

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 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, JULY 11, 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, Zygielbaum

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 Friday, July 8, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 June 13, 2022. (*Minutes provided to Commission members only, copies available in the Personnel Building*).

6B. Accept and File Employee Transition Report for June 2022.

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of June 2022.

6C. Accept and File the 2021-2022 Civil Service Commission Annual Report.

Recommendation of Civil Service Staff that your Honorable Body accept and file the 2021-2022 Civil Service Commission annual report.

6D. Approve the Examination for Auto Parts Storekeeper.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Auto Parts Storekeeper 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.

6E. Approve the Examination for Relief Bus Operator.

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

6F. Approve the Examination for Storekeeper.

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

6G. Approve the Examination for Transit Equipment Attendant.

Recommendation of Human Resources Staff that your Honorable Body approve Conducting the Transit Equipment Attendant examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (70%) and Oral Interview (30%). Staff is requesting approval for a six-month eligible list.

6H. Approve the Examination for Transit Mechanic.

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

6I. Approve the Examination for Transit Senior Mechanic.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Transit 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 six-month eligible list.

6J. Approve the Examination for Wastewater Technician.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Wastewater Technician examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (20%), Performance Test (50%) and Oral Interview (30%). Staff is requesting approval for a six-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Appoint Civil Service Commission Chair, Civil Service Commission Vice-Chair, and members of Employee Relations Committee for Fiscal Year 2022-2023.

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2022 – 2023,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2022 – 2023,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2022 – 2023.

8. HEARINGS

No Business to Consider.

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

- 10A.** Adjournment of Civil Service Commission Meeting to July 25, 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 JUNE 2022

RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of June 2022.

BACKGROUND/ANALYSIS:

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

Respectfully submitted,



Neyda Arechiga
Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for June 2022

**EMPLOYEE TRANSITION REPORT
JUNE 2022**

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Administrative Assistant	Finance	Administrative Analyst	Finance
Custodian	General Services	Maintenance Worker	Public Works
Lead Maintenance Worker	Public Works	Park Services Supervisor	Community Services
Lead Maintenance Worker	Public Works	Park Services Supervisor	Community Services
Management Aide	City Manager's Office	Management Assistant	Finance
Program Leader	Community Services	Maintenance Worker	Public Works
Senior Business Manager	Finance	Revenue Manager	Finance

INTERNAL TRANSFERS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Maintenance Worker	Public Works	Delivery Driver/Clerk	Transit

NEW HIRES

TITLE	DEPARTMENT
Accountant	Finance
Administrative Assistant	Police
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Box Office Attendant	General Services
Cable Television Production Assistant	City Manager's Office
Customer Service Representative	Transit
Engineering Technician I	Community Development
Facilities Operations Attendant	General Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Maintenance Worker	Community Services
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Management Aide	City Manager's Office
Management Aide	City Manager's Office
Office Assistant	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 Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Public Works Inspector	Community Development
Sanitation Equipment Operator	Public Works

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

Honorable Members:

SUBJECT: ACCEPT AND FILE THE 2021-2022 CIVIL SERVICE COMMISSION ANNUAL REPORT.

RECOMMENDATION:

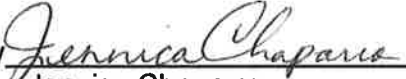
Recommendation of Civil Service Staff that your Honorable Body accept and file the 2021-2022 Civil Service Commission annual report.

BACKGROUND/ANALYSIS:

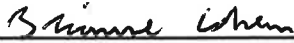
Section 13.10.7 (d) of the Torrance Municipal Code (TMC) states that "The Commission shall make an annual report to the City Council of its activities for the previous year and shall make such other reports as it shall deem necessary or proper."

The Annual Report for July 2021 through June 2022 is attached for your consideration.

Respectfully submitted,

By 
Jennica Chaparro
Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) 2021-2022 Civil Service Commission Annual Report



**City of Torrance
CIVIL SERVICE COMMISSION**

**ANNUAL REPORT
for July 2021 to June 2022**

Purpose of the Commission

The Civil Service Commission is a seven-member governing body with authority over Civil Service positions. The Commission approves testing plans to fill positions for City employment; reviews new and revised classifications (job descriptions); and serves as an appellant board on matters regarding the employee selection process, appeals of below standard performance evaluations, and disciplinary actions. A sub-committee of the Commission, the Employee Relations Committee (ERC), assigns newly created positions to employee representation units.

The Civil Service Commission is regularly scheduled to meet on the second and fourth Monday of each month at 6:00 p.m. 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. The meetings for July 2021 to November 2021 were held in-person and those from December 2021 to June 2022 were held via teleconference or other electronic means.

Membership of the Commission

The following Commission members served on the Civil Service Commission between July 2021 to June 2022:

MEMBER	OFFICE	APPOINTED OR REAPPOINTED
Marla Shwartz	Chair	2018
Jean Adelsman	Vice Chair / ERC Chair	2019
Carol Dean	Member / ERC Member	2021
Marianne Hamada	Member / ERC Member	2021
Cinda Herring	Member	2020
Bridgett Lewis	Member	2020
Hana Sasaki	Member	2021

Meetings

The Civil Service Commission met on the following dates:

July 12, 2021	October 25, 2021	March 28, 2022
July 26, 2021	November 8, 2021	April 25, 2022
August 09, 2021	December 13, 2021	May 09, 2022
August 23, 2021	January 10, 2022	May 23, 2022
September 13, 2021	January 24, 2022	June 13, 2022
September 27, 2021	February 14, 2022	June 27, 2022
October 11, 2021	March 14, 2022	

The Employee Relations Committee met on the following date: July 12, 2021, July 26, 2021, December 13, 2021 and June 13, 2022.

Summary of Annual Activities

The Civil Service Commission held 20 meetings, during which a total of 72 examinations were approved.

Administrative Matters

The Civil Service Commission approved the revised class specification for the following classifications: Fire Battalion Chief, Fire Captain, Fire Recruit and Fire Fighter, Warehouse Supervisor, and Human Resources Director.

The Civil Service Commission approved the proposed class specification for Policy and Resources Specialist, Senior Transit Mechanic, Transit Mechanic, Transit Equipment Attendant, Housing Supervisor, and Payroll Specialist.

