

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, MAY 9, 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, May 5, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 1 minute 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 Civil Service Commission Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of March 14, 2022, March 28, 2022 and April 25, 2022. (*Minutes provided to Commission members only, copies available in the Personnel Building*).

**6B. Accept and File Employee Transition Report for March and April 2022.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of March and April 2022.

**6C. Approve the Examination for Custodian.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Custodian examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%), Performance Test/Job Simulation (Qualifying), and Oral Interview (50%). Staff is requesting approval for a one-year eligible list.

**6D. Approve the Examination for Mechanic.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Mechanic examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (40%), Performance Test (30%), and Oral Interview (30%). Staff is requesting a six-month eligible list.

**6E. Approve the Examination for Permit Technician I.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Permit Technician I examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for six-month eligible list.

**6F. Approve the Examination for Senior Electrical Inspector.**

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

**6G. Approve the Examination for Senior Mechanic.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Mechanic examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (20%), Performance Test (40%), and Oral Interview (40%). Staff is requesting approval for a six-month eligible list.

**6H. Approve the Examination for Water Operations Supervisor.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Water Operations Supervisor examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Job Simulation Performance Exam (60%) and Oral Interview (40%). Staff is requesting approval for a six-month eligible list.

**6I. Approve the Examination for Water System Operator III.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Water System Operator III examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (60%) and Oral Interview (40%). Staff is requesting approval for six-month eligible list.

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Revised Class Specification for Human Resources Director.**

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

**8. HEARINGS**

No Business to Consider.

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to May 23, 2022,  
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 MARCH AND APRIL 2022**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of March and April 2022.

**BACKGROUND/ANALYSIS:**

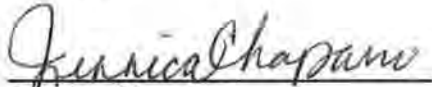
The Employee Transition Report for March and April 2022 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga  
Human Resources Technician

CONCUR:



Jennica Chaparro  
Interim Civil Service Manager

Attachment: A) Employee Transition Report for March and April 2022

**EMPLOYEE TRANSITION REPORT  
MARCH AND APRIL 2022**

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

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Equipment Operator	Public Works	Lead Maintenance Worker	Public Works
Maintenance Worker	Community Services	Lead Maintenance Worker	Community Services
Maintenance Worker	Public Works	Lead Maintenance Worker	Public Works
Maintenance Worker	Public Works	Lead Maintenance Worker	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Office Assistant	General Services	Administrative Assistant	Public Works
Office Assistant	City Manager's Office	Staff Assistant	City Manager's Office
Police Officer	Police	Police Sergeant	Police
Senior Business Manager	Public Works	Administrative Services Manager	Public Works
Tree Trimmer	Public Works	Lead Maintenance Worker	Public Works
Tree Trimmer	Public Works	Lead Maintenance Worker	Public Works
Tree Trimmer	Public Works	Lead Maintenance Worker	Community Services
Water Service Intern	Public Works	Water System Operator I	Public Works
Water Service Intern	Public Works	Water System Operator I	Public Works

**INTERNAL TRANSFERS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Administrative Assistant	Public Works	Administrative Assistant	Community Services
Maintenance Worker	Public Works	Maintenance Worker	Public Works

**NEW HIRES**

TITLE	DEPARTMENT
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Assistant Pool Manager	Community Services
Custodian	General Services
Custodian	General Services
Maintenance Worker	Public Works
Office Assistant	City Manager's Office
Police Recruit/Trainee	Police
Principal Human Resources Analyst	City Manager's Office
Principal Human Resources Analyst	City Manager's Office
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services

**NEW HIRES (CONT.)**

Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Specialist	Community Services
Public Works Supervisor	Public Works
Sanitation Equipment Operator	Public Works
Sanitation Equipment Operator	Public Works
Theater Technician	General Services
Theater Technician	General Services
Theater Technician	General Services
Transit Dispatcher	Transit
Water System Operator I	Public Works
Water System Operator I	Public Works
Water System Operator I	Public Works

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR CUSTODIAN**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Custodian examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%), Performance Test/Job Simulation (Qualifying), and an Oral Interview (50%). Staff is requesting approval for a one-year eligible list.

**SALARY:**

\$17.01 - \$17.87 - \$18.72 - \$19.55 - \$20.66 per hour.

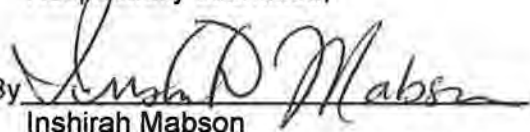
**BACKGROUND/ANALYSIS:**

The current eligible list for the classification of Custodian will expire on February 13, 2023 and is nearly exhausted. There are six (6) current vacancies. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Current vacancies are due to turnover in the department.

The class specification has been reviewed by the General Services 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.

The previous examination in 2021 were weighted as follows: Application Review (Qualifying), Written Test (50%), Performance Test/Job Simulation (Qualifying), and an Oral Interview (50%). There will be no change to the exam types and weights.

Respectfully submitted,

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:



Hedieh Khajavi  
Human Resources Manager



Jennica Chaparro  
Acting Civil Service Manager

Attachment: A) Custodian Class Specification

6C





# CUSTODIAN

Class Code:  
5731

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Aug 1, 1987

## SALARY RANGE

\$17.01 - \$20.66 Hourly  
\$2,948.40 - \$3,581.07 Monthly  
\$35,380.80 - \$42,972.80 Annually

### DEFINITION:

Under supervision, performs routine cleaning duties, maintaining City buildings in a clean, orderly and secure condition and does related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Senior Custodian in that an incumbent does not have supervisory responsibility over subordinates.

