in resolving criminal filing problems;
- Maintains a close liaison with city and county prosecutors.

**Subpoena Processing:**

- Serves subpoenas for summoning witnesses to trial;
- Keeps record of subpoenas received and served;
- Performs miscellaneous station duties in connection with subpoena service.

**Traffic**

- Operates a motor vehicle and enforces parking laws and regulations;
- Writes parking citations;
- Enforces oversized vehicle program checking permits and issuing citations;
- Impounds or disables vehicles;
- Does follow-up work and report writing in connection with parking enforcement work;
- Assists officers in directing traffic, crowd or perimeter control;
- Assists with the traffic office administrative duties, as needed;
- Coordinates traffic safety programs at the schools;
- Coordinates the scheduling of Crossing Guards;
- Assumes Crossing Guard duties when necessary;
- Receives traffic related complaints and questions at the Traffic front desk.

**Vehicle Maintenance**

- Maintains the service and maintenance schedule for the Police Department's fleet of vehicles; coordinates vehicle replacements;
- Schedules California Department of Motor Vehicles and other State required inspections;
- Drives vehicles and transports equipment for service.?

**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:*

- May conduct on-the-job training for new personnel;
- May be called upon to testify in court;
- Attends division, department, and community meetings as required;
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

**Education and Experience**

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

Graduation from high school or possession of a GED Certificate. No specific experience is required; experience working with the public is desirable.

Successful completion of a Standards and Training for Corrections certified Adult Corrections Officer Core Course must be completed within the first year of employment as a condition of continued employment.

**License and/or Certificates**

A valid California Motor Vehicle Operator's License (Class C) of the appropriate class or grade.

**Knowledge of**

- Police procedures, rules, regulations and terminology and law enforcement codes as related to assigned functions;
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic;
- Report writing techniques;
- Effective interviewing techniques;
- Basic evidence collection techniques;
- Effective safety principals and practices;
- City policies and procedures affecting departmental operations;
- General City operations.

**Ability to**

- Learn basic patrol procedures as related to assigned functions;
- Learn appropriate municipal codes, police policy and procedures, penal code, vehicles codes, health and safety codes and business and professional code;
- Learn appropriate radio codes and procedures;
- Learn and use law enforcement telecommunications databases and other applications in an appropriate manner;
- Perform basic computer keyboarding functions;
- Perform work requiring continuous physical activity;
- Handle calls, questions and complaints in an appropriate manner;
- Quickly assess a situation and take appropriate action under stressful and emergency conditions;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Work effectively and efficiently with a minimum of supervision;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality;
- Understand and interpret rules, regulations and laws related to assigned function;
- Interprets administrative or operational policies without immediate supervision within appropriate guidelines;
- Deal tactfully and effectively with the public;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Interview citizens and victims and extract appropriate information for written reports;
- Communicate effectively and deal firmly with diverse, demanding, and sometimes hostile people;
- Effectively supervise the activities of prisoners;
- Maintain records relating to care of prisoners, property, meals, etc.

**SPECIAL REQUIREMENTS:**

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

Must be able and willing to work rotating shifts and holidays.  
 May be rotated to any of the assignment areas.  
 Must be able to successfully pass a background investigation.

Requires the ability to frequently drive to specific locations; work outdoors and possible exposure to variable weather conditions. Frequently required to walk, stand, stoop, kneel and use arms, legs, and back to lift and or move up to 50 pounds. Requires back and leg coordination to stoop, kneel, crouch, bend and crawl. Requires use of arms to reach and

carry and use of hands to operate, finger and handle objects and controls. Requires color and visual perception and discrimination; as well as oral communications ability. Requires the ability to accurately perceive sounds.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Police Operations Supervisor.

## **ESTABLISHED/REVISED DATE:**

Revised Date: February 2010  
Department Review Date: August 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR FIRE PREVENTION SPECIALIST**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Fire Prevention Specialist examination on an open continuous basis consisting of the following exam components and weights: Application Review (qualifying), Performance Test (40%), and an Oral Interview (60%). Staff is requesting approval for a six (6) month eligible list.

**SALARY:**

\$41.83 - \$43.90 - \$46.12 - \$48.44 - \$50.83 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Senior Fire Prevention Specialist. There are currently three (3) vacancies; one due to retirement, the second due to resignation, and the third is a new budgeted position.

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

The examination in 2019 was weighted as follows: Application Review (qualifying), Written Test (40%), and an Oral Interview (60%). Upon review of the examination components, it has been determined that a Performance Test/Work Sample would be more appropriate to assess the candidates technical knowledge, skills and abilities in this classification. Therefore, the following examination components and weights will be utilized for this examination process: Application Review (qualifying), Performance Test (40%), and Oral Interview (60%).

There is not a sufficient pool of internal candidates to qualify and due to the amount of vacancies, an open continuous recruitment is recommended.

Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Jason Nishiyama  
Interim Enterprise Risk & Human Resources Administrator

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

Attachment: A) Senior Fire Prevention Specialist Class Specification

6C





# FIRE PREVENTION SPECIALIST, SENIOR

Class Code:  
3501

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: May 1, 2018

## SALARY RANGE

\$41.83 - \$50.83 Hourly  
\$7,250.53 - \$8,810.53 Monthly  
\$87,006.40 - \$105,726.40 Annually

### DEFINITION:

Under direction, conducts inspections, plan checks, and tests of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; performs cause and origin investigative duties; and performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

The Senior Fire Prevention Specialist is the advanced journey/senior level in the series and performs complex tasks and possesses a significant level of specialized, technical and functional expertise. Incumbents exercise independent judgment in the performance of duties determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations. This is a civilian non-firefighting classification that performs duties related fire prevention or environmental activities and compliance with fire code and environmental statutes and regulations.

