

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, OCTOBER 11, 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, Lewis, Sasaki, Chair Shwarts

**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 Wednesday, October 6, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 Civil Service Commission Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of September 13, 2021. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

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

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

**6C. Approve the Examination for Fire Captain.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Captain examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying), and Performance Test (100%) which will consist of an Internal Assessment (30%), Emergency Simulator (35%), and Administrative Exercise/Interview (35%). Staff is requesting approval for a two (2) year eligible list.

**6D. Approve the Examination for Planning Assistant.**

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

**6E. Approve the Examination for Police Lieutenant.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Police Lieutenant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Lieutenants' Roundtable (20%), Internal Panel Interview (50%), and an External Panel Interview (30%). Staff is requesting approval for a one year eligible list.

**7. ADMINISTRATIVE MATTERS**

No Business to Consider.

**8. HEARINGS**

No Business to Consider.

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to Monday, October 25, 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 SEPTEMBER 2021**

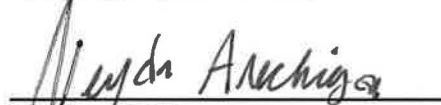
**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

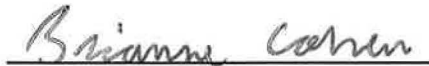
The Employee Transition Report for September 2021 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga  
Human Resources Technician

CONCUR:



Brianne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for September 2021

**EMPLOYEE TRANSITION REPORT  
SEPTEMBER 2021**

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

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Account Clerk	Finance	Senior Account Clerk	Finance
Associate Engineer	Public Works	Engineering Manager	Public Works
Recreation Supervisor	Community Services	Senior Recreation Supervisor	Community Services
Theater Technician	General Services	Senior Facilities Operations Attendant	General Services

**NEW HIRES**

TITLE	DEPARTMENT
Administrative Analyst	Public Works
Community Development Director	Community Development
Community Services Leader I	Community Services
Community Services Leader I	Community Services
Community Services Leader I	Community Services
Community Services Leader I	Community Services
Crossing Guard	Police
Intern I	Community Services
Mechanic	General Services
Police Officer Lateral	Police
Police Records Technician	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Public Safety Dispatcher	Police
Senior Facilities Operations Attendant	General Services
Staff Assistant	Fire
Street Operations Manager	Public Works
Water Service Intern	Public Works
Water Service Intern	Public Works
Water Service Intern	Public Works

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR FIRE CAPTAIN**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Captain examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying), and Performance Test (100%) which will consist of an Internal Assessment (30%), Emergency Simulator (35%), and Administrative Exercise/Interview (35%). Staff is requesting approval for a two (2) year eligible list.

**SALARY:**

\$6,911.35 - \$7,256.92 - \$7,619.74 - \$8,000.75 - \$8,400.78 per month

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Fire Captain, as all candidates on the previous eligible list were hired.

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 the attached class specification.

The previous exam in 2020 was weighted as follows: Application Review (Qualifying), Written Test (Qualifying), Internal Assessment (25%), Emergency Simulator (30%) and Administrative Exercise/Interview (45%). The recommended exam administration for the current selection process is Application Review (Qualifying), Written Test (Qualifying), Internal Assessment (30%), Emergency Simulator (35%), and Administrative Exercise/Interview (35%).

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:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Fire Captain Class Specification



# FIRE CAPTAIN

Class Code:  
7114

Bargaining Unit: Torrance Fire Fighters  
Association

CITY OF TORRANCE  
Revision Date: Sep 1, 2021

## SALARY RANGE

\$6,911.35 - \$8,400.78 Monthly  
\$82,936.20 - \$100,809.36 Annually

### DEFINITION:

Under direction, commands a Fire/Emergency Medical Service (EMS) company during an assigned shift; supervises fire/EMS personnel while engaged in emergency and non-emergency operations; performance administrative functions, and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Fire Captain is distinguished from the Fire Battalion Chief in that the incumbent has responsibility for technical and administrative supervision and training of Fire operations staff.