### EXAMPLES OF ESSENTIAL DUTIES:

- Sweeps, mops, waxes, scrubs, strips and refinishes asphalt, vinyl, terrazzo, cork, wood, or cement flooring;
- Uses established methods and materials in the care of all surfaces including carpets;
- Operates various types of powered floor maintenance equipment;
- Makes minor adjustments or repairs to equipment and furniture;
- Washes windows and walls; dusts furniture, woodwork, and fixtures;
- Cleans lavatory fixtures; cleans offices including blinds;
- Replaces lights as necessary;
- Empties and cleans wastebaskets and trash containers;



- Moves or sets up furniture, files and other office equipment;
- Launders rags and dust mops, etc.;
- Raises and lowers flags on City buildings;
- Maintains security and keeps City buildings locked during non-working hours.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

None; however, prior experience is preferred. That necessary for reading and independently following directions for the safe use and maximum utility of a wide variety of cleaning materials and equipment.

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

A valid Class C California Driver's License.

### **Knowledge of**

- The methods, equipment and supplies used in the cleaning of buildings;
- Proper procedures in lifting or moving heavy objects;
- Hazards and safety precautions related to custodial work.

### **Ability to**

- Clean and care for surfaces of building walls, floors, and installed equipment of many types;
- Understand and follow oral and written directions;
- Follow label directions on cleaning products in order to use properly and safely;
- Perform daily assigned tasks independently without close supervision and in outstation locations;
- Make minor adjustments and repairs to furniture, and equipment;
- Develop and maintain cooperative working relationships with those contacted in the course of work;
- Operate and maintain a variety of custodial equipment.

## **ESTABLISHED/REVISED DATE:**

Revised Date: August 1987

Reviewed Date: October 2020

Reviewed Date: December 2021

Reviewed Date: April 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR MECHANIC**

**RECOMMENDATION:**

Recommendation of the Human Resources Staff that your Honorable Body approve conducting the Mechanic examination on an open continuous basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (40%) Performance Test (30%), and Oral Interview (30%). Staff is requesting a six-month eligible list.

**SALARY:**

\$25.44 - \$26.74 - \$28.05 per hour

**BACKGROUND/ANALYSIS:**

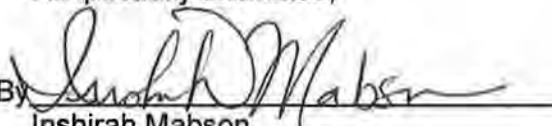
There is a current eligible list of less than five (5) names available for the classification of Mechanic. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Per Torrance Municipal Code Section 14.17.3, whenever less than five (5) names are certified for appointment from an open eligible list, or to a department head position, the appointing authority may make an appointment from such list or may make a temporary appointment until at least five (5) names are furnished. This examination is being requested due to anticipated retirements in the department.

The class specification has been reviewed by the Fleet Services Division 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 examination for Mechanic in 2021 was weighted as follows: Application Review (qualifying), Written Test (40%) Performance Test (30%), and Oral Interview (30%). There will be no change in the exam types and weights.

There is not a sufficient pool of internal candidates to qualify and produce an eligible list to allow for anticipated vacancies; therefore, an open recruitment is recommended.

Respectfully submitted,

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Jennica Chaparro  
Acting Civil Service Manager

Attachment: A) Mechanic Class Specification

**6D**



# MECHANIC

Class Code:  
5516

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Jul 1, 1998

## SALARY RANGE

\$25.44 - \$28.05 Hourly  
\$4,409.60 - \$4,862.00 Monthly  
\$52,915.20 - \$58,344.00 Annually

### DEFINITION:

Under general supervision, performs skilled mechanical work in the diagnosis, maintenance and repair of automobiles, light duty trucks, motorcycles and light field equipment; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Mechanic is supervised by the Fleet Services Manager and Fleet Services Supervisor.

### EXAMPLES OF ESSENTIAL DUTIES:

- Diagnoses problems and determines the extent of repairs or adjustments needed for automobiles, light duty vehicles, motorcycles and equipment such as mowers and chain saws;
- Maintains, adjusts, repairs, rebuilds and overhauls operating systems including, but not limited to, electrical, charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking and steering systems;
- Maintains, adjusts, repairs, rebuilds and overhauls components including, but not limited to, engines, transmissions, drive shafts, differentials, radiators and bodies;

- Operates computer aided diagnostic equipment, vehicle testing and/or operating equipment;
- Repairs and replaces bodies, housings, brackets and accessories using machining tools and equipment;
- Keeps and enters repair orders and keeps maintenance records of time spent, materials and parts used and type of work performed in an automated system;
- Organizes, cleans and maintains a safe work shop area;
- May assist Senior Mechanics in repair of heavy duty vehicles and equipment;
- May drive vehicles into and out of service bays and perform road tests.

## **QUALIFICATION GUIDELINES:**

### **Experience and Education**

Three years of experience in the repair and maintenance of automobiles and/or power equipment, at least one of which must include experience at the journey level.

Satisfactory completion of a comprehensive automotive technology program or degree may be substituted for two years of the required experience. The program or degree must cover systems such as electrical, computer controlled vehicles, emission, drive-train, cooling, fuel and ignition systems.

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

A valid California driver's license of the appropriate class. Automotive Service Excellence (ASE) certificates are desirable.

## **SPECIAL REQUIREMENTS:**

Must provide own mechanic hand tools, up to one inch, to perform job duties.

## **CAREER LADDER INFORMATION:**

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Senior Mechanic.

## **ESTABLISHED/REVISED DATE:**

Revised Date: July 1998

Reviewed Date: July 2020

Reviewed Date: April 2022



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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PERMIT TECHNICIAN I**

**RECOMMENDATION:**

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

**SALARY:**

\$22.27 - \$23.38 - \$24.54 - \$25.78 - \$27.06 - \$28.42 per hour.

**BACKGROUND/ANALYSIS:**

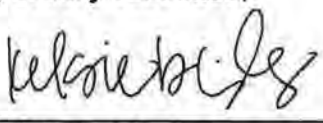
There is a current eligible list of less than five (5) names available for the classification of Permit Technician I. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Per Torrance Municipal Code Section 14.17.3, whenever less than five (5) names are certified for appointment from an open eligible list, or to a department head position, the appointing authority may make an appointment from such list or may make a temporary appointment until at least five (5) names are furnished.