Receives direction from the Fire Prevention Manager or other higher level Fire Department Staff and may provide technical supervision which includes assigning, coordinating, training and reviewing the work of Fire Prevention Specialists.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Issues Notices of Violations of applicable Federal, State, County, and City codes, laws and regulations;
- Conducts site inspections and checks plans and specifications for compliance with applicable Federal, State, County, and City codes, laws and regulations;
- Provides technical advice and makes recommendations regarding safety inspections of chemical users to reduce hazardous materials accidents;
- Establishes and maintains the program for public access to environmental information related to hazardous materials;
- Represents the Torrance Fire Department to various agencies, associations, and organizations on issues associated with hazardous materials;
- Attends City Council and other meetings to provide technical advice and information on Federal, State, County, and City codes, laws, regulations and technical issues related to hazardous materials;
- Coordinates the hazardous materials information program used by the Fire Department's Hazardous Materials Response Team;
- Reviews acutely hazardous materials inquiries and coordinates hazardous material surveys;
- Compile and analyze data and information, prepares related reports and makes recommendations based on codes, standards and Fire Department policies;
- Interprets a variety of codes for the public and makes recommendations for fire protection systems;
- Assists in training of subordinate personnel and fire company personnel on fire prevention matters;
- Attends various Commission meetings to represent the Fire Department regarding compliance with various Federal, State, County, and City codes.

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

### **Plan Review**

- Reviews plans for high-rise, commercial, industrial and manufacturing processes, and removal, installation or modification to underground storage tanks plans to verify proper fire protection systems, exits and code compliance;
- Consults with architects, builders and developers regarding methods, materials, City specifications and problem areas;
- Conducts fire inspections of the more complex hazardous occupancies such as oil refineries and chemical facilities;
- Conducts site inspections and checks plans and specifications of the more complex hazardous operations such as petrochemical operations and electroplating processes, fire protection and extinguishing systems and related occupancies for compliance with fire codes and standards;
- Inspects high-rise buildings and institutional occupancies such (hospitals and jails);
- Conducts plan reviews for underground storage tank systems, periodic inspections and testing of underground storage tank systems;
- Coordinates Fire Department plan check reviews with other City Departments and performs fire plan checks for new development occurring within the City to ensure complete and thorough plan review including but not limited to hydrant spacing, sprinkler water main sizes, fire department access, proper handling and storage of hazardous materials, etc;
- Assists in the evaluation of fire safety conditions and recommends changes to building and fire codes to remain current with use of new materials and methods of construction;
- Performs moderately complex mathematical calculations in the evaluation of fire sprinkler, fire alarms and other fire protection systems.

### **Hazardous Materials**

- Accepts, reviews and approves submittals to the California Environmental Reporting System (CERS) database;
- Conducts business site inspections of hazardous material users to verify and review accuracy of business plans and chemical inventories as submitted by businesses through the CERS website;
- Conducts qualitative analysis of chemical processes; analyzes Risk Management and Prevention Programs to determine their sufficiency;
- Inspects acutely hazardous materials use facilities to ensure compliance with Risk Management and Prevention Programs;
- Advises the public regarding the proper handling of acutely hazardous materials and emergency response to accidents;
- Identifies and categorizes chemicals and other substances or processes which may be hazardous materials to ensure compliance with related Federal, State, County, and City laws and regulations;
- Monitors, interprets and applies Federal, State, County, and City laws and regulations related to storage and handling of hazardous materials.
- Initiates prosecution for violations of hazardous materials laws or regulations;
- Prepares reports and makes recommendations on matters related to hazardous materials;
- Serves as staff to the Chemical Board and may serve as a board member.
- Develops and prepares disclosure surveys of hazardous materials.

### **INVESTIGATIONS**

- Conducts investigations as to the Origin and Cause of fires occurring in the City in compliance with City policy;
- Investigates emergencies such as suspicious fires, incendiary fires, great alarms, explosions, bomb scares in which substantial property has been damaged or destroyed, and/or in which death or injury occurs in coordination with the Police Department to prepare evidence for prosecution;
- Assists prosecutor with arson prosecution as investigator and/or expert witness;
- Works cooperatively with other Fire and/or Law Enforcement Agencies;
- Detects and apprehends persons who have violated or suspected of violating any fire or related laws;
- May participate in the investigation in mutual aid emergencies.

### **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:*

- May perform inspections and coordinate other issues regarding NPDES (National Pollution Discharge Elimination System);
- May perform Public Education duties such as instruction for Emergency Response Team (ERT) academy;
- Attends division and department meetings as required;
- Receives and responds to public inquiries and complaints regarding inspections;
- Serves on various committees;
- Responds to the Emergency Operations Center (EOC) in the event of an emergency;
- Perform related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

An Associate of Arts/Science degree in Fire Prevention, Fire Science or a related field; and three years of progressively responsible experience in plan review and inspection of buildings and systems for compliance with fire safety standards, preferably in a county or municipal environment or three years of recent experience in the use, handling, storage, disposal or inspection of hazardous materials. A Bachelor's of Arts/Science in Fire Prevention or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

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

A valid California Class C Drivers' License.

