

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, JUNE 27, 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, June 23, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 the Examination for Administrative Assistant.**

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

**6B. Approve the Examination for Senior Administrative Assistant.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Administrative Assistant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (40%), and Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

**6C. Approve the Examination for Senior Buyer.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Buyer 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.

**7. ADMINISTRATIVE MATTERS**

No Business to Consider.

**8. HEARINGS**

**8A. Appeal of Discipline of a Wastewater Technician.**

*Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.*

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to July 11, 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 ADMINISTRATIVE ASSISTANT**

**RECOMMENDATION:**

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

**SALARY:**

\$22.00 - \$22.56 - \$23.70 - \$24.89 - \$26.15 - \$26.79 - \$27.46 per hour.

**BACKGROUND/ANALYSIS:**

The current eligible list for the classification of Administrative Assistant expires on July 1, 2022. There are two current vacancies in the Public Works Department due to retirement and resignation. This position is utilized throughout City Departments.

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 the attached Class Specification.

The previous examinations in 2019 and 2021 were weighted as follows: Application Review (Qualifying), Written Test (25%), Performance Test (25%) and Oral Interview (50%). Due to the current labor market, it was determined that the following weights were appropriate for this exam: Application Review (Qualifying), Written Test (40%) and Oral Interview (60%). The interview will test 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   
Tiffany Egan  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Administrative Assistant Class Specification



# ADMINISTRATIVE ASSISTANT

Class Code:  
1133

Bargaining Unit: Torrance City  
Employees Association

CITY OF TORRANCE  
Revision Date: Oct 1, 2014

## SALARY RANGE

\$22.00 - \$27.46 Hourly  
\$3,813.33 - \$4,759.73 Monthly  
\$45,760.00 - \$57,116.80 Annually

### DEFINITION:

Under general supervision, performs a variety of advanced clerical and routine administrative work of a general or specialized nature in support of the operations of an assigned division or departmental function; relieves division management and professional staff of clearly defined and delegated administrative or technical detail; provides information and assistance to other City staff and the general public regarding assigned programs, policies, and procedures serves as point of contact for the division coordinating communication, information, schedules and activities, may provide training and direction to less experienced office support staff; and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Administrative Assistant is the journey level within the office and administrative support series. Incumbents perform difficult, responsible, and specialized office and administrative support duties requiring a thorough knowledge of departmental regulations, policies, and procedures within a framework of established policies and procedures. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, interacting with and handling complaints from customers, parties of interest, and the public, and in solving non-routine problems based on knowledge gained through experience.

Distinguished from the entry-level classification of Office Assistant in that incumbents perform a variety of advanced clerical and administrative duties in support of the management and operations of an assigned division or departmental function; use a higher level of administrative and/or operations knowledge and experience to perform assigned duties; and exercise a higher level of independent judgment and initiative in the performance of duties

and responsibilities.

Receives general supervision from a Senior Administrative Assistant, Supervising Administrative Assistant or a designated manager; incumbents may provide training and/or direction to less experienced office support staff.

## **EXAMPLES OF ESSENTIAL DUTIES:**

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Types, formats, edits, revises, proofreads and processes a variety of routine to moderately complex materials including correspondence, forms, memorandum, agenda items, reports, agreements, technical and statistical charts and tables and other specialized and/or technical materials from verbal instruction, rough draft or other source documents; may compose correspondence and other documents for signature from brief instruction;
- Processes various forms such as time and leave records; personnel forms, purchase requisitions, invoices and other forms specific to the operations of assigned work unit;
- Verifies and reviews materials, applications, records and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; collects and processes appropriate information;
- Answers phones and greets visitors; responds to general inquiries and/or complaints pertinent to division, departmental and/or City programs, facilities, services, policies or procedures; and/or refers them to appropriate department or staff member according to established policies and procedure;
- Compiles and verifies data from a variety of sources for accuracy and completeness; enters data into departmental and/or City-wide databases; inputs corrections and updates to maintain computer-based tracking information; and generates reports as scheduled and/or requested;
- Sorts, codes, files, tracks, locates and maintains a variety of logs, records and documents using standard manual or automated filing systems and databases;
- Performs a variety of general bookkeeping and clerical accounting duties for assigned work division such as balancing and posting payments received, verifying and entering time and leave data, preparing and entering purchase requisitions, reconciling invoices and maintaining related routine financial records to support the processing of payroll, accounts receivable, and accounts payable functions for work unit; may serve as custodian for petty cash fund, account expenditures and develop and maintain account activity reports;
- Opens, sorts, and distributes incoming and outgoing mail;
- Ensures that all required supplies are available and that the facility and equipment are in proper working order. Monitors, requisitions and maintains inventory of forms and office supplies for assigned division or function; monitors supplies budget to ensure adequate funds balance; and submits requests for service to maintain facilities and/or office equipment;
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assign;
- Coordinates, makes, processes and confirms transportation and accommodation arrangements for division staff arrangements; checks and processes expense claims;
- Assists with the planning, coordination and implementation of special projects and events as assigned; may serve as primary point of contact to ensure successful coordination and implementation of project and/or event activities;

