

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 – Employee Relations Committee" 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 EMPLOYEE RELATIONS COMMITTEE  
(CIVIL SERVICE COMMISSION)  
MONDAY, JULY 11, 2022  
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

**EMPLOYEE RELATIONS COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Committee members

**2. 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.

**3. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**4. 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.*

**5. 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.*

**5A. Approve Employee Relations Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Employee Relations Committee minutes of July 12, 2021 and June 13, 2022.

*(Minutes provided to Commission members only, copies available in the Personnel Building).*

**6. ADMINISTRATIVE MATTERS**

**6A. Elect Chair of the Employee Relations Committee for Fiscal Year 2022-2023.**

Recommendation of Civil Service Staff that the Employee Relations Committee elect a Chair for Fiscal Year 2022 – 2023.

**7. COMMISSION ORAL COMMUNICATIONS**

**8. ADJOURNMENT**

**8A.** Adjournment of Employee Relations Committee Meeting to Date to be Determined.

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

**Honorable Members:**

**SUBJECT: ELECT CHAIR OF THE EMPLOYEE RELATIONS COMMITTEE FOR FISCAL  
YEAR 2022 – 2023.**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that the Employee Relations Committee elect a Chair for Fiscal Year 2022 - 2023.

**BACKGROUND AND ANALYSIS:**


TMC Section 14.8.6(a) requires the Chair of the Civil Service Commission to appoint the members of the Employee Relations Committee. TMC Section 14.8.6(b) provides that, "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."

The Civil Service Commission Chair has made new appointments to the Employee Relations Committee, and accordingly, now is the appropriate time for the Committee to elect a Chair for Fiscal Year 2022 – 2023.

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

## **TORRANCE MUNICIPAL CODE SECTIONS 13.10.5 AND 14.8.6**

### **13.10.5 APPOINTMENT OF A CHAIRMAN.**

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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.**

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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.