

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, NOVEMBER 8, 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 Thursday, November 4, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 27, 2021 and October 11, 2021. (Minutes provided to Commission members only, copies available in the Personnel Building).

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

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

**6C. Approve the Examination for Human Resources Senior Management Associate.**

Recommendation of Human Resources Manager that your Honorable Body approve conducting the Human Resources Senior Management Associate examination on an open basis consisting of the following exam components and weights: Application Review (qualifying) and an Oral Interview (weighted 100%). Staff is requesting approval for a six month eligible list.

**6D. Approve the Examination for Public Works Supervisor (Sanitation).**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Supervisor examination on an open basis consisting of the following exam components and weights: Written Test (60%) and an Oral Interview (40%). Staff is requesting approval for a one (1) 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, November 22, 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 OCTOBER 2021**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for October 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 October 2021

**EMPLOYEE TRANSITION REPORT  
OCTOBER 2021**

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

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Building Maintainer	Community Development	Senior Mechanical/Plumbing Inspector	Community Development
Lead Maintenance Worker	Public Works	Pest Control Technician	Public Works
Wireless Technician	Communications & Information Technology	Communications Supervisor/Wireless	Communications & Information Technology

**INTERNAL TRANSFERS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Park Services Supervisor	Community Services	Public Works Supervisor	Public Works

**NEW HIRES**

TITLE	DEPARTMENT
Account Clerk	Finance
Administrative Analyst	Transit
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Custodian	General Services
Facilities Operations Attendant	General Services
Facilities Operations Attendant	General Services
Management Aide (Intern II)	Public Works
Mechanic	General Services
Senior Business Manager	Finance
Senior Electrical Inspector	Community Development

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR HUMAN RESOURCES SENIOR  
MANAGEMENT ASSOCIATE**

**RECOMMENDATION:**

Recommendation of Human Resources Manager that your Honorable Body approve conducting the Human Resources Senior Management Associate examination on an open basis consisting of the following exam components and weights: Application Review (qualifying) and an Oral Interview (weighted 100%). Staff is requesting approval for a six month eligible list.

**SALARY:**

The monthly rage for this position is \$8,900.00 - \$10,680.00.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Human Resources Senior Management Associate. There are two current vacancies in the Transit and Public Works departments due to resignations.

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 2018 were weighted as follows: Application Review (qualifying), and Panel Interview (100%). There will be no change in the exam types and weights.

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

Respectfully submitted,

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

CONCUR:

  
\_\_\_\_\_  
Jason Nishiyama  
Audit Manager

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

Attachment: A) Human Resources Senior Management Associate Class Specification

6C



# HUMAN RESOURCES SENIOR MANAGEMENT ASSOCIATE

Class Code:  
1319

Bargaining Unit: Executive &  
Management Employees

CITY OF TORRANCE  
Established Date: Apr 1, 2015  
Revision Date: Aug 26, 2016

## SALARY RANGE

\$8,900.00 - \$10,680.00 Monthly  
\$106,800.00 - \$128,160.00 Annually

### DEFINITION:

Under direction, this management position manages, coordinates and participates in a variety of professional-level human resources management functions such as recruitment, assessment, selection, classification, compensation, benefits, leaves management, employee relations, performance management, policy development and review, labor relations and Human Resources Information Systems (HRIS). The position seeks to support departments and continuously improve programs and services in the assigned human resources management functions.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

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

Receives general direction from the Human Resources Administrator. Exercises supervision over assigned professional staff and office support staff.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Develops, plans, organizes, supervises and evaluates assigned programs, projects and activities related to a variety of human resources functions and programs;
- Manages the daily operations of assigned human resources functions;
- Plans and directs the work of professional and support staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline;
- Plans time and activities to ensure the achievement of City and division objectives within assigned areas of responsibility;
- Monitors program success using appropriate tracking and feedback systems;
- Supervises the City's recruitment and assessment program and ensures that hiring and examination processes are conducted in a fair, objective and independent manner; develops and administers examinations for a variety of job classifications; provides policy direction and resolves controversial and sensitive recruitment issues;
- Supervises and participates in job analysis/audits, classification studies and career ladders for recruitment/selection and classification and compensation purposes;
- Oversees activities involving gathering of information and conducting analysis of data used in contract negotiations; participates in negotiations and contract administration; formulates and implements effective bargaining strategies and techniques;
- Performs a range of professional, analytical and technical duties involved in the implementation of the City's benefits program; prepares and presents staff reports and other correspondence as appropriate and necessary;
- Supervises and participates in the development and presentation of benefits information programs and activities; coordinates with external agents such as benefits brokers, vendors, task forces to manage and improve employee benefits and resolve policy compliance and other complex issues;
- Partners with the Risk Manager to prepare specifications and coverage provisions, review bids and make recommendations for obtaining Dental, Life, Disability, Vision Insurance and Employee Assistance Program Benefits;
- Coordinates activities related to return-to-work and accommodation issues arising out of non-job related injuries that involve city departments, vendors, risk management programs and human resources;
- Coordinates complex investigations and assumes primary responsibility for the human resources support role to City Manager and city departments on disciplinary matters;
- Ensures compliance related to Americans with Disabilities Act, sexual harassment, discrimination, and other federal and state laws;
- Provides counsel to managers and employees on matters related to City policies, procedures and practices, contractual provisions, and other applicable laws, rules and regulations and prepares written reports/responses;
- Analyzes trends and metrics to develop strategies, solutions, programs and policies;
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would support the mission and goals of the City; oversees or performs the necessary research and analysis to justify the appropriateness or implementing the proposed program/project;
- Prepares written reports and policies and makes formal oral presentations to managers, executives, City Council, Civil Service Commission and community-based organizations as necessary;