The class specification has been reviewed by the Community Development 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 examination in 2021 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). 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   
Kelsie B. Winders  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Jennica Chaparro  
Interim Civil Service Manager

Attachment: A) Permit Technician I Class Specification

**6E**





# PERMIT TECHNICIAN I

Class Code:  
3527

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Aug 1, 2010

## SALARY RANGE

\$22.27 - \$28.42 Hourly  
\$3,860.13 - \$4,926.13 Monthly  
\$46,321.60 - \$59,113.60 Annually

### DEFINITION:

Under general supervision, performs responsible technical work in the review, processing, and issuance of a variety of permits such as building permits, development review permits, zoning and business license information; and performs administrative support duties and a variety of specialized tasks of a technical nature; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the entry/journey level class within the Permit Technical series. This class is distinguished from the Permit Technician II by the performance of more routine or less complex tasks and duties assigned to positions within this series; and distinguished from Secretary in that the incumbent performs specialized tasks of a technical nature related to the review, processing, and issuance of permits, licenses and development cases.

Receives general supervision from the Plans Examiner (Permit Center Supervisor).

### EXAMPLES OF ESSENTIAL DUTIES:

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

ATTACHMENT A

- Distributes information about a variety of permits such as building, development, zoning and business licenses;
- Provides material requested from public and staff such as maps, permit records, aerial photos;
- Reviews business license applications, determine routing requirements and add routing sheets for departmental reviews;
- Checks building, development and business license applications to ensure completeness of submittal package;
- Processes and issues a variety of permits such as building, construction, development review and business license applications;
- Calculates permit, plan check, development and business license related fees;
- Receives and receipts for money paid over the counter;
- Collects fees, issues receipts for money received, and balances cash drawer;
- Develops or modifies forms for reporting data, and ensures accuracy of data;
- Notifies applicants when plans are ready for correction or permits are ready for issuance;
- Coordinates final routing process and releases project utilities;
- Coordinates approval of plans with other City Departments and regulatory agencies to assure the required approvals have been granted; and maintains logs of plans and applications submitted;
- Coordinates overtime billing for plan check and inspection;
- Performs records searches;
- Prepares statistical and other required reports and operates a computer terminal to input and retrieve information;
- Files and/or routes plans and applications to City departments and staff;
- Routes files and prepares plans and records for archiving and scanning;
- Receive and input complaints into permit issuance system and assign to appropriate personnel;
- Composes routine correspondence and notices from brief minimal instructions.

#### **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:*

- With sufficient on-the-job training and experience, may evaluate plans for routine residential projects such as patios and room additions;
- Works with the public by receiving complaints and attempting to resolve them;
- May assist with the enforcement of administrative provisions of the California Building Code and various federal, state and municipal codes;
- May provide guidance and training to support staff;
- Participates as a member on interdepartmental and intradepartmental teams and committees 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 possession of a GED Certificate; and one year of experience with a municipal building department's permit processing function or similar experience at a public counter with an emphasis on customer service.

In addition to the experience requirement, completion of courses from a vocational school or

college related to this field such as Public Works Inspection, Computer-aided Architectural Drafting, Principles of Engineering Technology, Blueprint Reading, the Uniform Building Code, and Bookkeeping and Accounting is highly desirable.

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

Must possess a valid State of California driver's license of the appropriate class.

### **Knowledge of**

- Basic Building construction methods, practices and materials;
- Basic federal, State and local laws, codes and ordinances including but not limited to California Health and Safety Code, California Fire Code, California Building Code, State Administrative Code, and NFPA standards and codes;
- State and local laws pertaining to business licensing;
- Basic mathematics as applied to the calculation of construction fees, taxes, and building valuation;
- Basic computer keyboard functions, data entry and record keeping techniques;
- Modern office procedures, methods, and computer equipment;
- Techniques for providing a high level of customer service to effectively deal with the public, vendors, contractors and City staff;
- City policies and procedures affecting departmental operations;
- General City operations.

### **Ability to**

- Read and interpret simple construction plans;
- Verify that plan submittals are complete and in conformance with required submission standards;
- Provide customers with accurate information on permitting procedures;
- Compute fees;
- Enter, track and retrieve information using a computer;
- Prepare and maintain records and files;
- Understand and carry out oral and written instructions;
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws and apply them to various situations;
- Communicate clearly and concisely both orally and in writing;
- Establish and maintain effective working relationships with developers, architects, contractors, property owners, other regulatory agencies, the general public and fellow employees;
- Use tact and diplomacy when dealing with customers from diverse cultural backgrounds, often under pressure of heavy customer demand;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality;
- Operate office equipment including computer software and hardware (currently in use by the City);
- Learn and utilize new skills and information to improve job performance and efficiency.

## **SPECIAL REQUIREMENTS:**

Work is performed indoors in a busy office environment. Must be able to handle heavy public contact at the counter and on the telephone. This position requires frequent sitting, walking, standing, reaching, bending and lifting and carrying up to 20 pounds. Must be occasionally available to work evenings or weekends for special assignments.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification in addition to training and coursework may serve to meet the minimum requirements for promotion to Permit Technician II.

## **ESTABLISHED/REVISED DATE:**

Revised Date: August 2010

Department Review Date: December 2019

Department Review Date: September 2021

Department Review Date: May 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR ELECTRICAL INSPECTOR**

**RECOMMENDATION:**

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

**SALARY:**

\$35.23 - \$36.77 - \$38.83 - \$40.79 - \$41.81 per hour.

**BACKGROUND/ANALYSIS:**

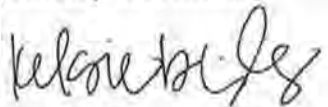
There is no current eligible list for the classification of Senior Electrical Inspector. There is a vacancy due to a resignation.