The Civil Service Commission approved the retitled and revised class specification for Human Resources Senior Management Associate to Principal Human Resources Analyst.

The Civil Service Commission approved the title change and revised class specification for Senior Account Clerk to Accounting Technician.

The Civil Service Commission approved the reclassification of two (2) incumbents to Policy and Resources Specialist.

The Civil Service Commission appointed the Civil Service Commission Chair, Civil Service Commission Vice-Chair, and Members of Employee Relations Committee for Remainder of Fiscal Year 2021 – 2022.

The Civil Service Commission participated in a Civil Service Commission Workshop.

Appeals

The Civil Service Commission heard an appeal of removal of name from the Administrative Analyst eligible list on July 12, 2021 and upheld the appeal.

The Civil Service Commission heard an appeal of performance evaluation filed by a Sanitation Equipment Operator on January 10, 2022 and denied the appeal.

Hearings

Appeals of discipline of an Administrative Assistant and Water System Operator III were brought forward and later withdrawn on October 19, 2021 and January 05, 2022, respectively.

An appeal of discipline of an Equipment Attendant was filed. The Equipment Attendant was issued a new Findings Letter and did not submit a new appeal.

An appeal of discipline of a Wastewater Technician was filed and is scheduled to continue on September 12, 2022.

Additionally, the Civil Service Commission has three (3) ongoing discipline appeal hearings for Torrance Police Officers. Two (2) of the hearings have been continued to a date to be determined. The third hearing is scheduled to continue on October 10, 2022.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR AUTO PARTS STOREKEEPER

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Auto Parts Storekeeper 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.

SALARY:

\$22.20 - \$23.30 - \$24.46 - \$25.68 per hour

BACKGROUND/ANALYSIS:


There is no current eligible list for the classification of Auto Parts Storekeeper. There is currently one (1) vacancy due to retirement.

The class specification has been reviewed by the Transit 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 2004 was weighted as follows: Application Review (Qualifying), Written Test (40%) and Oral interview (60%). 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 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Auto Parts Storekeeper Class Specification

6D



STOREKEEPER, AUTO PARTS

Class Code:
1150

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Established Date: Feb 1, 1982

SALARY RANGE

\$22.20 - \$25.68 Hourly
\$3,848.00 - \$4,451.20 Monthly
\$46,176.00 - \$53,414.40 Annually

DEFINITION:

Under supervision, locates and purchases required auto, truck, and vehicular related equipment replacement parts and assemblies; maintains records of parts nomenclature and sources of supply; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Senior Storekeeper in that the incumbent is not responsible for the daily supervision of warehouse operations. Distinguished from Storekeeper in that the incumbent is not responsible for receiving, checking, storing, issuing and maintaining inventories of non-vehicular related equipment, materials and supplies.

EXAMPLES OF ESSENTIAL DUTIES:

- Makes personal, telephone, and written inquiries to establish best sources of supply for required automotive, truck, and equipment replacement parts and assemblies;
- Locates and purchases such parts and assemblies to meet daily maintenance requirements of City Garage operation;

ATTACHMENT A

- Maintains a parts catalog system listing essential nomenclature about such parts by manual or data information systems; interviews sales and company representatives regarding availability of parts, prices, and sources of supply;
- Maintains a listing of factory service bulletins affecting changes in parts and assemblies;
- Receives and inspects shipments of ordered parts; maintains records of shipments and processes certifications of receipt, billing statements, and payment vouchers;
- Sends City parts truck to pick up ordered parts;
- May drive parts pick-up truck when necessary;
- May stock parts and run inventory when necessary.

QUALIFICATION GUIDELINES:

Education and Experience

Two years of experience involving identifying, ordering, and maintaining stock on automotive, truck, or vehicular related equipment parts and assemblies for either a parts warehouse, supply store, automotive, truck or equipment repair center, or dealership.

Mathematics background as usually obtained in high school.

License and/or Certificates

A valid Class 3 California Driver's license.

Knowledge of

- Automotive, truck, and vehicular related equipment replacement parts and assemblies;
- Parts procurement principles and practices, market conditions, and shipping and billing procedures;
- Sources of supply for standard automotive, truck, and equipment parts and assemblies, parts trade names and brands, current prices and pricing practices;
- Methods of receiving, storing, issuing, and maintaining records on automotive, truck, and equipment parts and assemblies.

Ability to

- Conduct inquiries and locate the best sources of supply for required automotive, truck, and equipment parts and assemblies;
- Communicate effectively both orally and in writing;
- Read, comprehend and communicate technical information related to the ordering and purchasing of automotive, truck, and equipment replacement parts and assemblies;
- Check numbers between invoices and bills of lading;
- Maintain and process accurate shipment and billing records;
- Make calculations using arithmetic in determining such things as percentages and price extensions;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative working relationships with others.

Established Date: February 1982

ESTABLISHED/REVISED DATE:

Established Date: February 1982

Dept. Review Date: July 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR RELIEF BUS OPERATOR

RECOMMENDATION:

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

SALARY:

\$18.52 - \$19.44 - \$20.41 per hour.

BACKGROUND/ANALYSIS:

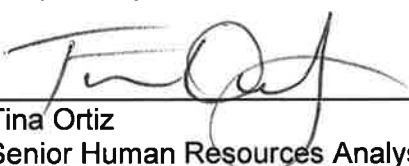
There is no current eligible list for the classification of Relief Bus Operator. There are multiple vacancies in this classification due to resignations and promotions.

The class specification has been reviewed by the Transit 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 ordering in 2010 was weighted as follows: Application Review (Qualifying), Written Test (40%), Performance Test (Qualifying), and Oral Interview (60%). Due to the nature of the position and upon review of the examination process, it has been determined by both Human Resources and the Transit Department that the performance test and oral interview will provide a more effective assessment of the knowledge, skills and abilities for this position.