Supervision received by Fire Battalion Chief, Deputy Fire Chief and Fire Chief. Exercises supervision over Fire Engineers, Firefighters, Fire Recruits, and other fire personnel; creating detailed work assignments, frequently reviewing work in progress; and carefully reviewing completed work.

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervises all-hazard emergency response operations until relieved by a superior;

- Responds to fire and medical alarms with company;
- Provides detailed instruction and direction to subordinates and personally assists in the work of extinguishing fires;
- Performs lifesaving and property protection work including forcible entry, scaling ladders, directing hose streams, operating fire extinguishers, vertical and horizontal ventilation techniques of structures, protects fire exposures, directs and performs salvage operations, and leads and actively participates in IDLH (Immediately dangerous to life and Health) environments;
- Supervises and administers life-saving emergency medical treatment to the sick and injured;
- Responds to hazardous material emergencies and takes an active role in safely managing personnel to protect life, the environment, and property;
- Maintains discipline and enforces rules and orders during emergencies and non-emergency work environments;
- Plans and coordinates responses to significant events and emergency incidents on a City-wide basis and to natural and manmade disasters utilizing the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Plans and directs the work of staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, participating in the selection of new employees, acting on employee problems and recommending employee discipline;
- Develops and implements training for assigned personnel and oversees training of new staff;
- Inspects personnel, equipment and company quarters;
- Supervises the maintenance and care of station property and equipment;
- Assigns personnel to custodial and maintenance duties in and around the station;
- Trains and instructs Firefighters and Fire Engineers in fire control methods, use of equipment and other emergency activities;
- Submits requisitions for required equipment and supplies;
- Supervises the data entry and maintenance of various databases;
- Provides Staff assistance to the Platoon Commander Chief;
- Assigns routine and emergency duties;
- Participates in the training program as trainee or instructor as required;
- Maintains necessary records and submits required reports both orally and in writing;
- Assembles a company for daily line up and at other times deemed necessary for the transmittal of all orders; communications, information and/or instructions;
- Supervises and participates in fire prevention and other fire and life safety activities;
- Directs and participates in public education and community outreach activities;
- Remains current on new trends and innovations in the field of fire suppression, hazardous materials, urban search and rescue, emergency medical services, fire accreditation, and other fields relevant to assigned responsibilities;
- Demonstrates and enforces behavior consistent with Departmental and City policies and procedures.

#### **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, department, and community meetings as required;
- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Performs special assignments and related duties as required.

## **QUALIFICATION GUIDELINES:**

**Education and Experience**

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

High School graduate or equivalent. An Associate or Bachelor's degree is desirable. An Associate degree may be substituted for one (1) year of experience in the rank of Firefighter. A Bachelor's degree may be substituted for two (2) years of experience in the rank of Firefighter.

Four (4) years fire service experience on the Torrance Fire Department and rank of Fire Engineer or Six (6) years fire service experience including 4 years on the Torrance Fire Department at the rank of Firefighter and placed on a current or past promotional eligible list in the rank of Fire Engineer with the City of Torrance.

**Licenses and Certificates**

Possession of State of California fire apparatus operator driver's license. Certified as an Emergency Medical Technician (EMT) in the State of California.

State Company Officer prerequisite classes, S-290 (Intermediate Wildland Fire Behavior) and S-230/231 (Crew/Engine Boss) certifications are highly desirable.