#### *Possession of or ability to obtain:*

California Penal Code 832 certificate;

California State Fire Marshal (CSFM) Fire Investigator certificate;

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate;  
and

International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate.

#### *The following certifications are desirable:*

Certified Stormwater Inspector – Municipal Certificate;

ICC Fire Inspector I or II;

ICC Fire Plans Examiner;

CSFM Fire Inspector I or II; and/or

CSFM Community Risk Educator.

#### **Knowledge of**

- Fire prevention principles and procedures;
- Fire investigation principles and procedures;
- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings;
- Fire sprinkler designs, plans and hydraulic calculations;
- Principles and practices of plan review;
- Characteristics of a variety of chemicals and flammable, explosive and similar materials;
- Principles and techniques of structure and building inspection;
- Federal, State, County, and City safety codes related to fire prevention including but not limited to California Fire Code, California Building Code, and State Administrative Code;
- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies;
- Mechanical principles;
- Principles of combustion;
- Building materials and construction practices;
- Federal, State, County, and City codes and ordinances, rules and regulations affecting inspection operations;
- General City operations;
- English grammar and methods of report writing and data analysis.

#### **Ability to**

- Read, understand and interpret building construction plans and specifications, and applicable Federal, State, County, and City codes, regulations and laws;
- Interpret and apply Federal, State, County, and City codes, laws, and regulations pertaining to hazardous materials;
- Perform moderately complex mathematical computations quickly and accurately;
- Analyze data, recognize problems and make decisions;
- Write complete and accurate inspection reports;

- Positively influence community residents and business people toward a desired course of action;
- Quickly assess a situation, make decisions and take appropriate action under stressful and emergency conditions;
- Handle calls, questions and complaints in an appropriate manner;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Maintain confidentiality and exercise sound judgment;
- Deal tactfully and effectively with the public;
- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public;
- Work as a team member in evaluating alternative courses of action and making recommendations to solve problems related to hazardous materials issues;
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws;
- Learn and utilize new skills and information to improve job performance and efficiency;

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have the ability to do the following:*

#### **Plan Review**

- Analyze and compile technical information on fire protection and safety code violations;
- Detect and determine proper corrective action for fire hazards found at various buildings and installations;
- Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems;
- Interpret basic architectural, mechanical, plumbing, and electrical plans and drawings.

#### **Hazardous Materials**

- Evaluate practices, facilities, and equipment for the handling, use, and storage of hazardous materials according to appropriate standards, codes and general health and safety criteria;
- Read and interpret piping and instrument diagrams and process flow diagrams;
- Conduct field and office investigations and inspections to insure compliance with hazardous materials codes, laws, and regulations;
- Collect, compile, analyze, and interpret hazardous materials data and data on chemical processes.

## **SPECIAL REQUIREMENTS:**

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

Required to work 4/10 schedule.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Prevention Manager.

**ESTABLISHED/REVISED DATE:**

Revised Date: January 2014

Revised Date: May 2018

Department Review: August 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR TRANSIT DISPATCHER**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Transit Dispatcher examination on a promotional basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (40%), and Oral Interview (60%). Staff is requesting approval for a one (1) year eligible list.

**SALARY:**

\$26.83 - \$28.17 - \$29.60 per hour

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Transit Dispatcher. There are currently two (2) vacancies, one due to retirement and the second is a new budgeted position.

Staff recommends conducting the examination for Transit Dispatcher on a promotional basis provided that a minimum of eight (8) applications from City employees are filed and accepted. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open basis.

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

The previous examinations in 2017 and 2019 were weighted as follows: Application Review (qualifying), Written Test (40%), and Oral Interview (60%). There will be no change in the exam types and weights.

There is a sufficient pool of internal candidates to qualify, therefore, a promotional examination is recommended.

Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

**CONCUR:**

  
\_\_\_\_\_  
Jason Nishiyama  
Interim Enterprise Risk & Human Resources Administrator

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

Attachment: A) Transit Dispatcher Class Specification

**6D**



# TRANSIT DISPATCHER

Class Code:  
5104

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Established Date: Feb 1, 2009

## SALARY RANGE

\$26.83 - \$29.60 Hourly  
\$4,650.53 - \$5,130.67 Monthly  
\$55,806.40 - \$61,568.00 Annually

### DEFINITION:

Under general supervision, operates communication systems utilizing radio, telephone and computer equipment to provide assistance to Bus Operators and the public; provides information to the public; dispatches personnel and equipment in response to service requests and to organize and coordinate the activities of field units; maintains records of activities in response to service requests; leads, instructs and directs in areas of safe driving practices, customer service, schedule maintenance and compliance with Division rules and policies; and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Bus Operators in that incumbents regularly perform dispatch functions of the division and drive buses over assigned routes when necessary. Transit Dispatcher is distinguished from Bus operator in that this is a full-time position with a minimum of three years of experience in the operation of a bus, and possession of all required credentials. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise sound judgment in selecting appropriate guidelines to follow; significant deviations require prior approval.

Supervision is received from the Transit Operations Supervisor, Senior Business Manager, or Transit Operations Manager. The Transit Dispatcher provides instruction and technical direction to Bus Operators, Relief Bus Operators and Apprentice Relief Bus Operators.



## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Coordinates and dispatches all bus operator assignments for revenue service, special events and emergency response;
- Inputs general payroll information into the Computer Assisted Dispatch (CAD) system and verifies accuracy of data/information;
- Provides instruction and direction to operators in areas such as customer service, safe driving practices, schedule maintenance and 8/80 log compliance;
- Assists in the training and development of new operators; provides on-going training and instruction in areas related to passenger relations, safety, accident prevention, bus maintenance; and keeps records of training provided, course content and attendees;
- Checks on and communicates with supervisors regarding stops and zones, terminals and line checks, employee performance and may provide feedback to the Transit Supervisor to assist with performance evaluations;
- Identifies, checks and reports operational problems and incidents to supervisors; makes recommendations and proposes solutions to operational issues;
- Prepares written reports regarding transit operations, accidents, breakdowns, and mechanical defects; assists in entering payroll, 8/80 log checking and monitoring run assignments;
- Drives a bus over an assigned route and on a fixed schedule when necessary; collects fares and drives with due regard to safety and comfort of passengers and the maintenance of time schedules;
- Greets patrons, answers questions regarding routes and time schedules concerning the Torrance Transit System and connecting lines in the Los Angeles Metropolitan area;
- Keeps and prepares simple records such as tracking seat time, completing pre-trip inspections reports and incident reports;
- Maintains, supports, and promotes a safe work environment while complying with all safety rules, regulations, policies, and procedures to ensure the well being of Torrance Transit customers and employees;
- Responsible for complying with all City and departmental work rules, policies, and procedures, as well as DMV and all State and Federal mandates as required.

### **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:*

- Performs other related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

*Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:*

Three years of full-time experience as a Bus Operator at the City of Torrance or comparable agency.

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

Current California Class A or B Drivers License with a P endorsement and air brakes.

Current VTT (Verification of Transit Training), SPAB card (School Pupil Activity Bus Certificate), or School Bus Driver's Certificate is desirable.

#### **Knowledge of**

- Torrance Transit system operations, rules and regulations, including bus operation, pre-trip inspection, routes and schedules;
- Safety principles and regulations applicable to bus operations including the California Vehicle Code and neighboring cities' traffic regulations;
- Customer service practices including courtesy to passengers, sensitivity to passengers with disabilities, stop announcements, responding to questions and providing information and direction to customers;
- Proper bus safety and maintenance inspections procedures;
- Two-way radio procedures and codes.

#### **Ability to**

- Operate a passenger bus safely and effectively in accordance with the California Vehicle Code and local traffic regulations;
- Read and interpret bus routes and schedules;
- Arrive on-time and work independently with minimal supervision;
- Communicate politely and cooperatively with passengers, employees and members of the public;
- Exercise tact and sound judgment when resolving operational and passenger problems;
- Establish and maintain effective working relationships with co-workers, other City employees, and employees of other transit agencies;
- Understand and follow detailed oral and written instructions;
- Interpret and successfully maneuver traffic pattern flows and potential road hazards;
- Inspect a bus for safe operation;
- Identify and report equipment malfunctions and safety hazards;
- Collect and count fares, issue transfer tickets and transport passengers on public transit buses;
- Perform simple arithmetic computations;
- Provide training to bus operators following a structured training outline;
- Speak, read, and write basic English;
- Operate a two-way radio;
- Maintain basic records and complete reports;
- Adhere to all City and departmental rules, policies and procedures, as well as DMV and all State and Federal mandates as required;
- Perform and exercise sound judgment in stressful or emergency situations.

## **SPECIAL REQUIREMENTS:**

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

A current DMV H-6 record showing a ten-year driving history, and no points within the last three (3) years.

Ability to pass Department of Motor Vehicles Medical Certificate examination.

Work is performed indoors (i.e. on the bus) but regularly outside in seasonal climate and weather conditions. Drives for prolonged period of time with limited rest breaks. Heavy city traffic conditions are encountered on a daily basis. Follows a schedule. Noise from traffic

and a two-way radio, slippery surfaces and dust are situations regularly encountered. Physical demands include driving, walking, constant arm movements and sitting for long periods of time.

These positions are considered safety-sensitive and subject to drug and alcohol testing, including random testing, under Federal Transportation Administration (FTA) drug and alcohol regulations.

Position requires availability to work various shifts on weekdays, weekends, evenings, and holidays.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Transit Supervisor.

Established Date: February 2009  
Department Review: August 2021

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

**Honorable Members:**

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR FIRE BATTALION CHIEF**

**RECOMMENDATION**

Recommendation of the Human Resources Staff that your Honorable Body approve the revised class specification for Fire Battalion Chief and forward it to the City Council for final approval.

**BACKGROUND**

The Fire Chief requested that staff modify the class specification for Fire Battalion Chief in anticipation of retirements that will occur at the end of year. The Fire Chief requested that the class specification be reviewed to ensure it accurately reflected the position prior to conducting a Civil Service promotional examination.

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

**ANALYSIS**

The class specification for Fire Battalion Chief was last revised in 2009 and staff determined that a revision to the class specification is required to reflect the current duties and responsibilities of the position.

Modifications were made to the following sections:

The **Definition** section was revised to describe the level of management within the fire department. This classification services as a platoon commander during emergency incidents as well as manage a division within the department.