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) Relief Bus Operator Class Specification

6E



BUS OPERATOR, RELIEF

Class Code:
5100

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Oct 1, 2009

SALARY RANGE

\$18.52 - \$20.41 Hourly
\$3,210.13 - \$3,537.73 Monthly
\$38,521.60 - \$42,452.80 Annually

DEFINITION:

Under general supervision, safely operates a motor coach on an assigned route and schedule; collects and accounts for fares; performs daily bus safety inspection; greets and provides direction and other information to customers; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Bus Operators in that incumbents work a minimum of 20 hours per week but shall work no more than 35 hours per week. At this level, incumbents work with minimal instruction or assistance; work requires incumbents to exercise sound judgment in selecting appropriate guidelines to follow; significant deviations require prior approval.

Lateral-entry Relief Bus Operator (RBO) is distinguished from entry-level RBO in that the Lateral-entry RBO is required to have successfully completed the Apprentice Relief Bus Operator training program within the last 90 days as certified by the Transit Department and possesses the required certification and licenses and a minimum of 3 months of successful performance as an Apprentice Relief Bus Operator.

Supervision is received from the Transit Operations Supervisor, Senior Business Manager, or Transit Operations Manager. Relief Bus Operators may receive instruction and direction from a Transit Dispatcher.

ATTACHMENT A

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs a complete pre-trip inspection of bus, safety checks equipment, and informs dispatch when adjustments or repairs are necessary, in accordance with Department of Motor Vehicle regulations;
- Collects and counts fares, issues transfer tickets, and transports passengers on public transit buses;
- Maintains schedule adherence for pull-out time and en-route service;
- Drives with due regard to safety and comfort of passengers;
- Provides schedule, route, and fare information to passengers seeking assistance concerning the Torrance Transit System and connecting lines in the Los Angeles Metropolitan area; notifies Dispatch to obtain additional information as needed;
- Operates wheelchair lift and assists disabled passengers in boarding, securing, riding, and alighting in a safe manner;
- Receives and transmits two-way radio messages involving accidents, incidents, emergencies, criminal activities, or other authorized Agency business utilizing judgment and discretion to ensure patron and individual safety;
- Reports hazardous or dangerous conditions along bus route and at passenger loading zones, including such hazards as unusual traffic, road conditions, obstructions, construction, and criminal activity;
- Writes reports and completes forms as required, may prepare detailed written reports concerning accidents, incidents, breakdowns, and mechanical defects;
- Adheres to safety rules, regulations, policies, and procedures to ensure the well being of Torrance Transit customers and employees;
- Complies with all City and departmental work rules, policies, and procedures.

Examples of Other Duties

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

- Performs other related duties.

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:

Minimum 6 months of driving with a Class A or B license with Passenger endorsement; at least 21 years of age and a satisfactory driving record for the past three years.

Education and Experience – Lateral Entry

Completion of the City of Torrance Transit Department, Apprentice Relief Bus Operator Training program and completion of a minimum of 3 months of successful performance as an Apprentice Relief Bus Operator.

License and/or Certificates

Possess and maintain a current California Class A or B Drivers License with a P endorsement and air brakes. Current VTT (Verification of Transit Training), SPAB card (School Pupil Activity Bus Certificate), or School Bus Driver's Certificate is desirable.

Knowledge of

- Safety principles and regulations applicable to bus operations including the California Vehicle Code and other local traffic regulations;
- Customer service practices including courtesy to passengers, sensitivity to passengers with disabilities, stop announcements, responding to questions and providing information and direction to customers;
- Proper bus safety and maintenance inspections procedures;
- Two-way radio procedures and codes.

Ability to

- Operate a passenger bus safely and effectively in accordance with the California Vehicle Code and local traffic regulations;
- Read maps;
- Arrive on-time and work independently with minimal supervision;
- Communicate politely and cooperatively with passengers and members of the public;
- Exercise tact and sound judgment when resolving operational and passenger problems;
- Establish and maintain effective working relationships with co-workers, other City employees, and employees of other transit agencies;
- Exercise sound judgment in stressful situations;
- Understand and follow detailed oral and written instructions;
- Interpret and successfully maneuver traffic pattern flows and potential road hazards;
- Inspect a bus for safe operation;
- Identify and report equipment malfunctions and safety hazards;
- Collect and count fares, issue transfer tickets and transport passengers on public transit buses;
- Speak, read, and write basic English;
- Operate a two-way radio;
- Maintain basic records, complete reports and perform basic arithmetic computations;
- Adhere to all City and departmental rules, policies and procedures.

SPECIAL REQUIREMENTS:

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

A current DMV H-6 record showing a ten-year driving history and no points within the last three (3) years is required at time of application.

Work is performed indoors (i.e. on the bus) but regularly outside in seasonal climate and weather conditions. Drives for prolonged period of time with limited rest breaks. Heavy city traffic conditions are encountered on a daily basis. Follows a schedule. Noise from traffic and a two-way radio, slippery surfaces and dust are situations regularly encountered. Physical demands include driving, walking, constant arm movements and sitting for long periods of time.

These positions are considered safety sensitive and subject to drug and alcohol testing, including random testing, under Federal Transportation Administration (FTA) drug and alcohol regulations.

Position requires availability to work various shifts on weekdays, weekends, evenings, and holidays.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Bus Operator.

ESTABLISHED/REVISED DATE:

Revised Date: October 2009

Dept. Review Date: July 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR STOREKEEPER

RECOMMENDATION:

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

SALARY:

\$20.46 - \$21.51 - \$22.57 - \$23.69 - \$24.89 per hour

BACKGROUND/ANALYSIS:


There is no current eligible list for the classification of Storekeeper. There is currently one (1) vacancy due to a new classification in the Transit Department.

The class specification has been reviewed by the Transit 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 2020 and 2017 were weighted as follows: Application Review (Qualifying), Written Test (40%) and Oral interview (60%). 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 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Storekeeper Class Specification



STOREKEEPER

Class Code:
1152

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Sep 1, 2017

SALARY RANGE

\$20.46 - \$24.89 Hourly
\$3,546.40 - \$4,314.27 Monthly
\$42,556.80 - \$51,771.20 Annually

DEFINITION:

Under general supervision receives, checks, stores, issues, and maintains inventories of equipment, materials and supplies; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Storekeeper is distinguished from Auto Parts Storekeeper in that the incumbent is not primarily responsible for receiving, checking, storing, issuing and maintaining inventories of vehicular related equipment, materials and supplies. Storekeeper is distinguished from Buyer in that the incumbent is not responsible for performing professional level duties by purchasing and sourcing of materials supplies, equipment and services for multiple City Departments.