- Effectively operates a variety of office equipment including a personal computer, typewriter, calculator, telephone, copier, facsimile machine, and adding machine;
- Serves as back up to other support positions and assists others with a variety of support assignments or special projects on an as needed basis.

**Examples of Other Duties**

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

- Upon request, attends meetings for the purpose of preparing minutes, notes or other documentation of actions;
- Attends division and department meetings as required.
- Serves on various committees as appropriate;
- Upon request, may deliver documents and or packages on an urgent or as needed basis to locations within the City limits;
- May coordinate the work of and provide training and technical direction to less experienced support staff;
- May assist in the preparation of the division budget and monitor budget expenditures in assigned accounts to ensure maintenance of an appropriate funds balances;
- May provide support to one or more commissions with responsibility to arrange and coordinate meetings, create meeting schedules for review and approval; post agendas, and schedules; attend, take, transcribe and properly distribute minutes and verbatim transcripts as requested;
- May provide front counter assistance; screen office visitors, respond to requests for information, distribute appropriate forms and instructions and/or assist visitors in locating appropriate information and materials;
- May update and maintain the division or department's web page on the City's public and intra-city websites.

## QUALIFICATION GUIDELINES:

**Education and Experience**

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

Graduation from high school or equivalent and three (3) years of increasingly responsible clerical and customer service experience. Specialized training in office skills and effective use of standard office software is highly desirable.

**License and/or Certificates**

Possession of a valid California Class C Driver License and safe driving record may be required for assignment to some positions in the classification.

**Knowledge of**

- Standard office procedures and practices;
- Departmental policies, procedures, systems, programs and functions;
- Telephone etiquette and principles of effective public relations;
- Proper written and spoken English including spelling, grammar and punctuation;
- Business math principles;
- Principles and practices of business correspondence and report preparation;
- Basic methods of budget preparation and financial record keeping;
- Principles and practices of effective record keeping applicable to the maintenance of a variety of administrative, personnel, payroll, statistical and financial records;
- Working knowledge of a personal computer, other standard office equipment and software applications used by assigned department;

- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- City and Department Mission including strategic goals and objectives
- General City operations.

**Ability to**

- Communicate tactfully and effectively in person and on the phone;
- Understand and follow oral and written instructions;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures and applicable federal, state, and local laws, codes and regulations;
- Maintain attention to detail in a work environment of frequent interruptions;
- Effectively operate a computer and other standard office equipment and use word processing, spreadsheet and database software applications;
- Accurately type a variety of documents from printed materials, rough draft and/or as dictated and independently prepare correspondence and memorandum from brief instructions;
- Spell correctly, use proper English and accurately make basic arithmetic calculations;
- Establish and maintain a variety of specialized files and records;
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, and the general public;
- Shift priorities as departmental workload demands require;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information;
- Work independently and follow through on assignments to ensure accuracy;
- Work under pressure to meet multiple and simultaneous deadlines.

**SPECIAL REQUIREMENTS:****Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to sit for extended periods of time in front of a computer screen; to walk to provide customer service and perform other office duties; to reach for files and other lightweight objects; to hear and verbally exchange information with the public, staff and others on the phone and in the office; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to see sufficiently to perform assignments; and to effectively use a telephone, computer keyboard and other office equipment. Frequently, the essential duties of this classification require the ability to stoop and kneel; and occasionally, to climb stairs and to lift, carry push and pull objects weighing up to 15 pounds.