The class specification has been reviewed by the Community Development 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 2021 and 2020 was weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). 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   
Kelsie B. Winders  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Jennica Chaparro  
Interim Civil Service Manager

Attachment: A) Senior Electrical Inspector Class Specification





# INSPECTOR, ELECTRICAL, SENIOR

Class Code:  
3502

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Jan 1, 1988

## SALARY RANGE

\$35.23 - \$41.81 Hourly  
\$6,106.53 - \$7,247.07 Monthly  
\$73,278.40 - \$86,964.80 Annually

### DEFINITION:

Under general supervision, to inspect the larger and more complex electrical installations in all phases of construction, alterations and repair for adherence to original plans and specifications and safety regulations; to check complex plans and specifications for compliance with electrical ordinances, codes and regulations; to issue electrical permits; and to do related work as required.

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Inspects electrical installations to see that construction or alteration work being done complies with municipal legal requirements and the electrical provisions of the State Housing Act, and that construction is carried on in a safe manner and in accordance with approved plans;
- Checks electrical wiring, electrical fixtures, and other items; checks methods of installation and quality of materials;
- Keeps records and submits reports;
- Checks plans and specifications for compliance with State law and electrical codes as adopted by the City;
- Consults with and advises the public, contractors and builders regarding electrical laws and requirements; issues electrical permits;
- Assists in training electrical inspectors.



## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

Equivalent to graduation from high school.

Three years of experience as a journeyman electrician and one year of experience as an electrical inspector for a municipal or county building department; or six years of experience including electrical inspection as part of the regular job duties as a general building inspector for a municipal or county building department. An International Conference of Building Officials Electrical Inspector Certificate or certification of inspection technology may be substituted for one year of the required experience or additional electrical inspector experience for a municipal or county building department can be substituted on a year-for-year basis.

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

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

### **Knowledge of**

- Electrical and related codes and ordinances enforceable by the City;
- Principles and techniques of electrical inspection;
- Electrical materials, accepted safety standards and modern methods of electrical installation.

### **Ability to**

- Analyze, interpret and accurately check complex electrical plans and specifications;
- Prepare clear and comprehensive written reports;
- Maintain cooperative working relationships with engineers, architects, contractors and the general public.

## **ESTABLISHED / REVISED DATE:**

Revised Date: January 1988

Department Review Date: October 2020

Department Review Date: June 2021

Department Review Date: May 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR MECHANIC**

**RECOMMENDATION:**

Recommendation of the Human Resources Staff that your Honorable Body approve conducting the Senior Mechanic examination on an open continuous basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (20%), Performance Test (40%), and an Oral Interview (40%). Staff is requesting approval for a six-month eligible list.

**SALARY:**

\$31.55 - \$33.17 - \$34.83 per hour.

**BACKGROUND/ANALYSIS:**

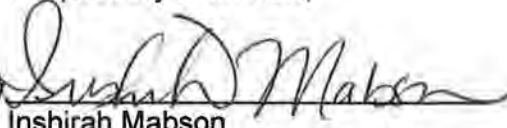
There is no current eligible list for the classification of Senior Mechanic. There is a vacancy due to resignation.

The class specification has been reviewed by the Fleet Services Division 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 November 2019 were weighted as follows: Application Review (qualifying), Written Test (20%), Performance Test (40%) and an Oral Interview (40%). 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   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Jennica Chaparro  
Acting Civil Service Manager

Attachment: A) Senior Mechanic Class Specification



# MECHANIC, SENIOR

Class Code:  
5515

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Sep 1, 1995

## SALARY RANGE

\$31.55 - \$34.83 Hourly  
\$5,468.67 - \$6,037.20 Monthly  
\$65,624.00 - \$72,446.40 Annually

### DEFINITION:

Under general supervision, performs skilled mechanical work in the diagnosis, maintenance and repair of medium and heavy duty vehicles and equipment such as buses, refuse trucks, graders, tractors, sweepers and heavy duty trucks; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

Distinguished from Fleet Services Manager and Fleet Services Supervisor in that the incumbent does not have administrative responsibilities such as assigning or coordinating work assignments. Distinguished from Mechanic in that the incumbent works primarily on medium and heavy duty vehicles and equipment.

### EXAMPLES OF ESSENTIAL DUTIES:

- Diagnoses problems and determines the extent of repairs or adjustments needed for medium and heavy duty vehicles and equipment;
- Maintains, adjusts, repairs, rebuilds and overhauls operating systems including, but not limited to, electrical, charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking, steering and hydraulic systems;

- Maintains, adjusts, repairs, rebuilds and overhauls components such as engines, transmissions, drive shafts, differentials, air brakes, radiators and bodies;
- Operates vehicle testing and operating equipment;
- Builds and fabricates special bodies, housings, brackets and accessories using machining tools and equipment;
- Enters repair orders and keeps maintenance records of time spent, materials and parts used and type of work performed in automated system;
- Provides technical direction and training to Mechanics and Equipment Attendants;
- Organizes, cleans and maintains work shop area;
- May drive vehicles into and out of service bays and perform road tests.

## **QUALIFICATION GUIDELINES:**

### **Experience and Education**

Four years of recent skilled mechanical experience, at least one of which includes servicing and repair of heavy duty vehicles and equipment. Satisfactory completion of courses in the repair of heavy-duty vehicles and equipment may be substituted for the one year of heavy duty vehicle and equipment experience required. Courses must be approved by the Civil Service and Fleet Services Department and must include hydraulic, electrical, fuel systems, engine and transmission overhaul.

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

A valid Class B California driver's license within six weeks of hire date.

## **SPECIAL REQUIREMENTS:**

Must provide own tools to perform job duties.

## **ESTABLISHED/REVISED DATE:**

Revised Date: September 1995

Reviewed Date: November 2019

Reviewed Date: April 2022



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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR WATER OPERATIONS SUPERVISOR**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Water Operations Supervisor examination on an open continuous basis consisting of the following exam components and weights: Application Review (qualifying), Job Simulation Performance Exam (60%) and an Oral Interview (40%). Staff is requesting approval for a six-month eligible list.