The **Distinguishing Characteristics** and **Supervision Exercise/Received** sections required a minor title change.

Within the **Examples of Essential Duties** section, duty statements were deleted and replaced with statements that emphasize responsibilities involving management and employee relations, such as:

- Projects a positive image to individuals and groups as a professional, competent and ethical manager;
- Communicates effectively and openly with different individuals and groups;
- Provides direct supervision and technical assistance to Fire Captains and other staff in the completion of their assigned duties;
- Assists the Fire Chief and/or the Deputy Fire Chief with administrative tasks, reports, planning, and surveys;
- Researches and develops projects from conception to completion including written reports and policies;
- Supervises and coordinates the activities of fire companies.

The **Qualification Guidelines** section was revised to reflect knowledge and ability statements which are necessary to perform the essential duties of the position. The modifications emphasize the knowledge of principles and practices of leadership and the ability to command and strategize during an emergency incident.

The **License and/or Certificate** section was revised to reflect the requirement of a California Emergency Medical Technician (EMT) certification. As this is a management position within the Fire Department, Company Officer certifications were also added as highly desirable.

The **Education and Experience** section was revised to reflect the addition of an Associate's Degree requirement.

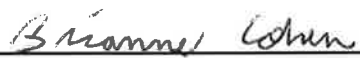
Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
Jason Nishiyama  
Interim Enterprise Risk & Human Resources Administrator

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachments: A. Revised Class Specification Fire Battalion Chief  
B. Existing Class Specification Fire Battalion Chief  
C. Organizational Chart Fire Department

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## FIRE BATTALION CHIEF

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### DEFINITION

The Fire Battalion Chief is an upper level management position that serves as a fire platoon commander with responsibility for coordinating and directing emergency incidents and the routine duties of a platoon while managing a functional division within the department. This classification may also be assigned a 40-hour work week with the responsibility of the general supervision of a major division within the Fire Department. Provides ethical and technical assistance to the Fire Chief.

~~Under general direction, manages a major unit of the Fire Department; to direct the staff, equipment and activities of that unit and perform related work as required.~~

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### DISTINGUISHING CHARACTERISTICS

The Fire Battalion Chief is distinguished from the Fire Division ~~Deputy~~ Chief in that the incumbent is not responsible for managing the activities of all Operations Divisions platoons and distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

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### Supervision Exercised/Received

Receives general direction from the Fire Chief or the Fire Division ~~Deputy~~ Chief, provides direct supervision to Fire Captains and support staff.

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### Examples of Essential Duties

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

- Projects a positive image to individuals and groups as a professional, competent and ethical manager;
- Communicates effectively and openly with different individuals and groups;
- Provides direct supervision and technical assistance to Fire Captains and other staff in the completion of their assigned duties;
- Assists the Fire Chief and/or the Deputy Fire Chief with administrative tasks, reports, planning, and surveys;
- Researches and develops projects from conception to completion including written reports and policies;
- Supervises and coordinates the activities of fire companies;
- Identifies and implements methods to improve "all hazard" emergency response, training and equipment maintenance operations and programs;
- Keeps abreast of fire suppression issues and hazards within the City/Region/State and exercises initiative in finding workable solutions;
- Directs the activities of fire personnel and equipment on an assigned shift engaged in ~~lifesaving and fire suppression activities~~ "all hazard" emergency response using the Incident Command System, TFD guidelines, and industry best practices;
- Provides a clear "leaders intent" during emergency response activities;

- ~~Responds to alarms and details personnel and fire-fighting equipment to achieve the most effective fire suppression;~~
  - ~~Directs rescue, ventilation, first aid and resuscitation, fire extinguishment, covering of exposures and salvage operations;~~
  - ~~Has full command at fires until relieved by a superior;~~
  - Performs the role of the Incident Commander until a proper transfer of command occurs;
  - Makes thorough inspections of all companies, their personnel and equipment;
  - Creates policy and trains personnel in the application of departmental policy;
  - Assures compliance with departmental policies, rules and procedures;
  - Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment;
  - ~~Enforces all rules and regulations and special orders;~~
  - Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws, and codes pertaining to the prevention and control of fire and fire hazards;
  - Inspects or details provides direction to subordinates to inspect places where fire hazards may exist, and abates hazards found;
  - ~~Reports arson cases and locates and preserves evidence of arson;~~
  - ~~Inspects and approves multiple occupancy dwellings and business establishments;~~
  - ~~Checks building plans for conformance to fire code sections;~~
  - ~~Issues fire clearances;~~
  - ~~Formulates and conducts programs of basic in-service training;~~
  - Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment; prepares training manuals and guides;
  - ~~Prepares written tests to determine the effectiveness of training and areas of deficiencies;~~
  - Acts as, or coordinates the activities of, subject matter experts for departmental promotional examinations;
  - ~~Establishes and maintains current and up-to-date running cards and running maps;~~
  - ~~Maintains detailed training records;~~
  - Performs duties of a qualified strike team leader within the state master mutual aid system;
  - Plans, assigns, and manages, through supervisors, the activities of the division;
  - ~~Develops and Monitors the division budget and establishes budgetary controls;~~
  - Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
  - Administers safety and training programs;
  - Prepares and/or reviews correspondence;
  - Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.
  - Coordinates projects with other City departments and agencies;
  - Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
  - Implements and maintains Federal, State and local mandates;
  - Prepares reports and recommendations for City Council and commission agenda items;
  - Attends and conducts meetings as required;
  - Completes annual documented performance appraisals of programs under their command and presents the findings to the TFD executive staff;
  - Performs related duties as required.
-