- Assists the Human Resources Administrator with strategic planning, budget forecasting and administration;
- Attends City Council and Commission meetings, as needed;
- Attends and conducts meetings as required;
- Reviews and evaluates the results of discrimination and harassment investigations; develops and approves recommendations for resolution of complaints and allegations;
- Stays abreast of new trends and innovations in the field of Human Resources including benefits administration, sexual harassment, equal employment opportunity (EEO) issues, selection, classification and compensation, labor relations and Human Resource Information Systems.

#### **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 department meetings, as required;
- Serves on various committees, as appropriate;
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

#### **Experience and Education**

*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:*

Bachelor's Degree from a college or university in Public Administration, Business Administration, Psychology or a related field and three (3) years of progressively responsible professional Human Resources experience which includes at least one (1) year of lead or supervisory experience of at least one major human resources program.

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

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

#### **Knowledge of**

- Current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility;
- Principles and practices of public personnel administration including job analysis and classification methods, compensation and benefits administration, recruitment and selection, and employee relations;
- Principles and practices of labor-management relations, negotiation and contract administration;
- Principles, methods and techniques of strategic business planning and process improvement;
- Trends, practices and technology in human resources management;
- Principles of effective management and supervision;
- Customer service principles and practices;
- Comprehensive understanding of city functions, policies, practices and procedures;
- Principles of project leadership/coordination;
- Principles of business letter writing and basic report preparation;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Applicable local, State and Federal regulations;



- General City operations.

**Ability to**

- Plan, organize and direct human resources management programs;
- Analyze complex and technical problems and develop sound and appropriate short and long-term solutions;
- Foster a collaborative/teamwork environment; handle conflicts and confrontations effectively;
- Analyze trends, metrics and problems to develop short and long-range plans;
- Plan and prepare effective written reports and oral presentations; present proposals, recommendations and technical information clearly, logically and persuasively;
- Communicate effectively both orally and in writing on routine or controversial subjects using proper English grammar, document construction and correct spelling;
- Plan, organize, prioritize, train, monitor and evaluate the work of subordinates;
- Plan and organize information in a manner that facilitates understanding by employees and the public;
- Identify potential compliance or litigious risks in the workplace; apply principles and techniques for effective investigations, with objective findings and recommendations related to law and legal precedence;
- Utilize word processing and spreadsheet applications;
- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with Council members, Commissioners, senior staff, employees, retirees and the general public.

**SPECIAL REQUIREMENTS:**

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

Job duties are generally performed in an office environment. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. While performing the job duties employee is regularly required to sit. Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as use hands to keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aid the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet. Tasks are regularly performed without exposure to adverse environmental conditions.

**CAREER LADDER INFORMATION:**

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

**ESTABLISHED/REVISED DATE:**

Established Date: April 2015  
Review Date: October 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS SUPERVISOR (SANITATION)**

**RECOMMENDATION:**

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

**SALARY:**

\$33.33 - \$35.01 - \$36.76 - \$38.61 - \$42.59 per hour.


**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Public Works Supervisor (Sanitation). There is a vacancy in Sanitation due to retirement.

The class specification has been reviewed by the Public Works Department 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.


A promotional examination was conducted in September/October 2021. The candidates were not successful in the examination process and, therefore, an eligible list was not promulgated. There will be no change to the exam types and weights in the open recruitment.