**SALARY:**

\$45.84 - \$48.13 - \$50.54 - \$53.07 - \$55.72 per hour

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Water Operations Supervisor. There is one vacancy due to separation of an incumbent.

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 Qualification Guidelines section of attached Class Specification.

The previous examination in 2020 was weighted as follows: Application (qualifying), Job Simulation Performance Exam (60%) and Oral Interview (40%). There will be no change in the exam types and weights.

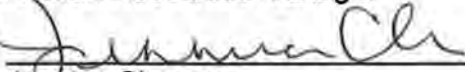
This classification is hard-to-fill due to the certifications required for the position; therefore, an open continuous recruitment is recommended.

Respectfully submitted,

By   
\_\_\_\_\_  
Tiffany Egan  
Principal Human Resources Analyst

CONCUR:

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

  
\_\_\_\_\_  
Jennica Chaparro  
Interim Civil Service Manager

Attachment: A) Water Operations Supervisor Class Specification



# WATER OPERATIONS SUPERVISOR

Class Code:  
5314

Bargaining Unit: Torrance Professional  
& Supervisory Association

CITY OF TORRANCE  
Established Date: Sep 1, 1998  
Revision Date: Aug 1, 2018

## SALARY RANGE

\$37.71 - \$50.54 Hourly  
\$6,536.40 - \$8,760.27 Monthly  
\$78,436.80 - \$105,123.20 Annually

### DEFINITION:

Under direction, schedules and supervises the construction, maintenance and repair of the City's water system, water meters and other water facilities, the reading of meters, monitors water supply and distribution and ensures high level of water quality standards; is designated as a Shift Operator; establishes and maintains effective customer relations; performs inspections of water construction projects; supervises subordinate technical personnel; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Water Operations Supervisor is the supervisory level class in the water series. Water Operations Supervisor is distinguished from the Water Operations Superintendent in that the incumbent is designated a Shift Operator and does not have responsibility over the entire section. Water Operations Supervisor is distinguished from the Water System Operator III in level of supervision exercised and the level and scope of responsibility exercised and expertise required. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and in applying concepts, plans and strategies, which may require non-traditional methods to achieve established goals and objectives. Work is judged primarily on overall results; work requires the development of recommendations consistent with directives, policies and regulations.

#### Supervision Exercised/Received

Receives direction from the Water Operations Superintendent; exercises direct supervision over lower-level technical personnel.



## EXAMPLES OF ESSENTIAL DUTIES:

*The following duties represent the principal job duties; however, they are not all-inclusive. Other duties may be required and assigned:*

- Plans, schedules and supervises subordinate personnel in the construction, maintenance and repair of City water system including water production distribution, storage, pumping, treatment and meter facilities;
- Plans, schedules and supervises subordinate personnel in the areas of customer service including water quality and meter reading;
- Inspects field work in progress for compliance with policies, procedures, safety guidelines, schedules and work specifications;
- Ensures the availability of adequate and properly working equipment and tools;
- Conducts training and safety meetings;
- Assists in designing new water system projects;
- Supervises subordinate technical staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees and implementing employee discipline. Providing training, advice and assistance as needed;
- Acts in the absence of Water Operations Superintendent as the Chief Operator for the City;
- Keeps abreast of new technology and methods related to water operations;
- Receives and resolves customer relations' problems;
- Investigates customer billing discrepancies, coordinates investigations and corrective action with utility billing staff;
- Coordinates repair work with other departments as required;
- Assists in the preparation of the division budget;
- Prepares technical reports and diagrams, status reports, correspondence, etc. as required;
- Responds to emergency calls during work and after normal working hours;
- Consults with and monitors the work of contractors to ensure the protection of water mains, valves, etc., during construction work throughout the City;
- Coordinates inspections and related activities with contractors, utility personnel, consultants and various City staff;
- Oversees underground alert service;
- Prepares billing statements;
- Collects, maintains and analyzes data related to water revenues, water production and consumption;
- Represents the Water Department in water billing appeal hearings;
- Monitors and administers fines for illegal hydrant connections;
- Monitors Supervisory Control and Data Acquisition (SCADA) as needed;
- Maintains accurate records and prepare technical reports and diagrams, status reports, field logs, requisitions, etc. as required; enter information into computer.

### **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 various staff meetings as required;
- Performs related duties as required.

## QUALIFICATION GUIDELINES:

### Education and Experience

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

Equivalent to a high school diploma; coursework in water utility science as required for the Water distribution certification; and five (5) years of progressively responsible experience in water operations, maintenance and repair work; at least one (1) of which must have been in a supervisory or lead capacity.

### License and/or Certificates

*Must possess and maintain the following:*

- An appropriate, valid California driver's license;
- State Water Resource Control Board Water Treatment Plant Operator License, Grade 2; and
- State Water Resource Control Board Water Distribution Operator License, Grade 4.

Grade 5 Distribution Certification is required to be designated as Chief Operator in the absence of the Water Operations Superintendent. Successful completion of the State Water Resource Control Board Water Distribution Operator License Grade 5 examination must be obtained prior to completion of probation.

Should the City's designation level as a Treatment or Distribution facility change, incumbents will be expected to attain the appropriate designation within 12 months of the notification by the State of California.

Cross-Connection Control Specialist Certificate must be obtained prior to the completion of probation.

Possession of a Water Utility Science Certificate is highly desirable.

### Knowledge of

- Hydraulic and mechanical operations as applied to the operation of water production, storage and distribution systems;
- Accepted methods of repair, rehabilitation and operation of water supply and distribution system facilities;
- Materials, tools and equipment used in the installation, maintenance and repair of water systems and system facilities;
- Physical and technical aspects of water distribution systems, including water quality, cross-connection control, operations and maintenance;
- Methods and practices of inspection as applied to the operation of water production, storage and distribution systems;
- Principles of supervision and employee relations;
- Principles of customer relations;
- Rules and regulations affecting municipal water departments;
- Meter reading and billing practices;
- General City operations.