### Examples of Other Duties

~~The following represent duties that are generally performed by this position, but are not considered to be principal job duties.~~

- ~~▪ On request, trains or sets up training programs for industrial plant fire forces;~~
  - ~~▪ Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;~~
  - ~~▪ Develops and reviews reports and other documents submitted by subordinates;~~
  - Performs related duties as required.
- 

### Minimum Qualification Guidelines

Knowledge of:

- Commission on Fire Accreditation International risk assessment, strategic planning, and self-assessment processes;
- ~~Modern principles and practices of fire department administration;~~
- Modern fire-fighting procedures, techniques and equipment;
- Local, state and national safety codes, regulations, ordinances, and laws;
- Building materials and construction and the principles of combustion;
- ~~Mission driven leadership principles and practices;~~
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- ~~Applicable Federal, State and local regulations.~~
- ~~High Quality customer service methodology and principles.~~
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- Incident Command System and Emergency Operations Center management;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, organize and direct ~~a major unit platoon and/or division~~ of a fire department;
- ~~Analyze emergency situations~~ ~~Develop a high level of situational awareness and direct during~~ emergency operations;
- ~~Assess situations quickly and adopt effective courses of action;~~
- ~~Establish Command at all hazard responses;~~
- ~~Develop clear incident strategy, tactics, and objectives;~~
- ~~Develop an Incident Action plan;~~
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Develop and monitor the division budget and establish budgetary controls;
- Negotiate project or maintenance contracts on behalf of the division;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;



- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
  - Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
  - Present proposals and recommendations effectively in public meetings;
  - Develop clear, concise, and comprehensive studies, reports, and agenda items;
  - Communicate effectively orally and in writing;
  - Ensure safety and professional work standards are met;
  - Operate a computer and other office equipment.
- 

### **License and/or Certificate**

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

Must possess and maintain a California Emergency Medical Technician (EMT) certification.

*The following certificates are highly desirable:*

Certified as a California Incident Command Certification System (CICCS) Engine/Crew Boss

California Company Officer Certification

California Chief Officer 3A- Human Resource Management

California Chief Officer 3B- Budget and Fiscal responsibilities

California Chief Officer 3C- General Administrative Functions

California Chief Officer 3D- Emergency Services Delivery

Intermediate ICS (I-300)

Firing Operations (S-219)

Basic Air Operations (S-270)

Intermediate Wildland Fire Behavior (S-290)

All-Risk Task Force/Strike Team Leader (AH-330)

### **Education and/or Experience**

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

Equivalent to graduation from high school and an Associate's Degree is required.

A Bachelor's Degree related to the position is highly desirable.

~~The possession of an AA in Fire Science, or an AA degree in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a BA in Fire Science or Fire Administration, or a BA degree in another field plus 40 units of Fire Science may be substituted for two years of required experience.~~

Eight (8) years of service on the Torrance Fire Department and completion of probation as a Fire Captain.

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### **Special Requirements**

The work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

**Physical Ability:** Tasks involve the ability to exert physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 60 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

City of Torrance  
Class Code: 7115  
Class Designation: Civil Service

August 2021  
(Revised)

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors. Some tasks require the ability to perceive and distinguish sounds. Some tasks require visual perception and distinction. Some tasks require oral communications ability.

Environmental Factors: Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and traffic hazards.

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### **Career Ladder**

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Deputy Chief or Fire Chief.



# FIRE CHIEF, BATTALION

Class Code:  
7115

Bargaining Unit: Fire Safety  
Management

CITY OF TORRANCE  
Established Date: Jun 1, 2009

## SALARY RANGE

\$11,327.00 - \$13,704.00 Monthly  
\$135,924.00 - \$164,448.00 Annually

### DEFINITION:

Under general direction, manages a major unit of the Fire Department; to direct the staff, equipment and activities of that unit and perform related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

The Fire Battalion Chief is distinguished from the Fire Division Chief in that the incumbent is not responsible for managing the activities of all Operations Divisions platoons and distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Fire Chief or the Fire Division Chief, provides direct supervision to Fire Captains and support staff.

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Directs the activities of fire personnel and equipment on an assigned shift engaged in lifesaving and fire suppression activities;
- Responds to alarms and details personnel and fire-fighting equipment to achieve the most effective fire suppression;
- Directs rescue, ventilation, first aid and resuscitation, fire extinguishment, covering of exposures and salvage operations;
- Has full command at fires until relieved by a superior;
- Makes thorough inspections of all companies, their personnel and equipment;
- Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment;
- Enforces all rules and regulations and special orders;
- Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws and codes pertaining to the prevention and control of fire and fire hazards;
- Inspects or details subordinates to inspect places where fire hazards may exist, and abates hazards found;
- Reports arson cases and locates and preserves evidence of arson;
- Inspects and approves multiple occupancy dwellings and business establishments;
- Checks building plans for conformance to fire code sections;
- Issues fire clearances;
- Formulates and conducts programs of basic in-service training;
- Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment; prepares training manuals and guides;
- Prepares written tests to determine the effectiveness of training and areas of deficiencies;
- Establishes and maintains current and up-to-date running cards and running maps;
- Maintains detailed training records;
- Plans, assigns, and manages, through supervisors, the activities of the division;
- Develops and monitors the division budget and establishes budgetary controls;
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Administers safety and training programs;
- Prepares and/or reviews correspondence;
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and recommendations for City Council and commission agenda items;
- Attends and conducts meetings as required.