Respectfully submitted,

By  \_\_\_\_\_  
Tina Ortiz  
Interim Human Resources Senior Management Associate

CONCUR:

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

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

Attachment: A) Public Works Supervisor Class Specification



# PUBLIC WORKS SUPERVISOR

Class Code:  
5347

Bargaining Unit: Torrance Professional  
& Supervisory Association

CITY OF TORRANCE  
Established Date: Sep 1, 2003  
Revision Date: Aug 1, 2018

## SALARY RANGE

\$33.33 - \$42.59 Hourly  
\$5,777.20 - \$7,382.27 Monthly  
\$69,326.40 - \$88,587.20 Annually

### DEFINITION:

Under direction, supervises assigned programs and/or services in the Sanitation, Street Operations, or Landscape Divisions of the Public Works Department. Assigned programs and/or services include refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or the maintenance and repair of all roadway improvements and paved surfaces, including tree trimming, removals and landscape median maintenance within the street right-of-way or other easements. Work involves planning, prioritizing and scheduling assigned program and/or services; supervising work crews engaged in daily operations; reviewing and approving completed activity; obtaining, allocating and maximizing resources; and preparing and maintaining operational and administrative records. Performs related activities as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Lead Maintenance Worker in that the Public Works Supervisor is responsible for multiple work crews including the supervision of Lead Maintenance Workers assigned to direct a single crew. Distinguished from the Sanitation Services Manager, Street Operations Manager, and Landscape Manager/City Arborist in that the incumbent is not responsible for managing an entire division within the Public Works Department.

The Public Works Supervisor supervises work crews engaged in daily operations for their assigned division. The Public Works Supervisor reports to a Division Manager (Sanitation Services Manager, Street Operations Manager, or Landscape Manager/City Arborist).

## **EXAMPLES OF ESSENTIAL DUTIES:**

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

- Plans, coordinates and supervises daily operations and activities of assigned work crews engaged in sanitation, operations, or landscape activities;
- Supervises programs and services including refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or repair of all roadway elements within the street right-of-way or other easements, including roadway improvements and other paved surfaces, curb, gutter, sidewalk, street tree trimming and replacement and maintenance of medians/parkways and other related improvements; plans daily operations; assigns work to crew members;
- Obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews; supervises the work of subordinate staff; reviews and evaluates work in progress and upon completion; approves final work product; ensures work adheres to quality standards and safety practices; may provide project parameters and inspect the work of contractors;
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and makes recommendations regarding leaves, disciplinary matters and other personnel actions to division head;
- Conducts inspections of assigned refuse collection routes, City, rights of way, streets and/or landscape; assesses conditions and needs pertaining to assigned programs and services; completes records of findings; identifies needed sanitation, operations, or landscape work/services as appropriate.
- Prioritizes projects and/or services; estimates costs and needed equipment, materials and manpower; and establishes project and/or service schedules;
- Supervises the maintenance of assigned tools and equipment used in performing daily operations and services; schedules and coordinates preventive maintenance and repair; replaces broken or damaged tools and equipment, ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies;
- Provides information, assistance and directions to the general public regarding assigned operations, maintenance, services and projects;
- Interprets policies and procedures; investigates complaints; discusses service requests; may discuss City policies, contract requirements, and other project related issues with contractors; and may represent the City in matters pertaining to the performance of contractors on assigned projects;
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to division head, director and other City officials as required; and maintains operational records and files;
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance and /or service needs; identifies and/or refers issues to other department supervisors as appropriate; and establishes effective working relationships with City personnel and other agencies.

### **Examples of Other Duties**

*While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Serves on boards, teams and committees as assigned. May represent the division and/or department at public meetings, etc., as required;
- Performs other duties as assigned.

## **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 equivalent; and three years of progressively responsible experience with at least two of the three years directly related to the assigned area of operation (i.e., sanitation, operations or landscape.)

Formal technical training in a relevant field is preferred.

One year of supervisory or lead work experience is preferred.

### **Licenses and/or Certificates**

*Must maintain and possess the following:*

Requires a valid California commercial driver's license with appropriate endorsements.

### **Knowledge of**

- Policies, procedures, equipment, materials, techniques and technological aspects pertaining to assigned division programs, activities and services (Sanitation, Street Operations, or Landscape Divisions);
- Principles of supervision, training and employee relations;
- Safety hazards and proper safety procedures, protective equipment and policies;
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic;
- Report writing techniques;
- Software applications currently in use by the Department, including word-processing, spreadsheet and database applications;
- Principles of customer relations;
- City policies and procedures affecting departmental operations;
- General City operations.

### **Ability to**

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff and handling grievances;
- Operate radios, modern office equipment, computers and software applications.
- Operate assigned tools, equipment and vehicles for the purpose of training staff and demonstrating proper techniques;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Establish effective working relationships with City officials, contractors, employees and the general public;
- Accurately complete departmental reports, forms and necessary documentation;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports;
- Understand and carry out oral and written directions;
- Maintain accurate records of time, materials and equipment.

## **SPECIAL REQUIREMENTS:**

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

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.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Sanitation Services Manager, Street Operations Manager or Landscape Manager/City Arborist.

## **ESTABLISHED/REVISED DATE:**

Established Date: September 2003

Revised Date: August 2018

Review Date: July 2021