### Ability to

- Plan, assign, supervise and evaluate the activities of subordinate staff.
  - Communicate effectively orally and in writing;
- Maintain accurate records of time, materials and equipment;
- Establish and maintain effective relationships with employees, other City departments, representatives from other agencies, contractors, consultants and the public;
- Perform computations using variables and formulas; take measurements; compute percentages, ratio and proportion; interpret graphs;
- Determine quality of materials and workmanship through inspection;

- Operate office and other equipment including a computer, calculator, copier, diagnostic equipment and various tools, etc;
- Understand and carry out oral and written directions;
- Read and understand technical reports, drawings, specifications, etc.

## **SPECIAL REQUIREMENTS:**

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

Requires the ability to perform field work involving exertion of a moderate amount of physical effort to stoop, crouch and lift in the performance of duties; ability to perform duties in a safe manner; sufficient hand/eye coordination to perform semi-skilled repetitive movements such as adjusting and operating equipment and using office equipment and supplies; ability to drive motor vehicles. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold, toxic agents and chemicals, and performing work in confined spaces.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification would serve towards meeting the minimum requirements for promotion to Water Operations Superintendent.

## **ESTABLISHED/REVISED DATE:**

Re-Title & Revision Date: February 2016

Revised Date: March 2017

Revised Date: August 2018

Department Review Date: January 2020

Department Review Date: May 2022



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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR WATER SYSTEM OPERATOR III**

**RECOMMENDATION:**

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

**SALARY:**

\$38.72 - \$40.68 - \$42.71 - \$44.85 per hour.

**BACKGROUND/ANALYSIS:**

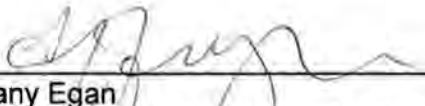
There is no current eligible list for the classification of Water System Operator III. There are currently four vacancies due to resignation.

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 Qualification Guidelines section of attached Class Specification.

The previous examinations in 2021 and 2017 were weighted as follows: Application Review (qualifying), Performance Test (60%) and Oral Interview (40%). There will be no change to the exam types and weights.

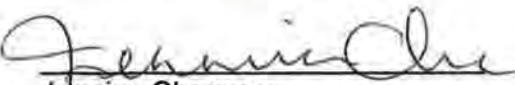
This classification is hard-to-fill due to the certifications required for the position; therefore, an open continuous recruitment is recommended.

Respectfully submitted,

By   
Tiffany Egan  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Jennica Chaparro  
Interim Civil Service Manager

Attachment: A) Water System Operator III Class Specification



# WATER SYSTEM OPERATOR III

Class Code:  
5403

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Mar 1, 2016

## SALARY RANGE

\$38.72 - \$44.85 Hourly  
\$6,711.47 - \$7,774.00 Monthly  
\$80,537.60 - \$93,288.00 Annually

## DEFINITION:

Under general supervision, performs skilled work in the installation, maintenance and repair of the City's water system; performs skilled work pertaining to water quality control; performs the most complex work of the meter repair shop; assigns, reviews, coordinates and trains lower level Water Service Technicians; and performs related work as required.

## DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

The Water System Operator III is the advanced journey level in the series and may function as a working lead person. This level possesses significant technical expertise beyond that expected at the journey level. Incumbents exercise independent judgment in the performance of duties. Work is judged primarily on overall results and may require the development of recommendations consistent with directives, policies and regulations. Employees have greater authority over assignments and decisions required to perform the work than do lower-level classifications.

Receives general supervision from the Water Operations Supervisor; and provides technical supervision which includes assigning, coordinating, training reviewing and providing input on the evaluation of lower level Water System Operators.

Attachment A



## EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs installation, repair, maintenance and/or inspection of the City's water system, its components, and storage and production facilities; assigns, reviews, and coordinates the work of lower level Water Service Technicians;
- Monitors treatment equipment and pumping facilities of the water system;
- Ensures compliance with policies, procedures, safety guidelines, schedules and work specifications;
- Verifies location of underground utility facilities before beginning excavation work;
- Assists in coordinating work with contractors;
- Turns water service off and on as appropriate;
- Reads meters and records readings in route book;
- Receives and responds to inquiries and complaints from customers and the general public regarding water service;
- Performs the most complex installation, replacement, repair, inspection and maintenance of residential and commercial water meters and hydrant meters; assigns and coordinates the work of crew;
- Assists in the training of new and subordinate personnel;
- Maintains accurate records and prepare technical reports and diagrams, status reports, field logs, requisitions, etc. as required;
- Provides technical assistance to department staff and customers as required;
- Performs daily safety inspections of equipment and machinery;
- Responds to emergency calls during work and after normal working hours;
- Identifies cross-connection hazards;
- Monitors water quality; takes routine water samples for testing; determines need for water treatment or flushing of water mains.

### 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 transport employees and equipment to job sites;
- May distribute notices to water customers;
- Maintains and cleans equipment and tools; maintains clean and orderly workplace;
- Performs related duties as required;
- Inspects facilities, reviews drawings/plans and provides recommendations for cross-connection hazards.

## 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:*

Equivalent to a high school diploma and four years of progressively responsible experience in the installation, maintenance, repair and/or inspection of water distribution facilities.

### License and/or Certificates

Must possess and maintain an appropriate, valid California driver's license; a State of California Department of Health Services Water Distribution License Grade D3 and a State of California Department of Health Services Water Treatment License Grade T2.

### Knowledge of



- Hydraulic and mechanical operations as applied to the operation of water production, storage and distribution systems;
- Accepted methods of repair, rehabilitation and maintenance of water supply and distribution system facilities;
- Service connections, meters and backflow prevention devices and methods;
- Materials, tools and equipment used in the installation, maintenance and repair of water systems and system facilities;
- Physical and technical aspects of water distribution systems, including operations and maintenance;
- Basic chemistry;
- Rules and regulations affecting municipal water departments.