Receives direction from the Warehouse Supervisor, or other higher level supervisory staff in assigned department/division.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Receive, inspect and accept a variety of materials, equipment and supplies delivered to a City department;

ATTACHMENT A

- Fills out appropriate inventory control records and places material in appropriate storage shelf or bin;
- Issues requisitioned material or supplies to department personnel and maintains inventory records in accordance with established policy and procedures;
- Monitors inventory supply levels and reorders when levels are low;
- Performs inventory of supplies and materials; including providing security for the inventory;
- Maintain logs and records of materials received, issued and in stock;
- Reconciles City issued purchasing card billing statements;
- Enter data into computer inventory system;
- Uses an Electronic Data Processing (EDP) inventory control and purchase order system;
- Directs or assists in the maintenance of a perpetual inventory of stock;
- Disposes of obsolete/surplus equipment or materials in accordance with established policies and procedures;
- Maintains shelves and goods in clean and orderly condition;
- Places orders with established sources to replenish issued inventory items as required;
- Establishes sources/vendors for supplies for a specific department.

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;
- May create inventory levels for both supplies and parts and reorders when levels are low;
- May perform minor refurbishment of stock shelf inventory or routine maintenance including disassembly and cleaning of items being taken from service prior to being placed in storage;
- Perform related duties 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:

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance and one year of experience in receiving, storing, or issuing stock.

Computer operation experience related to inventory control is desirable.

License and/or Certificates

Valid California Class C Drivers' License. Must obtain a Forklift Operator Certification within one year of hire.

Knowledge of

- Principles of storekeeping and requisitioning;
- Methods of receiving, storing, issuing, maintaining and keeping records of materials, supplies and equipment;
- Principles of recordkeeping and billing procedures;
- Effective customer service techniques;
- Proper methods of receiving and storing varied supplies, parts, tools and equipment;
- Safe lifting techniques, safety precautions and procedures;

- Warehousing and purchasing procedures;
- Basic math operations such as addition, subtraction, multiplication and division;
- Basic computer programs such as Microsoft Word, Outlook, and Excel.

Ability to

- Maintain accurate inventory control and other types of records;
- Conduct inquiries and locate the best sources of supplies for required parts and assemblies;
- Effectively follow oral and written instructions;
- Speak, read, and write English;
- Perform mathematical calculations in determining percentages and price extensions and when checking numbers between invoices and bills of lading;
- Establish and maintain effective and cooperative working relationships with City employees and the general public;
- Provide effective customer service;
- Operate office equipment, such as a personal computer and calculator, and warehouse equipment, such as a forklift and hand truck.

SPECIAL REQUIREMENTS:

Work is regularly performed indoors in a warehouse or storeroom environment. Physical demands include standing, walking, sitting, and working at a computer terminal. May be exposed to smoke, fumes, gas, dirt, dust, grease, oil, chemicals and inclement weather. Due to the nature of work assignments, incumbents must be able to use both hands, arms, and legs; stoop, bend, and lift up to 50 pounds; climb stairs, ladders, and work at heights above 10 feet; requires speaking, hearing, and the ability to distinguish colors.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements to Warehouse Supervisor.

ESTABLISHED/REVISED DATE:

Revised Date: September 2017

Dept. Reviewed Date: July 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR TRANSIT EQUIPMENT ATTENDANT

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Transit Equipment Attendant examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (70%) and Oral Interview (30%). Staff is requesting approval for a six-month eligible list.

SALARY:

\$18.70 - \$19.63 - \$20.64 - \$21.58 - \$22.68 per hour

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Transit Equipment Attendant. There is currently one (1) vacancy due to separation.

The class specification has been reviewed by the Transit 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.


There is no previous examination for the Transit Equipment Attendant as this is a new classification. Prior to this new classification, the Transit Department utilized the classification of Equipment Attendant. The previous types and weights that were utilized in that examination process were as follows: Application Review (Qualifying), Performance Test (70%) and Oral Interview (30%). Therefore, the same types and weights will be utilized for the Transit Equipment Attendant.

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) Transit Equipment Attendant Class Specification

6G



TRANSIT EQUIPMENT ATTENDANT

Class Code:
5517

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Established Date: Nov 1, 2021
Revision Date: Mar 4, 2022

SALARY RANGE

\$18.70 - \$22.68 Hourly
\$3,241.33 - \$3,931.20 Monthly
\$38,896.00 - \$47,174.40 Annually

DEFINITION:

Under general supervision, lubricates, fuels and cleans Transit vehicles; performs routine and preventative maintenance and inspections; assists with mechanical repair work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Transit Mechanic in that the incumbent is not responsible for performing unassisted, skilled mechanical repair work on vehicles or equipment.
Assignments are generally limited in scope and require the incumbent to make choices or decisions within established procedures and/or policies.

SUPERVISION EXERCISED/RECEIVED

Receives general supervision from the Fleet Services Supervisor, may receive technical or functional supervision from the Transit Mechanic or Senior Transit Mechanic.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Oils, lubricates and checks fluid levels on Transit buses, vehicles and equipment in accordance with manufactures specifications.
- Fuels Transit buses and vehicles with Compressed Natural Gas (CNG), unleaded gasoline, and other alternative fuels.
- Replaces, repairs and balances tires and tubes.
- Inspects and adjusts air and hydraulic brake systems.
- Checks, repairs or replaces lights, mirrors, wiper blades, oil, air and fuel filters, and other vehicle parts requiring routine maintenance.
- Performs simple mechanical work such as headlights, ground straps, wiper blades, and interior grab straps.
- Assists Transit Mechanics and Senior Transit Mechanics in more complex service and repair of vehicles and equipment.
- Performs road repairs such as exchanging buses and transit vehicles, changing flat tires, and replacing lights.
- Enters repair orders and keeps records of work completed in automated system.
- Records amounts of fuel, oil, water and fluid added to Transit vehicles.
- Performs daily cleaning and maintenance of the fuel island and bus wash areas.
- Cleans, vacuums, washes and parks transit buses daily; ensures Transit buses are ready for operation.
- Cleans Transit bus undercarriages, engines and other parts using hot water and steam pressure washers, and wash rack equipment.
- Steam cleans, washes and polishes vehicles and equipment.
- Services vehicle cash box, sweeps and cleans vehicle interior and shop floors.