#### **Examples of Other Duties**

*The following represent duties that are generally performed by this position, but are not considered to be principal job duties.*

- On request, trains or sets up training programs for industrial plant fire forces;
- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Develops and reviews reports and other documents submitted by subordinates;
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

**Education and Experience**

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

Equivalent to graduation from high school; and eight years (8) of service on the Torrance Fire Department and completion of probation as a Fire Captain.

The possession of an AA in Fire Science, or an AA degree in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a BA in Fire Science or Fire Administration, or a BA degree in another field plus 40 units of Fire Science may be substituted for two years of required experience.

**License and/or Certificates**

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

**Knowledge of**

- Modern principles and practices of fire department administration;
- Modern fire-fighting procedures, techniques and equipment;
- Local, state and national safety codes, ordinances and laws;
- Building materials and construction and of the principles of combustion;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Applicable Federal, State and local regulations;
- High quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- 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 and direct a major unit of a fire department;
- Analyze emergency situations and direct emergency operations;
- Assess situations quickly and adopt effective courses of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Develop and monitor the division budget and establish budgetary controls;
- Negotiate project or maintenance contracts on behalf of the division;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Operate a computer and other office equipment.

## **SPECIAL REQUIREMENTS:**

The work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

**Physical Ability:** Tasks involve the ability to exert physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 60 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and distinguish colors or shades of colors. Some tasks require the ability to perceive and distinguish sounds. Some tasks require visual perception and distinction. Some tasks require oral communications ability.

**Environmental Factors:** Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and traffic hazards.

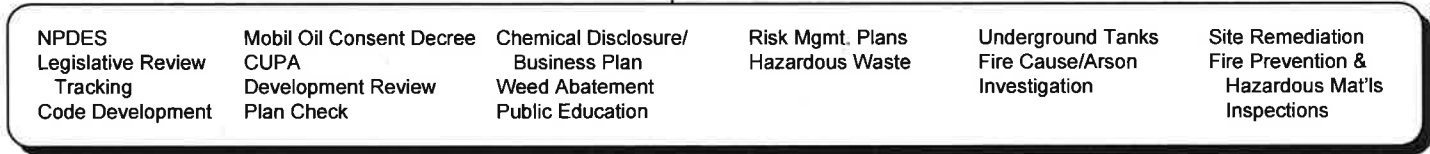
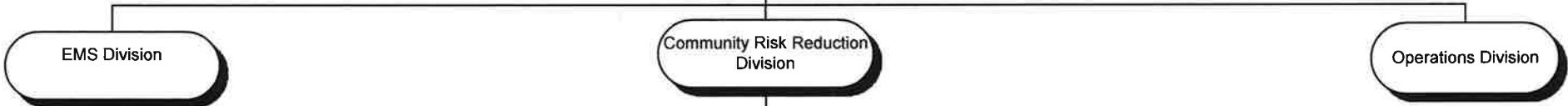
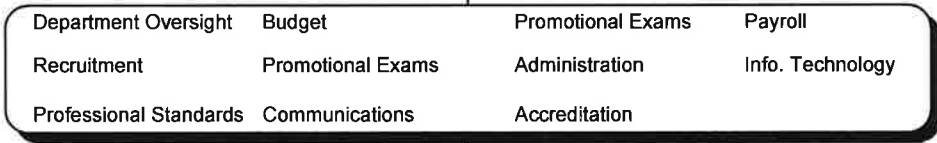
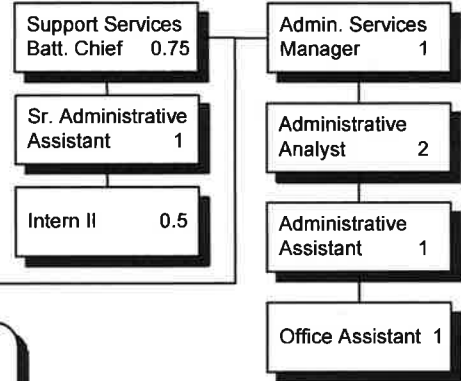
## **ESTABLISHED/REVISED DATE:**