**Work Environment**

Essential duties of this classification are primarily performed in a dynamic controlled temperature office environment that may include frequent interruptions and/or a high level of public contact.

**CAREER LADDER INFORMATION:**

Experience gained in the classification of Administrative Assistant may serve to meet minimum qualifications for promotion to Senior Administrative Assistant or Human Resources Technician.

**ESTABLISHED/REVISED DATE:**

Revised: October 2014

Dept. Review: June 2022



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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR ADMINISTRATIVE ASSISTANT**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Administrative Assistant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (40%), and an Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

**SALARY:**

\$25.97 - \$27.27 - \$28.58 - \$30.04 – \$30.76 – \$31.57 per hour

**BACKGROUND/ANALYSIS**

There is no current eligible list for the classification of Senior Administrative Assistant. There is currently one vacancy due to a promotion. This position is utilized throughout City Departments.

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

The class specification has been reviewed by the Finance 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 2016 and 2014 was weighted as follows: Written Test (40%), Writing Assessment (Pass/Fail), and Oral Interview (60%). Upon review of the examination process for this position, it has been determined by both Human Resources and the Finance Department that a technical interview would provide a more thorough assessment of the candidate's supervisory skills.

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

Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Senior Administrative Assistant Class Specification

**6B**



# ADMINISTRATIVE ASSISTANT, SENIOR

Class Code:  
1134

Bargaining Unit: Torrance Professional &  
Supervisory Association

CITY OF TORRANCE  
Established Date: Oct 1, 2009

## SALARY RANGE

\$25.97 - \$31.57 Hourly  
\$4,501.47 - \$5,472.13 Monthly  
\$54,017.60 - \$65,665.60 Annually

### DEFINITION:

Under direction, provides administrative and secretarial support to a department head or executive manager; uses independent judgment and initiative in the planning, organization and performance of responsible and confidential secretarial work; serves as point of contact for the department coordinating communication, information, schedules and activities, tracking activities to ensure appropriate response and/or timely completion; may supervise or provide lead direction to clerical and/or secretarial support staff; performs other duties as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Senior Administrative Assistant reports directly to a department head or executive manager. Incumbents exercise a high degree of discretion and independent judgment in the performance of duties. This classification is distinguished from lower level administrative support positions by a higher level of administrative knowledge and experience required for successful performance of the full range of assigned duties; supervisory and/or lead responsibility for clerical and/or secretarial staff; a greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and a potential for greater impact of erroneous decisions on operating costs and schedules of a City department.

The Senior Administrative Assistant is distinguished from the Supervising Administrative Assistant as the latter classification has full responsibility for planning and administering department office operations and administrative support activities, budget administration and direct supervision of departmental clerical, secretarial and administrative staff.

Attachment A

Receives direction from a department head or executive manager; may provide direct supervision and/or lead direction to a small clerical and/or administrative support staff.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Coordinates, designs, revises and maintains overall office systems for records and documents related to departmental operations;
- Establishes and maintains confidential files, materials and information;
- Schedules and coordinates appointments, conferences, meetings and maintains appointment calendar for department head and/or executive; tracks a variety of matters referred by the City Manager and information and actions requested by the City Council to ensure that deadlines are met;
- Receives, screens, and responds to requests, queries and complaints, received by phone, mail, email or in person from visitors, other City departments and the public relative to departmental and City policies, procedures and regulations;
- Screens and distributes incoming correspondence to department head, executive and/or staff members;
- Performs routine but specialized administrative duties related to departmental operations including data research, report writing, coordination of special events, and development and maintenance of tracking systems for budget expenditures;
- Researches and completes a variety of documents regarding personnel matters and departmental operations, coordinating activities with other departments as appropriate, and ensuring timely submittal to appropriate department for processing;
- Independently, composes letters, memos and other written communications on routine matters;
- Edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation, syntax and grammar;
- Prepares correspondence, such as letters, memos, reports, Commission and Council items and other materials on a variety of general and technical topics from rough drafts and other sources;
- As assigned, purchases and maintains office supply inventory; receives cash receipts and administers related budget and reports;
- As assigned, provides supervision and/or lead direction to departmental clerical and/or secretarial staff.

### **Examples of Other Duties**

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

- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- Performs special projects as assigned and related work as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

Graduation from high school or equivalent and three years of increasingly responsible secretarial and/or administrative support experience; courses in office administration and business occupations and experience in a lead capacity are desirable.