#### **Ability to**

- Assign, review, coordinate and train crew members;
- Communicate effectively orally;
- Maintain accurate records of time, materials and equipment;
- Carry out quality control tests;
- Perform computations using variables and formulas; take measurements; compute percentages, ratio and proportion;
- Read and understand technical reports, drawings, specifications, etc;
- Understand and carry out oral and written directions;
- Read meters and record readings;
- Operate equipment including water service truck, diagnostic equipment, power tools, heavy machinery, test kits, and various tools, etc;
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies;
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

## **SPECIAL REQUIREMENTS:**

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

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical currents and/or hazardous materials in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold, toxic agents and chemicals, and performing work in confined spaces.

## **CAREER LADDER INFORMATION:**

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

**ESTABLISHED/REVISED DATE:**

Revised Date: March 2016

Department Review Date: January 2020

Department Review Date: May 2022

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

Honorable Members:

**SUBJECT: Approve Revised Class Specification for Human Resources Director**

**RECOMMENDATION**

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

**BACKGROUND AND ANALYSIS**

On April 12, 2022, the City council approved the reorganization of the Human Resources Division based on the recommendation of the Finance and Governmental Operations Committee of the City Council. In this reorganization, the City Manager proposed the restoration of Human Resources Director, a civil service position covered under the Executive and Management Salary Resolution.

In 2011, as a temporary cost savings measure, the Human Resources Department became a Division of the City Manager's Office, and the Workers' Compensation Division became part of the Finance Department. Restoring the Human Resources Director position will ultimately result in the restoration of the Human Resources Department, and will bring the Workers' Compensation Division back to the Human Resources Department.

The class specification for Human Resources Director was last revised in 2003 and staff determined that additions and minor changes to the class specification are required to reflect the current duties and responsibilities.

The **Definition** section was updated to remove risk management and the workforce development programs.

Addition of duty statements listed below to the **Examples of Duties** section:

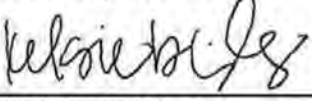
- Provides leadership and strategies for improving Human Resources functions across the City and partners with Departments to develop strategies for creating efficiencies between Human Resources and operating Departments.
- Leads and promotes a diverse culture that is reflective of the City's values and supports a changing workforce; oversees employee engagement initiatives.
- Maintains the organizational workforce plan in conjunction with the Civil Service Division.

Statements were added to the **Qualification Guidelines** section that reflect the Knowledge and Abilities required to perform the job duties of the position.

The **License and/or Certificate** section was revised to add the requirement that incumbents must possess and maintain a valid California Class C Drivers' License.

The **Special Requirements** section was updated to reflect the appropriate career ladder.

Respectfully submitted,

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

CONCUR:

  
\_\_\_\_\_  
Aram Chaparyan  
City Manager

NOTED:

  
\_\_\_\_\_  
Jennica Chaparro  
Interim Civil Service Manager

Attachment    A) Revised Class Specification Human Resources Director  
                  B) Existing Class Specification Human Resources Director



---

## HUMAN RESOURCES DIRECTOR

---

### Definition

Under general administrative direction, plans, organizes, and directs the programs and systems to support City Departments which include recruitment and selection, classification and compensation, benefits administration, organizational development, strategic planning, workforce analysis and employment services, employee relations, and risk management functions. Administers the self-insured Workers' Compensation program and the workforce development program. Represents the Department to City management, the City Council and the community; and performs related work as required.

### Distinguishing Characteristics

The Human Resources Director is directly responsible to the City Manager for the performance of duties. Distinguished from division heads in that the incumbent is responsible for managing the entire department rather than a specific division. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

### Supervision Exercised/Received:

Receives general administrative direction from the City Manager; exercises direct supervision over Division Managers, professional-level positions and office support personnel.

### Examples of Essential Duties

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

- Plans, organizes, and directs the functions of the Department through subordinate Division managers, professional and support staff, including classification and compensation, recruitment and selection, organizational and workforce development, employment services, and employee relations, and risk management.
- Provides leadership and strategies for improving Human Resources functions across the City and partners with Departments to develop strategies for creating efficiencies between Human Resources and operating Departments.
- Leads and promotes a diverse culture that is reflective of the City's values and supports a changing workforce; oversees employee engagement initiatives.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary corrective action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training and management practices which support the City's mission and values.
- Aligns the human resources functions with the needs of the Departments in support of the City's Strategic Plan.
- Manages the development and implementation of the Department goals, objectives, policies and priorities for each division; establish appropriate service and staffing levels; allocate resources accordingly.
- With managers, Develops, implements, and monitors long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.



- Prepares and administers ~~annual~~ Department budget; recommends modifications to align with City priorities.
- Coordinates Departmental activities with those of other departments and outside agencies and organizations.
- Serves as advisor to the City Manager, City Council, and Department Heads on personnel rules, regulations, policies, federal and state mandates, and employee relations matters.
- Makes determinations and decisions ~~in~~ on the most difficult problems or issues, or in situations having a significant impact upon Human Resources programs or in the relationships with the City Council, other City departments, or employees.
- Ensures compliance with City policies, contracts and ordinances, as well as Federal, State and local mandates.
- Reviews and makes recommendations regarding proposed legislation affecting personnel, and workers' compensation matters.
- Directs research of new theories, best practices and/or trends in personnel administration.
- Keeps abreast of current principles and practices, technology, regulations and literature that apply to City information technology and communication projects and needs.
- Attends various City, Council, staff and community meetings as required.
- Participates on internal and external committees, boards, and task forces, as appropriate.
- Maintains the organizational workforce plan in conjunction with the Civil Service Division.

---

**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.*

- Conducts and attends meetings as required;
- Attends and participates in professional group meetings;
- Performs related duties as required.