**Knowledge of**

- Modern firefighting procedures, techniques and equipment;
- Administrative and Operational Manuals of the Torrance Fire Department;
- Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Apparatus capability and limitations used in a fire department;
- Geography, water supply, water distribution and local fire hazards related to fire control of major buildings;
- Building materials and methods of construction;
- Principles of combustion and causes of fires.
- Wildland firefighting practices;
- Hazardous material emergency response;
- Technical rescue practices;
- Leadership and management practices;
- Teaching, training, and presentation techniques and best practices;
- Records entry and management;
- City and Department Mission including strategic goals and objectives;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

**Ability to**

- Respond to major emergency and non-emergency incidents;
- Assume the role of initial Incident Commander and initiate the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Plan and manage the work of department personnel including coordinating, prioritizing, assigning, monitoring, and evaluating work; and training, counseling, and disciplining staff;
- Promote cooperative teamwork;
- Provide effective customer service while solving problems and proactively creating sustainable solutions to issues;
- Shift priorities as departmental workload demands require;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Make sound decisions, establish and maintain procedures for effective daily operation of the fire department;
- Conduct inspections of City facilities and business;
- Develop, implement, monitor and evaluate fire department programs, projects and services;



- Establish and maintain effective working relationships with all Fire personnel, City employees, outside agencies, businesses, the media, the community and others encountered in the course of work;
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters;
- Communicate clearly and concisely both orally and in writing;
- Prepare comprehensive, clear and concise written reports, correspondence, and memos and make effective oral presentations;
- Operate a computer including word processing, spreadsheet, data base and related software applications utilized in the Department.

## **SPECIAL REQUIREMENTS:**

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

Work is performed both inside and outside in seasonal climate and weather conditions. Work is often performed in emergency and stressful situations. Exposure to loud noise levels and hazards associated with fighting fires and rendering emergency medical assistance is common. Will occasionally work near moving mechanical parts and elevated heights; and is frequently exposed to wet/humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock and vibration.

Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required.

## **CAREER LADDER INFORMATION:**

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

## **ESTABLISHED/REVISED DATE:**

Revised Date: September 1982

Revised Date: September 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PLANNING ASSISTANT**

**RECOMMENDATION:**

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

**SALARY:**

\$29.46 - \$30.92 - \$32.51 - \$34.07 - \$35.82 - \$36.70 per hour.

**BACKGROUND/ANALYSIS:**


There is no current eligible list for the classification of Planning Assistant. There is a vacancy due to a promotion.

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 the attached class specification.

The previous examination in 2020 was weighted as follows: A Written Test (40%), a Performance Test/Work Sample (Qualifying), and an Oral Interview (60%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%). The interview will test the candidates' preparation for the position, technical skills, and oral communication skills.

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

Respectfully submitted,

By   
Kelsie B. Winders  
Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Planning Assistant Class Specification

**6D**



# PLANNING ASSISTANT

Class Code:  
3311

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Apr 1, 1988

## SALARY RANGE

\$29.46 - \$36.70 Hourly  
\$5,106.40 - \$6,361.33 Monthly  
\$61,276.80 - \$76,336.00 Annually

### DEFINITION:

Under supervision, performs entry level work in municipal planning, environmental review, redevelopment and housing; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Planning Assistant is distinguished from Planning Associate in that an incumbent does not perform the more complex professional planning and redevelopment assignments.

### EXAMPLES OF ESSENTIAL DUTIES:

- Compiles, records and analyzes data needed for planning and redevelopment activities; participates in and/or conducts field surveys and performs project site analysis;
- Prepares maps, charts, graphs and diagrams for use in planning and redevelopment studies;

- Reviews proposals and applications for development and makes recommendations to achieve conformity to local ordinances and redevelopment plans;
- Prepares both rough and final drafts of reports to the Planning Commission, City Council, Redevelopment Agency, and other City commissions and committees;
- Makes recommendations regarding the environmental impact of proposed projects;
- Proposes tentative solutions to planning and redevelopment problems;
- Answers inquiries from a variety of individuals, and organizations;
- Assists with the administration of contracts with private consultants;
- Prepares and posts notices for public hearings.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Graduation from an accredited college or university with a major in city or regional planning, architecture, landscape architecture, geography, public administration, engineering, or closely related field.

Six months of research and writing experience involving municipal planning and/or redevelopment activities specifically related to General Plan and Research, design/development administration or redevelopment and housing activities.

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

A valid California Driver's License Class 3 is normally required.