EXAMPLES OF OTHER DUTIES

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

- Maintains and/or assists in maintaining parts inventory, as assigned.
- May assist in orienting and training new employees.
- May drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- Performs other related duties.

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:

Two (2) years of experience in lubrication, tire repair, general vehicle and equipment maintenance or repair.

Experience in the maintenance or repair of buses is preferred.

No specific minimum education is required, however, vocational training in the overall repair of vehicles is desirable.

LICENSE OR CERTIFICATE

A valid Class C California Driver's license is required. Must obtain a Class B California Driver's license with appropriate medical certification within 6 weeks of hire date.

Possession of current ASE (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI) is highly desirable.

Knowledge of

- Routine maintenance and lubrication procedures for vehicles and equipment;
- Application and uses of oils, greases and other lubricants;
- General operating features of busses, automobiles, trucks and equipment;
- Basic cleaning methods and practices;
- Steam cleaning methods and steam cleaning apparatus;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Operation of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment;
- Procedures for handling and disposing of hazardous waste;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Effective customer service techniques;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to:

- Perform routine mechanical repairs and assist in more complex repairs and service;
- Safely operate vehicles and equipment, including buses, trucks and forklifts;
- Repair, change and balance tires;
- Read, understand and work from lubrication charts, maintenance and specification manuals;
- Operate a bus safely and properly;
- Learn the proper use of cleaning chemicals, solutions and tools, including power cleaning equipment;
- Follow oral and written instructions and procedures;
- Prepare work orders and keep records of service performed using an automated tracking and inventory system;
- Establish and maintain effective working relationships with co-workers;
- Provide effective customer service;
- Communicate and work effectively with co-workers.

SPECIAL REQUIREMENTS:

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

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and

working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

CAREER LADDER INFORMATION:

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

ESTABLISHED/REVISED DATE:

Established Date: November 2021

Dept. Review Date: July 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR TRANSIT MECHANIC

RECOMMENDATION:

Recommendation of the Human Resources Staff that your Honorable Body approve conducting the Transit 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 – 28.95 – 29.67 per hour

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Transit Mechanic. There is currently two (2) vacancies due to a new classification in the Transit Department.

The class specification has been reviewed by the Transit 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.

There is no previous examination for the Transit Mechanic as this is a new classification. However the Transit Department is in agreement that the types and weights used in the General Services Department 2022 Mechanic examination meets their needs. The types and weights that were utilized in that examination process were as follows: Application Review (qualifying), Written Test (40%) Performance Test (30%), and Oral Interview (30%).

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) Transit Mechanic Class Specification

6H



TRANSIT MECHANIC

Class Code:
5518

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Established Date: Nov 1, 2021
Revision Date: Mar 4, 2022

SALARY RANGE

\$25.44 - \$29.67 Hourly
\$4,409.60 - \$5,142.80 Monthly
\$52,915.20 - \$61,713.60 Annually

DEFINITION:

Under general supervision, performs skilled journey level mechanical work in the maintenance and repair of Transit vehicles; assists other mechanics in more complex assignments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Senior Transit Mechanics in that the incumbent performs routine and preventive maintenance on Transit vehicles. Distinguished from Equipment Attendants in that an incumbent performs journey level mechanical work. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval.

SUPERVISION EXERCISED/RECEIVED

Supervision is received from the Fleet Services Supervisor. Transit Mechanics may receive technical direction from Senior Transit Mechanics and provide technical direction to lower level classifications.

ATTACHMENT A

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs routine and preventive maintenance on Transit vehicles.
- Identifies problems and determines the extent of repairs or adjustments needed for the Transit fleet vehicles.
- Maintains, repairs, overhauls and replaces systems and components including but not limited to: brakes, air conditioning, exhaust systems, diesel, gasoline, CNG, hybrid and other alternative fuel systems, zero emissions systems, automotive and truck hydraulic systems, and related computer-controlled components.
- Maintains and repairs transmissions, engines, and electrical systems.
- Performs brake relines to include checking and replacing worn components, installation of brake shoes, final adjustments of all wheel end components and deceleration testing.
- Assists Senior Transit Mechanics with more complex repairs.
- Moves parts and components with approved hoists, lifts and dollies to perform maintenance and repair of Transit vehicles.
- Conducts vehicle safety inspections.
- Repairs minor damage to interior and/or exterior of buses and/or other vehicles and equipment including but not limited to torn seats, broken windows, door panels and windshields, minor dents, and cosmetic paint damage.
- Responds to in-service road failures, road calls and performs on-site diagnostics and repairs Transit vehicles and equipment.
- Maintains, supports and promotes a safe work environment and complies with all safety rules, policies and procedures.
- Prepares decals for the printing and installs vinyl fleet decals and window film to vehicles.
- Repairs damage and performs incidental routine repairs to maintain the appearance of Transit vehicles.
- Maintains paper and electronic records of repairs and maintenance; 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.
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace; disposes of hazardous waste in accordance with City guidelines.
- Maintains parts inventory and computer inventory records.
- Disposes of recyclable parts or materials in accordance with City guidelines.
- Keeps current with new technology by participating in various training.

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:

- Maintains and/or assists in maintaining parts inventory, as assigned.
- Assists in the training of new and lower classification employees.
- May drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- May maintain field reports, and work orders.
- Performs other related duties.

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:

Three years of experience in the repair and maintenance of diesel, gasoline, alternative fuels or power equipment, at least one of which included experience as a journey level mechanic. Successful completion of a six month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to 2 years non-bus experience performing repair and maintenance.

LICENSE OR CERTIFICATE

A valid Class B California driver's license is required.