**License and/or Certificates**

Possession of a valid California class C driver license and safe driving record may be required for assignment to some positions in the classification.

**Knowledge of**

- Standard office procedures and practices;
- General knowledge of City operations;
- English usage, spelling, grammar, syntax and punctuation and business math;
- Modern office equipment and software applications;
- Advanced principles and methods of business correspondence and report preparation;
- Advanced record keeping methods;
- General methods of budget preparation and financial record keeping;
- Telephone etiquette and principles of effective public relations;
- Modern supervisory principles and practices;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

**Ability to**

- Work independently, exercise good judgment in making decisions and in performing assigned duties;
- Perform multiple and concurrent detailed tasks often under time constraints and/or in an environment of frequent interruptions;
- Interpret, explain and enforce departmental and City policies and procedures;
- Establish and maintain complex and confidential records, files and documents;
- Perform highly skilled administrative and secretarial work;
- Proofread and detect errors in typing, spelling, syntax and punctuation and make accurate mathematical computations;
- Communicate clearly and concisely, both orally and in writing;
- Collect, interpret and exercise judgment in organizing data and compiling reports;
- Type a variety of materials to, include letters, memos, reports, legal documents, Commission and Council items from rough drafts and other sources;
- Understand and accurately follow brief oral and written instructions;
- Effectively operate a computer and peripheral office equipment;
- Supervise or Lead the work of subordinate staff including planning, organizing, prioritizing, assigning, reviewing, monitoring and evaluating work, as assigned;
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, and the general public;
- Perform multiple and concurrent detailed tasks in an environment of time constraints and frequent interruptions;
- Learn and utilize new skills and information to improve job performance and efficiency.

**SPECIAL REQUIREMENTS:****Physical Requirements**

Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to

stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 30 pounds; to lift and carry objects weighing up to 15 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office; to see clearly from less than one foot to arms length with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position may require the ability to climb stairs, to kneel and/or crouch to retrieve files and other items.

**Work Environment**

Essential duties of this classification are primarily performed in a dynamic office environment that may include frequent interruptions and/or a high level of public contact.

**CAREER LADDER INFORMATION:**

Experience gained in the classification of Senior Administrative Assistant may serve to meet minimum qualifications for promotion to Supervising Administrative Assistant.

**ESTABLISHED/REVISED DATE:**

Established Date: October 2009  
Dept. Review Date: June 2022

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

**Honorable Members:**

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

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Buyer 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:**

\$34.96 - \$36.70 - \$38.53 - \$40.46 - \$41.47 - \$42.49 - \$43.55 - \$44.66 per hour

**BACKGROUND/ANALYSIS:**

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

The class specification has been reviewed by the Finance 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 2017 was weighted as follows: Application Review (Qualifying), Written Test (30%) and Oral Interview (70%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this examination: Application Review (Qualifying) and Oral Interview (100%).

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

Respectfully submitted,

By:   
\_\_\_\_\_  
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

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

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

Attachment: A) Senior Buyer Class Specification



# BUYER, SENIOR

Class Code:  
1263

Bargaining Unit: Torrance Professional  
& Supervisory Association

CITY OF TORRANCE  
Established Date: Jan 1, 2017  
Revision Date: Jan 1, 2017

## SALARY RANGE

\$34.96 - \$44.66 Hourly  
\$6,059.73 - \$7,741.07 Monthly  
\$72,716.80 - \$92,892.80 Annually

### DEFINITION:

Under direction, supervises and coordinates purchasing unit activities and operations; works closely with departments in the development of complex contracts; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Senior Buyer is distinguished from the Buyer in that the incumbent is primarily responsible for the oversight of the Purchasing Unit. The Senior Buyer is distinguished from the Buyer by the level of supervisory responsibility, scope of responsibility and authority exercised and a potential for greater impact of erroneous decisions on departmental operating costs and schedules.

Receives direction from the Finance Manager - Revenue, Assistant Finance Director or Finance Director. Exercise direct supervision over the Buyer and other lower level support positions.