### **Knowledge of**

- Fundamental principles and practices applying to City planning;
- California Environmental Quality Act and the California Redevelopment Act;
- Terminology used in public planning;
- Tools and methods generally used when conducting research, surveys and studies related to planning activities.

### **Ability to**

- Collect, analyze and interpret planning and design/development data;
- Interpret federal, state and municipal laws, regulations, ordinances and guidelines and make necessary recommendations in compliance therewith;
- Write and present accurate and clear reports;
- Establish and maintain cooperative working relations with a variety of individuals including
  - City officials, private consultants, developers, fellow employees and the general public;
- Perform basic graphics work including preparation of maps, illustrations, charts and diagrams.

**ESTABLISHED/REVISED DATE:**

Revised Date: April 1988  
Department Review Date: October 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR POLICE LIEUTENANT**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Police Lieutenant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Lieutenants' Roundtable (20%), Internal Panel Interview (50%), and an External Panel Interview (30%). Staff is requesting approval for a one year eligible list.

**SALARY:**

\$12,740 per month.

**BACKGROUND/ANALYSIS:**


There is no current eligible list for the classification of Police Lieutenant. The Department anticipates one vacancy by December 2021.

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 the attached class specification.

The previous examination in 2020 was weighted as follows: Lieutenants' Roundtable (20%), Internal Panel Interview (50%), and an External Panel Interview (30%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By   
\_\_\_\_\_  
Kelsie B. Winders  
Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Hedieh Khajavi  
Human Resources Manager

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

Attachment: A) Police Lieutenant Class Specification



# POLICE LIEUTENANT

Class Code:  
7313

Bargaining Unit: Torrance Police  
Commanders' Association

CITY OF TORRANCE  
Revision Date: Nov 1, 2002

## SALARY RANGE

\$12,369.00 Monthly  
\$148,428.00 Annually

### DEFINITION:

Under general supervision, to have responsibility for the activities of a shift or a functional unit or detail performing investigation, patrol, traffic, and juvenile duties; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Police Captains in that an incumbent does not have Bureau responsibility and does not act for the Chief of Police or Deputy Chief in their absence. Distinguished from Police Sergeants, who do not have overall responsibility for a division within the department.

### EXAMPLES OF ESSENTIAL DUTIES:

- Supervises subordinates in the preparation of cases to be presented at inquests or in court;
- Conducts traffic surveys;
- Plans, organizes and directs the work of patrol, services, personnel and research divisions;
- Supervises fingerprinting and booking activities during watch, investigates and supervises the following:

- Investigating of crimes within the City, including obtaining and preservation of evidence;
- Conducts interviews;
- Obtains complaints and warrants;
- Arraigns defendants;
- Attends hearings and court proceedings;
- Assists prosecutor in preparing cases;
- Contacts other police departments in making investigations;
- Supervises and searches records for information regarding wanted persons;
- Prepares general and special investigation reports and correspondence;
- Determines budgetary and personnel needs of the respective division.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Bachelor's degree or higher from an accredited college or university with major coursework in criminal justice, public or business administration, political science or closely related field; and possession of a POST Advanced Certificate.

The determination of qualified related Bachelor's degrees shall be at the discretion of the Chief of Police.

Six years police work. At least three years of the required experience must have been on the Torrance Police Department. Permanent rank of Sergeant on the Torrance Police Department.

### **Knowledge of**

- (Thorough) police organization and the procedures and regulations of the Torrance Police Department;
- (Thorough) laws of arrest, rules of evidence, penal laws, rights of citizens and courts procedures;
- The provisions of the Vehicle Code, Penal Code and of the local ordinances related to the work of the Police Department;
- Modern police practices and methods.

### **Ability to**

- Plan and direct the work of subordinates;
- Instruct officers in the laws of arrest, rules of evidence, penal laws, rights of citizens, court procedures, and the use of equipment;
- Deal firmly and courteously with subordinates and the public.

## **ESTABLISHED/REVISED DATE:**

Revised Date: November 2002  
 Department Review Date: July 2020  
 Department Review Date: October 2021