Possession of current ASE (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI) or ASE-Certified Master Transit Bus Technician is highly desirable.

Knowledge of

- Methods, materials, equipment and procedures utilized in the maintenance and repair of transit vehicles and all their major systems including diesel, gasoline or alternative fuels engines, electrical systems, fueling systems and other systems found in transit and other vehicles.
- Overhaul procedures related to transmissions, brakes and rear axles;
- Techniques and procedures of mechanical tune-up, emission control devices, general repair and maintenance practices;
- Lubrication and preventive maintenance.
- Operations of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment including computer aided and electronic diagnostic tools;
- Procedures for handling and disposing of hazardous waste.
- Computerized diagnostic equipment including hand held and Microsoft Office based software;
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Effective customer service techniques.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

- Determine and make appropriate adjustments and/or repairs to systems and components of diesel and alternative fuel powered vehicles and equipment;
- Learn and maintain alternate bus propulsion systems such as compressed natural gas engines (CNG) and Hybrid high voltage systems.
- Troubleshoot, maintain and repair all vehicle and equipment systems including but not limited to mechanical, electrical, hydraulic and pneumatic components;
- Use computer aided diagnostic equipment requiring the use of some independent judgment to determine causes of mechanical problems;
- Read and interpret diagnostic codes, maintenance manuals, electrical diagrams, vehicle emission control standards and related specification manuals;
- Operate a motor coach safely and properly;
- Use tools and equipment proficiently such as brake lathe, engine scan tool, battery, starter, cooling system and voltage testers;

- Establish and maintain effective working relationships with co-workers;
- Prepare work orders and keep records of service performed using automated tracking and inventory system;
- Follow verbal and written instructions and procedures;
- Provide effective customer service;
- Communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS:

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

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

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

CAREER LADDER INFORMATION:

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

ESTABLISHED/REVISED DATE:

Established Date: November 2021

Dept. Review Date: July 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR TRANSIT SENIOR MECHANIC

RECOMMENDATION:

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

SALARY:

\$31.55 - \$33.17 - \$34.83 - 35.73 - \$36.62 per hour.

BACKGROUND/ANALYSIS:


There is no current eligible list for the classification of Transit Senior Mechanic. There is currently five (5) vacancies due to resignation and promotion.

The class specification has been reviewed by the Transit 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.

There is no previous examination for the Transit Senior Mechanic as this is a new classification. Prior to this new classification, the Transit Department utilized the classification of Senior Mechanic. The previous types and weights that were utilized in that examination process were as follows: Application Review (Qualifying), Written Test (20%), Performance Test (40%) and Oral Interview (40%). Therefore, the same types and weights will be utilized for the Transit Senior Mechanic.


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) Transit Senior Mechanic Class Specification



TRANSIT SENIOR MECHANIC

Class Code:
5519

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Established Date: Nov 1, 2021
Revision Date: Mar 4, 2022

SALARY RANGE

\$31.55 - \$36.62 Hourly
\$5,468.67 - \$6,347.47 Monthly
\$65,624.00 - \$76,169.60 Annually

DEFINITION:

Under direction, performs skilled advanced journey level mechanical work in the diagnosis, maintenance and repair of Transit vehicles; assists other mechanics in more complex assignments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from a Senior Mechanic in that an incumbent performs maintenance and repairs on primarily Transit vehicles. Distinguished from a Transit Mechanic in that an incumbent performs advanced level mechanical work. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval. This classification is distinguished from the classification of Fleet Services Supervisor who has full supervisory responsibility for the performance of crews engaged in the work of their division.

SUPERVISION EXERCISED/RECEIVED

Supervision is received from the Fleet Services Supervisor. Senior Transit Mechanics may provide technical direction to lower level classifications.

ATTACHMENT A

EXAMPLES OF ESSENTIAL DUTIES:

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

- Diagnoses of vehicle malfunctions, determines probable cause, and recommends necessary remedial action to Transit Fleet Services Supervisor for prioritization and assignment.
- Repairs or removes and replaces dysfunctional components of major coach systems including, but not limited to, wheelchair lifts and air-conditioning units.
- Removes and replaces entire engine packages.
- Overhauls and tunes diesel and gasoline engines.
- Performs acceptance testing and pre-service preparations to newly acquired motor coaches.
- Operates brake lathe machine and performs brake reline overhauls.
- Disassembles, cleans, inspects, and rebuilds engine systems and their mechanical and electrical components.
- Leads employees by assigning and reviewing work and providing training.
- Examines damaged vehicles/equipment to determine extent of repairs needed and prepares estimates of cost to repair;
- Installs, maintains, troubleshoots and repairs communications and electronic equipment used on Transit vehicles and amenities;
- Moves parts and components with approved hoists, lifts and dollies to perform maintenance and repair of Transit vehicles.
- Conducts vehicle safety inspections.
- Repairs minor damage to interior or exterior of coach including, but not limited to, torn seats, broken windows and windshields, minor dents, and cosmetic paint damage
- Responds to road failure situations and performs necessary repairs to return motor coaches to the operating division.
- Maintains, supports, and promotes a safe work environment while complying with all safety rules, policies, and procedures.
- Maintains paper and electronic records of repairs and maintenance; enters repair orders and maintains records of time spent, materials and parts used and type of work performed in an automated system.
- Maintains parts inventory and computer inventory records.
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace; disposes of hazardous waste in accordance with City guidelines.
- Disposes of recyclable parts or materials in accordance with City guidelines.
- Repairs damage and performs incidental routine repairs to maintain the appearance of Transit vehicles.
- Locates, adjusts, replaces, rebuilds and repairs components for computerized or microprocessor based systems and mechanical components.
- Fabricates and installs special electronic testing systems.
- Keeps current with new technology by participating in various training.

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 drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- May maintain field reports, and work orders.
- Performs other related duties

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:

Four years of experience as a heavy equipment or automotive mechanic with at least two years as a bus mechanic. Successful completion of a six-month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to two years non-bus experience performing repair, maintenance, and troubleshooting of transit vehicles utilizing digital electronics and microprocessors

LICENSE OR CERTIFICATE:

A valid Class B California driver's license is required.