### EXAMPLES OF ESSENTIAL DUTIES:

Attachment A

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

- Supervises 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, implementing employee discipline, providing training, advice and assistance as needed;
- Coordinates the organization, staffing, and operational activities of the City's purchasing program; assists City departments with procurement needs and legal procedures; ensures purchasing practices are in compliance with legal, professional and City Charter requirements;
- Participates in the development and implementation of goals, objectives, policies, and priorities for purchasing activities and operations; recommends and implements resulting policies and procedures;
- Directs, coordinates, and reviews the work plan for providing purchasing services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems;
- Participates in the selection of purchasing program personnel; provides or coordinates staff training; works with employees to correct deficiencies;
- Participates in the development and administration of the purchasing program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary;
- Establishes and maintains competitive supply sources through bidding procedures; negotiates pricing, terms, and conditions; follows through on agreed upon issues and issues purchase orders and master agreements for City supplies and services;
- Receives and responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner;
- Reviews incoming purchase requisitions and delegates or processes in a timely manner; drafts, inputs, issues, and revises purchase orders and master agreements as necessary;
- Assists in providing training and education to other departments and divisions on purchasing policies, procedures, systems;
- Resolves accounting and receiving problems; monitors accounting discrepancies; coordinates reconciliation of documents with suppliers, receiving, and accounting departments;
- Prepares and/or reviews complex specifications for the bid process; receives, reviews, and edits bids for compliance with specifications; suggest changes; participates in the negotiation of contracts issued as a result of bid selection;
- Evaluates bids and quotations; receives, records, reviews, and requests corrections; schedules, conducts, and documents job walks for bids; develops evaluations and recommendations for presentation to the City Council.

#### **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 meetings, workshops and seminars as required or appropriate;
- Keeps abreast of changing trends in public purchasing;
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

*Any combination of education and experience that would provide the required knowledge and skills would be acceptable. A typical way to obtain the knowledge, skills and abilities would*



*be:*

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a related field and four years of increasingly responsible purchasing experience including one year of supervisory and/or lead supervisory experience in a municipal and/or high volume setting.

**License and/or Certificate**

A valid California motor vehicle operator's license of the appropriate class.

To possess and maintain a certification as a Certified Professional in Supply Management (CPSM) certificate from the Institute of Supply Management is desirable.

**Knowledge of**

- Operational characteristics, services, and activities of a purchasing program;
- Modern and complex principles, practices, methods and legal requirements of municipal purchasing;
- Methods and practices used in competitive bidding;
- Principles of municipal budget preparation and control;
- Principles of supervision, training, and performance evaluation;
- Market and economic trends and conditions related to procurement;
- Industry standards and practices for delivering products and services;
- Purchase contract development and administration;
- Computer applications as they relate to Account Payables, Requisitioning, and the creation of on-line Purchase Orders;
- Public purchasing methods and procedures and sources of supplies;
- Methods of research and analysis;
- English usage, spelling, grammar and punctuation;
- Business letter and report writing;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Public relations and customer service techniques, including telephone etiquette;
- City and Department Mission including strategic goals and objectives;
- General City operations.

**Ability to**

- Coordinate and direct purchasing programs;
- Supervise, direct, and coordinate the work of lower level staff;
- Select, supervise, train, and evaluate staff;
- Recommend and implement goals, objectives, policies and procedures for providing purchasing services;
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Participate in the preparation and administration of assigned budgets;
- Plan and organize work to meet changing priorities and deadlines;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility;
- Prepare accurate and legally correct complex specifications and contracts;
- Recognize inconsistent and legally problematic language in specifications, bids and contracts;
- Maintain confidentiality and exercise sound judgment and discretion;
- Research, analyze and evaluate new purchasing program techniques, methods and procedures and work effectively with departments to implement changes;
- Research, interpret, and apply policy and procedure, City ordinances, administrative rules and regulations, and/or legal compliance requirement;
- Interpret and explain City purchasing policies and procedures;
- Prepare clear and concise reports;

- Communicate effectively orally and in writing, including clear and convincing oral presentations;
- Establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations and the public.

## **SPECIAL REQUIREMENTS:**

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

Requires sufficient physical ability and mobility to work in an office setting and to conduct site visits and job inspections; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Work is performed primarily indoors in an office environment, with frequent interruptions. Some work is performed off-site, visiting vendors and City facilities.

## **CAREER LADDER INFORMATION:**

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

## **ESTABLISHED/REVISED DATE:**

Established Date: January 2017  
Dept. Review Date: June 2022