---

**Qualifications Guidelines**

**Knowledge of:**

- Principles and practices of public personnel administration including job analysis and classification methods, recruitment and selection, compensation and benefits administration, and employee and organizational development.
- Organizational and management practices as applied to the analysis and evaluation of human resources programs, policies and organizational needs.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters such as selection, compensation, and fringe benefits.
- Laws, rules, regulations, court decisions, and legal interpretation regarding workers' compensation, ~~and general liability.~~
- Literature, periodicals, and other resources concerning current trends in personnel administration and employee relations.
- ~~Principles and practices of risk management and loss control principles and techniques.~~
- Legal terminology, practices, and procedures for the conduct of administrative hearings.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices.
- Principles and practices of budget preparation and administration.
- Applicable local, State and Federal regulations.
- High quality customer service methodology and principals.
- Project management methods and practices.
- General City operations.

**Ability to:**



- Plan, direct, and oversee the administration and operations of the Human Resources Department.
- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors and vendors.
- ~~Develop, understand, interpret laws and execute rules, regulations, policies and procedures.~~ Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes.
- Analyze complex matters ~~problems~~, identify and evaluate alternative solutions, project consequences of proposed actions, recommend an appropriate course or action, and implement recommendations in support of goals.
- Develop and administer a departmental budget.
- Present proposals and recommendations effectively in public meetings.
- Develop and implement effective techniques for facilitating and improving human resources programs.
- ~~Think globally and carry out complex projects independently.~~ Exercise independent judgment and initiative.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and other encountered in the course of work.
- Interpret and apply Memoranda of Understanding and Salary Resolutions, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Communicate effectively orally and in writing.
- Utilize a computer and other office equipment.
- Understand and carry out oral and written directions.

---

### License or Certificate

~~None required.~~ Must possess and maintain a valid California Class C Drivers' License.

### Education and Experience

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

Graduation from a college or university with a Bachelor's degree in Business Administration, Public Administration, Psychology, Human Resources Management, or related field, and six years of increasing responsible experience in the field of Human Resources including classification and compensation, recruitment and selection, organizational ~~and workforce~~ development, employment services, and employee relations ~~and risk-management functions~~, at least two years of experience must include management responsibility for a major human resources function.

### Special Requirements

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

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; requires sufficient hand/eye coordination to perform ~~semi-skilled~~ repetitive movements, such as computers and cellular devices ~~calculators~~. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at

off-site meetings and conferences. Work may be required on evenings and weekends as needed.

---

**Career Ladder Information**

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



---

## HUMAN RESOURCES DIRECTOR

---

### **Definition**

Under general administrative direction, plans, organizes and directs the programs and systems to support City Departments which include recruitment and selection, classification and compensation, benefit administration, organizational development, employment services, employee relations, and risk management functions. Administers the self-insured Workers' Compensation program and the workforce development program. Represents the Department to City management, the City Council and the community, and performs related work as required.

### **Distinguishing Characteristics**

The Human Resources Director is directly responsible to the City Manager for the performance of duties. Distinguished from division heads in that the incumbent is responsible for managing the entire department rather than a specific division. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

### **Supervision Exercised/Received:**

Receives general administrative direction from the City Manager; exercises direct supervision over Division Managers, professional-level positions and office support personnel.

### **Examples of Essential Duties**

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

- Plans, organizes and directs the functions of the Department through subordinate managers, professional and support staff including classification and compensation, recruitment and selection, organizational and workforce development, employment services, employee relations, and risk management
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training and management practices which support the City's mission and values.
- Aligns the human resources functions with the needs of the departments in support of the City's Strategic Plan.
- Manages the development and implementation of the Department goals, objectives, policies and priorities for each division; establish appropriate service and staffing levels; allocate resources accordingly.
- With managers, develop, implement and monitor long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.
- Prepares and administers annual Department budget.
- Coordinates Departmental activities with those of other departments and outside agencies and organizations.
- Serve as advisor to the City Manager, City Council, and Department Heads on personnel rules, regulations, policies, federal and state mandates, and employee relations matters.

- Makes determinations and decisions in the most difficult problems or issues, or in situations having a significant impact upon Human Resources programs or in the relationships with the City Council, other City departments, or employees.
  - Ensures compliance with City policies, contracts and ordinances, as well as Federal, State and local mandates.
  - Reviews and makes recommendations regarding proposed legislation affecting personnel, and workers' compensation matters.
  - Directs research of new theories, best practices and/or trends in personnel administration.
- 
- Keeps abreast of current principles and practices, technology, regulations and literature that apply to City information technology and communication projects and needs.
  - Attends various City, Council, staff and community meetings as required.
  - Participates on internal and external committees, boards, and task forces, as appropriate.

---

**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 related duties as required.
- 

**Qualifications Guidelines**

**Knowledge of:**

- Principles and practices of public personnel administration including job analysis and classification methods, recruitment and selection, compensation and benefits administration, and employee and organizational development.
- Organizational and management practices as applied to the analysis and evaluation of human resources programs, policies and organizational needs.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters such as selection, compensation and fringe benefits.
- Laws, rules, regulations, court decisions, and legal interpretation regarding workers' compensation, and general liability.
- Literature, periodicals, and other resources concerning current trends in personnel administration and employee relations.
- Principles and practices of risk management and loss control principles and techniques.
- Legal terminology, practices and procedures for the conduct of administrative hearings.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices.
- Principles and practices of budget preparation and administration.
- Applicable local, State and Federal regulations.
- High quality customer service methodology and principals.
- Project management methods and practices.
- General City operations.

**Ability to:**

- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.



- Develop and administer a departmental budget.
  - Communicate effectively orally and in writing.
  - Present proposals and recommendations effectively in public meetings.
  - Think globally and carry out complex projects independently.
  - Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and other 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.
  - Utilize a computer and other office equipment.
  - Understand and carry out oral and written directions.
- 

### **License or Certificate**

None required

---

### **Education and Experience**

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

Graduation from a college or university with a Bachelor's degree in Business Administration, Public Administration, Psychology and six years of increasing responsible experience in the field of Human Resources including classification and compensation, recruitment and selection, organizational and workforce development, employment services, employee relations, and risk management functions, at least two years of experience must include management responsibility for a major human resources function.

---

### **Special Requirements**

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

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; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.