Successful completion of ASE certification tests (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI); or ASE-Certified Master Transit Bus Technician is highly desirable.

Knowledge of

- Methods, materials, equipment and procedures utilized in the maintenance and repair of Transit vehicles and all their major systems including diesel, gasoline or alternative fuels engines, electrical systems, electronic systems, fueling systems and other systems found in transit and other vehicles.
- Overhaul procedures related to transmissions, brakes and rear axles;
- Techniques and procedures of mechanical tune-up, emission control devices, general repair and maintenance practices;
- Lubrication and preventive maintenance.
- Operations of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment including computer aided and electronic diagnostic tools;
- Procedures for handling and disposing of hazardous waste;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Methods, materials, equipment and procedures utilized in the installation and maintenance of analog and digital electronic equipment and electrical systems found on Transit vehicles and equipment;
- Computerized diagnostic equipment including hand held and Microsoft Office based software;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Effective customer service techniques;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to

- Diagnose and make appropriate adjustments and/or repairs to systems and components of diesel and alternative fuel powered vehicles and equipment;
- Learn and repair alternate bus propulsion systems such as compressed natural gas engines (CNG) and Hybrid high voltage systems;

- Troubleshoot, maintain and repair all vehicle and equipment systems including but not limited to mechanical, electrical, hydraulic and pneumatic components;
- Use computer aided diagnostic equipment requiring the use of some independent judgment to diagnose and determine cause of mechanical problems;
- Read and interpret diagnostic codes, maintenance manuals, electrical diagrams, vehicle emission control standards and related specification manuals;
- Use tools and equipment proficiently such as brake lathe, engine scan tool, battery, starter, cooling system and voltage testers;
- Operate a motor coach safely and properly;
- Operate various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Read design specifications, parts and repair manuals, and blueprints;
- Assess and resolve technical equipment problems and breakdowns;
- Install, maintain and repair electronic and computerized systems and equipment of fare collection equipment and systems, including but not limited to electronic fare boxes, video surveillance systems and other related equipment.;
- Safely operate a variety of hand and power tools;
- Read and understand electronic schematic diagrams, electrical and mechanical drawings and equipment specifications;
- Prepare work orders and keep records of service performed using automated tracking and inventory system;
- Establish and maintain effective working relationships with co-workers;
- Meet competing deadlines;
- Follow verbal and written instructions and procedures;
- Communicate effectively both orally and in writing;
- Provide effective customer service.

SPECIAL REQUIREMENTS:

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

Must provide own mechanic hand tools, up to one inch, to perform job duties. Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain. Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

CAREER LADDER INFORMATION:

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Fleet Services Supervisor.

ESTABLISHED/REVISED DATE:

Established Date: November 2021

Dept. Review Date: July 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR WASTEWATER TECHNICIAN

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Wastewater Technician examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (20%), Performance Test (50%) and Oral Interview (30%). Staff is requesting approval for a six-month eligible list.

SALARY:

\$23.70 - \$24.90 - \$26.13 - \$27.43 per hour

BACKGROUND/ANALYSIS:

There is a current examination being conducted for Wastewater Technician. This examination was ordered in January 2022 on a promotional basis provided that a minimum of eight (8) applications were filed and accepted from City employees, and that if less than eight (8) applications were filed and accepted, the promotional examination would be canceled and the examination would be conducted on an open basis. Less than eight (8) applications were filed and accepted; thus, the promotional examination was canceled and the examination is now being conducted on an open basis. There are less than five (5) candidates in this examination process, thus the eligible list will contain less than five (5) names available for the classification of Wastewater Technician. Therefore, the Department has requested a new recruitment to supplement the pending eligible list from the existing examination. 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. There are now three (3) 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 Minimum Qualifications section of attached Class Specification.

The previous examination in 2022 was weighted as follows: Application Review (Qualifying), Written Test (20%), Performance Test (50%) 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, therefore, an open continuous 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) Wastewater Technician Class Specification



WASTEWATER TECHNICIAN

Class Code:
5708

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Established Date: Mar 1, 2009

SALARY RANGE

\$23.70 - \$27.43 Hourly
\$4,108.00 - \$4,754.53 Monthly
\$49,296.00 - \$57,054.40 Annually

DEFINITION:

Under general supervision, performs a variety of routine duties to assist with the servicing, cleaning, maintenance, inspection and repair of the City's wastewater collection systems; learns to safely operate a sewer vacuum truck, video truck and a variety of manual and power driven equipment, devices and tools; cleans and ensures maintenance of all assigned vehicles, equipment and tools; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Wastewater Technician is the journey level classification in the Wastewater Technician series. Incumbents in this classification are distinguished from the Maintenance Worker by the ability to perform the full range of assigned duties and tasks under general supervision, the safe operation of assigned tools and equipment, and a greater complexity of work assignments. Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets.

Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

EXAMPLES OF ESSENTIAL DUTIES:

Attachment A

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

- Reads sewer and storm drain system maps to locate manholes, sewer lines and connections;
- Uses a variety of hydro-jet equipment to clean and maintain the City's sewer systems and storm drain facilities;
- Uses a variety of manual and power driven equipment, devices and tools to clean, repair and replace pumps and valves at sewer lift and storm drain pumping stations;
- Locates breaks in sewer line and storm drain pipes; excavates and shores trenches; repairs, replaces or installs new sewer and/or storm drain pipes as appropriate;
- Safely operates large trucks, backhoes, skip loaders and a variety of manual and power-driven equipment, devices and tools; tows equipment to job sites;
- Inspects assigned equipment daily to ensure safe and reliable operation;
- Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew;
- Responds to routine questions from the public relative to clogged drains or system breaks and refers unresolved complaints to supervisor for resolution;
- Prepares a variety of routine reports and maintains a variety of system, equipment and work activity logs and records;
- Responds to various sewer maintenance emergencies and may be subject to call out during non-work hours.

Example 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 provide training to less-experienced staff or Maintenance Workers;
- May set flow and sample meter devices;
- Performs other job-related duties 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:

A minimum of one (1) year of responsible experience performing inspection, construction, maintenance and servicing of wastewater collection comparable to the work performed by a Maintenance Worker assigned to Wastewater which includes completion of required training and attainment of required proficiency, licenses and certifications.

