

Pursuant to Assembly Bill 361, members of the Civil Service Commission and staff will participate in this meeting via teleconference or other electronic means.

**PARTICIPATE BEFORE THE MEETING** by emailing [CivilServiceCommission@TorranceCA.Gov](mailto:CivilServiceCommission@TorranceCA.Gov) and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

**MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING** via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/3dBZ1T6>  
Phone number: 1-669-900-9128  
ID: 857 3095 1581  
Passcode: 390588

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, JANUARY 24, 2022  
REGULAR MEETING  
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Adelsman, Dean, 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, January 20, 2022.

**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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approve the Examination for Delivery Driver/Clerk.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Delivery Driver/Clerk examination on an open basis consisting of the following exam components and weights: Application Review (qualifying), Written Exam (50%) and Oral Interview (50%). Staff is requesting approval for a one year eligible list.

**6B. Approve the Examination for Planning Associate.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Planning Associate 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.

**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 February 14, 2022,  
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 DELIVERY DRIVER/CLERK**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Delivery Driver/Clerk examination on an open basis consisting of the following exam components and weights: Application Review (qualifying) Written Exam (50%) and Oral Interview (50%). Staff is requesting approval for a one year eligible list.

**SALARY:**

\$18.07 – \$18.95 – \$19.89 – \$20.92 – \$21.93 – \$22.51 per hour

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Delivery Driver/Clerk. There is currently one vacancy due to a 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 Minimum Qualifications Guidelines section of attached Class Specification.

The previous examination in 2006 was weighted as follows: Application Review (qualifying) Written Exam (50%) and Oral Interview (50%). There will be no change in the exam types and weights.

Respectfully submitted,

By   
\_\_\_\_\_  
Leallani Stewart  
Acting Human Resources Analyst

CONCUR:

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

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

Attachment: A) Delivery Driver/Clerk Class Specification



# DRIVER/CLERK, DELIVERY

Class Code:  
1110

Bargaining Unit: Torrance City  
Employees Association

CITY OF TORRANCE  
Revision Date: Mar 1, 1983

## SALARY RANGE

\$18.07 - \$22.51 Hourly  
\$3,132.13 - \$3,901.73 Monthly  
\$37,585.60 - \$46,820.80 Annually

### DEFINITION:

Under supervision, collects and transports mail, supplies, auto parts and other miscellaneous materials to and from various locations in the Torrance and Los Angeles area on foot and/or via City vehicle; and does related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Storekeeper in that the incumbent's primary duty is to collect and transport materials and goods rather than maintain inventory.

### EXAMPLES OF ESSENTIAL DUTIES:

- Collects and transports mail, supplies, auto parts, equipment, and/ or similar materials to and from various departments, vendors and governmental agencies within the City and surrounding vicinity;
- Sorts items when necessary;
- Reads road maps to determine most expedient route to destination;
- Verifies goods against packing slips and signs for receipt of same;
- Maintains simple records such as mileage and company and address logs;
- Stocks and counts shelf items;      ATTACHMENT A

- Performs routine maintenance such as sweeping and cleaning shelf items;
- May operate simple warehouse or office equipment; performs other miscellaneous errands including driving City vehicles to be fueled or cleaned.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

No minimum requirement.

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

A valid California Class 3 Driver's License.

### **Knowledge of**

- Safe operating procedures for a class 3 motor vehicle;
- Proper lifting techniques.

### **Ability to**

- Follow oral and written instructions;
- Carry out a series of work instructions without constant supervision;
- Learn office and/or warehouse operations,, procedures, and equipment;
- Read and sort names and addresses;
- Read road maps and plot driving courses;
- Maintain simple logs and records;
- Perform simple arithmetical computations;
- Communicate effectively in person and over the telephone;
- Perform tasks requiring physical strength to lift and carry items such as engine parts and bulk office supplies;
- Establish and maintain cooperative relations with other employees and the public.

## **ESTABLISHED/REVISED DATE:**

Revised Date: March 1983  
Dept. Review: January 2022

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

**Honorable Members:**

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

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Planning Associate 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:**

\$35.67 - \$37.45 - \$39.35 - \$41.29 - \$43.39 - \$44.49 per hour

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Planning Associate. There are currently two vacancies due to resignations.

The class specification has been reviewed by the Planning Manager (Principal Planner) 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 2019 was weighted as follows: Application Review (Qualifying), Performance Test/Job Simulation (40%), 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 Associate Class Specification

**6B**



# PLANNING ASSOCIATE

Class Code:  
3312

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Apr 1, 1988

## SALARY RANGE

\$35.67 - \$44.49 Hourly  
\$6,182.80 - \$7,711.60 Monthly  
\$74,193.60 - \$92,539.20 Annually

### DEFINITION:

Under supervision, performs complex professional planning, redevelopment and housing work; interprets and explains zoning, redevelopment and housing regulations; and does related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Planning Associate is distinguished from the Principal Planner in that an incumbent is not responsible for organizing and managing a major division of the Planning Department. The Planning Associate is distinguished from the Planning Assistant in that an incumbent performs complex professional rather than entry level planning work including exercising independent judgment in preparing projects.

### EXAMPLES OF ESSENTIAL DUTIES:

- Collects, computes, records and interprets land use, demographic, economic and other data for planning purposes;

- Conducts studies which involve office and field research and the interpretation of data; prepares maps, charts, and other graphic materials to be used in planning studies;
- Writes comprehensive reports on zoning variances, conditional use permits, redevelopment activities and other applications to be submitted to the Planning Commission and City Council; makes oral presentations to the City Council, Redevelopment Agency, City Commissions, and committees;
- Processes zoning applications through the various departments, the Planning Commission, and the City Council;
- Reviews subdivision plans for conformity to ordinances and general planning procedures; monitors the progress of specific development and components of redevelopment projects; prepares initial studies and reviews environmental impact reports for conformance with the California Environmental Quality Act; prepares and maintains base maps, zoning maps, land use maps, redevelopment maps and special block study maps;
- Responds to inquiries from the public over the telephone, in person and by mail;
- Performs field work in relation to planning,
- Redevelopment and housing matters.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

Two years of responsible professional urban planning experience which includes technical work in one of the following areas: General Plan preparation and maintenance, design/development review administration, CEQA administration, Redevelopment/Housing administration. A Master's Degree in Planning may be substituted for one year of the required experience.

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

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

### **Knowledge of**

- Fundamental principles and practices of City Planning;
- Techniques and processes involved in the preparation and implementation of long-range plans and redevelopment plans;
- Federal, state and local planning legislation;
- California Redevelopment Law and California Environmental Quality Act (CEQA);
- Zoning and Redevelopment administration and Housing and Community Development trends, goals and objectives.

### **Ability to**

- Collect, analyze, and interpret planning, zoning and design/development data;
- Read and interpret subdivision and redevelopment plans;
- Interpret and explain planning, redevelopment and housing procedures, and related laws, rules and regulations;
- Write effective reports;



- Make oral presentations to the City Council, Redevelopment Agency, commissions, and committees;
- Establish and maintain effective working relationships with a variety of people including City personnel, state and federal agencies, developers and the general public.

**ESTABLISHED/REVISED DATE:**

Revised Date: April 1988

Department Review Date: January 2020

Department Review Date: January 2022