Established Date: June 2009

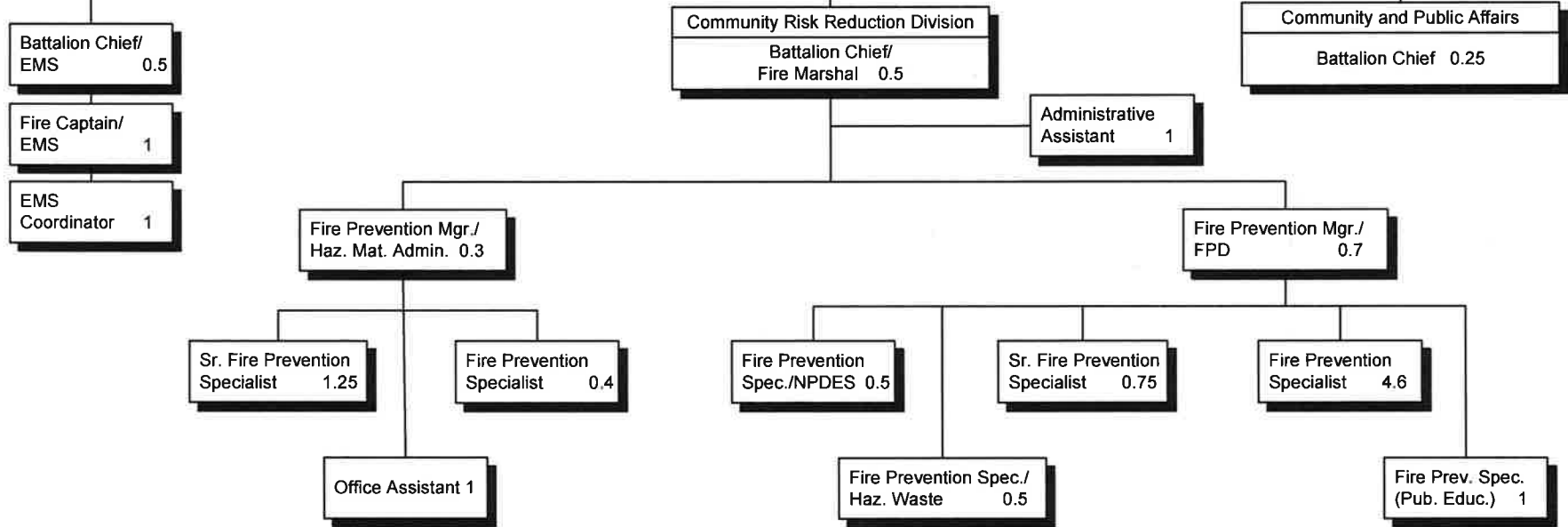
**FIRE**  
 No. of Employees = 164.5 FTE Positions

Functional Organizational (1 of 2)  
 2020-21 Proposed

Sworn: 144.0 Employees  
 Civilian: 20.5 Employees



See next page



ATTACHMENT C

**FIRE**  
 No. of Employees = 164.5 FTE Positions

Functional Organizational (2 of 2)  
 2020-21 Proposed

Sworn: 144.0 Employees  
 Civilian: 20.5 Employees

City Council  
 City Manager  
 Fire Chief  
 OPERATIONS DIVISION

Emergency Responses    Specialty/Miscellaneous Suppression  
 Emergency Scene Management    Technical Rescue  
 Hazardous Materials    Training/Coordinating/Planning

Procurement    Facility/Equipment    Fire Prevention  
 Equipment Maintenance    Inspections    Vehicle Maintenance  
 Pre-Incident Planning    Hazardous Materials    Incident Reporting/  
 Vehicle Facility    Inspections    Documentation  
 Management    Organizational Planning  
 Mutual Aid Coordination

OPERATIONS DIVISION  
 Deputy Fire Chief 1

Org. Planning  
 (Battalion Chief) 0.5

Platoon Commander  
 Battalion Chief 3

Training Officer  
 (Battalion Chief) 0.5

Emergency Services  
 Manager 1

Staff Assistant 1    **Position frozen**

FIRE STATION #1  
 1701 CRENSHAW BLVD.

FIRE STATION #2  
 25135 DOUGLAS WAY

FIRE STATION #3  
 3535 W. 182<sup>ND</sup> STREET

FIRE STATION #4  
 5205 CALLE MAYOR

FIRE STATION #5  
 3940 DEL AMO BLVD.

FIRE STATION #6  
 21401 DEL AMO CIR. DR.

ENGINE CO. 91  
 Company Commander (Fire Capt.) 3

TRUCK CO. 91  
 Company Commander (Fire Capt.) 3

ENGINE CO. 97  
 Company Commander (Fire Capt.) 3

ENGINE CO. 92  
 Company Commander (Fire Capt.) 3

ENGINE CO. 93  
 Company Commander (Fire Capt.) 3

ENGINE CO. 94  
 Company Commander (Fire Capt.) 3

ENGINE CO. 95  
 Company Commander (Fire Capt.) 3

ENGINE CO. 96  
 Company Commander (Fire Capt./HM) 3

TRUCK CO. 96  
 Company Commander (Fire Capt.) 3

Fire Engr. 3  
 Fire Fighter 3  
 Fire Fighter/PM 3

Fire Engineer 3  
 Fire Fighter/Tiller Operator 3  
 Fire Fighter 2  
 Fire Fighter/PM 1

Fire Engineer 3  
 Fire Fighter 3  
 Fire Fighter/PM 3

Fire Engineer 3  
 Fire Fighter/PM 6

RESCUE CO. 93  
 Fire Fighter/Paramedic 6

RESCUE CO. 94  
 Fire Fighter/Paramedic 6

RESCUE CO. 95  
 Fire Fighter/Paramedic 6

Fire Engr./HM 3  
 Fire Fighter/HM 3  
 Fire Fighter/PM 3

Fire Engineer 3  
 Fire Fighter/Tiller Operator 3

RESCUE CO. 91  
 Fire Fighter/Paramedic 6

Fire Engineer 3  
 Fire Fighter 3  
 Fire Fighter/PM 3

Fire Engineer 3  
 Fire Fighter 3  
 Fire Fighter/PM 3

Fire Engineer/HM 3  
 Fire Fighter 3  
 Fire Fighter/HM 3

RESCUE CO.  
 Fire Fighter/Paramedic 6