Licenses and/or Certificates

Possess and maintain a valid Class B California Driver's License with appropriate endorsements; and forklift certification prior to the completion of the probationary period.

Knowledge of

- Methods, practices, equipment, tools, and materials used in the inspection, cleaning, maintenance and repair of wastewater collection systems;
- Safety practices applicable to biohazard conditions and wastewater collection systems cleaning, maintenance and repair;
- Pumps and valves used in sewer lift pumping stations;
- Basic methods and use of hand and power tools, materials and equipment used in public works maintenance and construction work;
- Safe work methods and pertinent safety regulations;
- Basic safety and first aid practices;

- Effective public service techniques.

Ability to

- Safely and effectively operate all types of specialized wastewater collection system maintenance equipment;
- Perform heavy physical labor safely for extended periods;
- Work in confined spaces;
- Wear specialized breathing apparatus;
- Safely and properly set up work sites on public streets;
- Prepare and maintain a variety of routine system, equipment and work activity reports and records;
- Follow and understand oral and written instructions, including wastewater collection system maps, work orders, safety and operating manuals and a variety of policies, procedures, rules and regulations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Perform heavy and sustained manual labor;
- Effectively follow oral and written instructions;
- Learn and effectively perform work methods specific to the maintenance of wastewater collection systems;
- Follow work safety procedures and practices;
- Safely and effectively operate a variety of hand and power tools and equipment;
- Operate vehicles while observing legal and defensive driving practices;
- Complete basic time and activity records and reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work.

SPECIAL REQUIREMENTS:

Incumbents may be subject to call-out during non-working hours; may be required to wear breathing apparatus to safely perform duties of the job and may perform work in confined spaces.

Physical Requirements

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, and crouch, to reach, to sit and stand for long periods of time; to walk; to lift, push, pull and carry objects weighing up to 75 pounds and/or weighing up to 200 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Work Environment

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is performed on a daily basis in an atmosphere of constant noise, around moving objects and vehicles, on ladders and scaffolding, and below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, chemicals, treated water, and untreated sewage, and must work in confined spaces. On a less frequent basis, incumbents perform duties around machinery with moving parts, with hands in water and may be exposed to electrical energy.

CAREER LADDER INFORMATION:

If incumbent possesses a class B California driver license, experience gained as a Wastewater Technician level may serve to meet minimum qualifications for transfer to the classification of Equipment Operator or Sanitation Equipment Operator or promotion to Public Works Supervisor.

ESTABLISHED / REVISED DATE:

Established Date: March 2009

Department Review: June 2022

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

Honorable Members:

**SUBJECT: APPOINT CIVIL SERVICE COMMISSION CHAIR, CIVIL SERVICE
COMMISSION VICE-CHAIR, AND MEMBERS OF EMPLOYEE RELATIONS
COMMITTEE FOR FISCAL YEAR 2022 – 2023.**

RECOMMENDATION:

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2022 – 2023,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2022 – 2023,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2022 – 2023.

BACKGROUND AND ANALYSIS:

Section 13.10.5 of the Torrance Municipal Code (TMC) requires that each fiscal year, members of the Civil Service Commission appoint a Chair to serve for one (1) year and until a successor is appointed.

The practice of your Honorable Body has been that the incoming Chair appoints a Vice-Chair. Additionally, TMC Section 14.8.6 requires the Chair of the Civil Service Commission appoint members of the Employee Relations Committee.

Staff has prepared a history of the previous Commission Chairs, Vice-Chairs/Employee Relations Committee Chairs, and Commissioners appointment dates (Attachment B) to assist the Civil Service Commission in making appointments.

Respectfully Submitted,

By 
Jennica Chaparro
Human Resources Analyst

CONCUR:


Brianne Cohen
Civil Service Manager

Attachment A: Torrance Municipal Code Sections 13.10.5 and 14.8.6
Attachment B: Civil Service Commission and Employee Relations Committee Chair History

TORRANCE MUNICIPAL CODE SECTIONS 13.10.5 AND 14.8.6

13.10.5 APPOINTMENT OF A CHAIRMAN.

At the first meeting of the Commission in every fiscal year, the members shall appoint one (1) of their number as Chairman who shall hold office for one (1) year and until his successor is appointed.

14.8.6 EMPLOYEE RELATIONS COMMITTEE.

There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.

Civil Service Commission and Employee Relations Committee Chair History

<u>Fiscal Year</u>	<u>Commission Chair</u>	<u>Vice Chair/ERC Chair</u>
2008-2009	Shwartz	Dean
2009-2010	Dean	R. Skoll
2010-2011	FoxWood	Stadler
2011-2012 (to 12/12/11)	Stadler	Daniel
2011-2012 (as of 1/9/12)	Stadler	Wright
2012-2013	Wright	Dean
2013-2014	Dean	R. Skoll
2014-2015 (to 1/26/15)	R. Skoll	Montoya
2014-2015 (as of 2/23/15)	Montoya	Wright
2015-2016	Montoya	Wright
2016-2017	Wright	Shwartz
2017-2018	Shwartz	FoxWood
2018-2019	FoxWood	Sheikh
2019-2020	Lewis	S. Skoll
2020-2021 (to 11-23-20)	Lewis	S. Skoll
2020-2021 (as of 12-14-20)	Lewis	Vacant
2020-2021 (as of 02-08-21)	Lewis	Shwartz
2021-2022	Shwartz	Adelsman

<u>Office</u>	<u>Commissioner</u>	<u>First Appointment</u>	<u>Current Term Begins</u>	<u>Current Term Expires</u>
Member	Lewis	01/26/16	12/01/20	06/30/24
Member	Adelsman	07/01/19	07/01/19	06/30/23
Member	Herring	12/01/20	12/01/20	06/30/24
Member	Dean	01/12/21	01/12/21	06/30/23
Member	Hamada	07/01/21	07/01/21	06/30/25
Member	Sasaki	07/01/21	07/01/21	06/30/25
Member	Zygielbaum	07/01/22	07/01/22	06/30/26