

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, AUGUST 8, 2022  
REGULAR MEETING  
6:00 P.M. IN COUNCIL CHAMBERS  
AT 3031 TORRANCE BL.**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Dean, Hamada, Herring, Lewis, Sasaki, Zygielbaum, Chair Adelsman

**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, August 4, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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. Speakers please turn off or leave your cellular phone when you come to the podium to speak.*

**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 27, 2022, July 11, 2022 and July 25, 2022. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

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

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

**6C. Approve the Examination for Planning Assistant.**

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

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

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

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

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

**6F. Approve the Examination for Senior Recreation Supervisor.**

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

**7. ADMINISTRATIVE MATTERS**

No Business to Consider.

**8. HEARINGS**

No Business to Consider.

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to Monday, August 22, 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 JULY 2022**

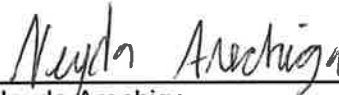
**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for July 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 July 2022

**EMPLOYEE TRANSITION REPORT  
JULY 2022**

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

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Accountant	Finance	Senior Business Manager	Finance
Building Inspector	Community Development	Senior Mechanical/Plumbing Inspector	Community Development
Librarian	Community Services	Senior Librarian	Community Services
Housing Specialist	Community Development	Business Manager	Community Development
Information Technology Analyst	Communication & Information Technology	Systems Analyst	Police
Lead Maintenance Worker	Public Works	Public Works Supervisor	Public Works
Maintenance Worker	Public Works	Lead Maintenance Worker	Public Works
Management Aide	Transit	Staff Assistant	Transit
Police Officer	Police	Police Sergeant	Police
Police Officer	Police	Police Sergeant	Police
Police Officer	Police	Police Sergeant	Police
Program Specialist	Community Services	Program Coordinator	Community Services
Staff Assistant	Fire	Business Manager	Fire

**NEW HIRES**

TITLE	DEPARTMENT
Administrative Analyst	Public Works
Administrative Assistant	Transit
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
City Librarian	Community Services
Facilities Operations Attendant	General Services
Facilities Operations Attendant	General Services
Facilities Operations Attendant	General Services
Intern I	Communication & Information Technology
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Management Aide	City Manager's Office
Planning Assistant	Community Development
Program Leader	Community Services
Program Leader	Community Services
Program Specialist	Community Services
Public Safety Dispatcher	Police

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

**Honorable Members:**

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

**RECOMMENDATION:**

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

\$29.46 - \$30.92 - \$32.51 - \$34.07 - \$35.82 - \$36.70 per hour.

**BACKGROUND/ANALYSIS:**

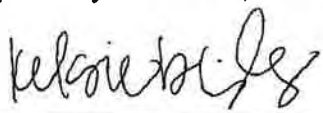
There is a current eligible list of less than five (5) names available for the classification of Planning Assistant. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Per Torrance Municipal Code Section 14.17.3, whenever less than five (5) names are certified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

The class specification has been reviewed by the Community Development Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

The previous examination in 2021 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

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

Respectfully submitted,

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

CONCUR:

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

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



# PLANNING ASSISTANT

Class Code:  
3311

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Apr 1, 1988

## SALARY RANGE

\$29.46 - \$36.70 Hourly  
\$5,106.40 - \$6,361.33 Monthly  
\$61,276.80 - \$76,336.00 Annually

### DEFINITION:

Under supervision, performs entry level work in municipal planning, environmental review, redevelopment and housing; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Planning Assistant is distinguished from Planning Associate in that an incumbent does not perform the more complex professional planning and redevelopment assignments.

### EXAMPLES OF ESSENTIAL DUTIES:

- Compiles, records and analyzes data needed for planning and redevelopment activities; participates in and/or conducts field surveys and performs project site analysis;
- Prepares maps, charts, graphs and diagrams for use in planning and redevelopment studies;

- Reviews proposals and applications for development and makes recommendations to achieve conformity to local ordinances and redevelopment plans;
- Prepares both rough and final drafts of reports to the Planning Commission, City Council, Redevelopment Agency, and other City commissions and committees;
- Makes recommendations regarding the environmental impact of proposed projects;
- Proposes tentative solutions to planning and redevelopment problems;
- Answers inquiries from a variety of individuals, and organizations;
- Assists with the administration of contracts with private consultants;
- Prepares and posts notices for public hearings.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

Six months of research and writing experience involving municipal planning and/or redevelopment activities specifically related to General Plan and Research, design/development administration or redevelopment and housing activities.

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

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

### **Knowledge of**

- Fundamental principles and practices applying to City planning;
- California Environmental Quality Act and the California Redevelopment Act;
- Terminology used in public planning;
- Tools and methods generally used when conducting research, surveys and studies related to planning activities.

### **Ability to**

- Collect, analyze and interpret planning and design/development data;
- Interpret federal, state and municipal laws, regulations, ordinances and guidelines and make necessary recommendations in compliance therewith;
- Write and present accurate and clear reports;
- Establish and maintain cooperative working relations with a variety of individuals including
  - City officials, private consultants, developers, fellow employees and the general public;
- Perform basic graphics work including preparation of maps, illustrations, charts and diagrams.

**ESTABLISHED/REVISED DATE:**

Revised Date: April 1988

Department Review Date: October 2021

Department Review Date: August 2022



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

**Honorable Members:**

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

**RECOMMENDATION:**

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

**SALARY:**

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

**BACKGROUND/ANALYSIS:**

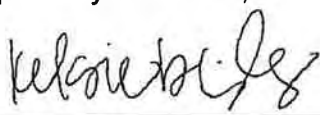
There is a current eligible list of less than five (5) names available for the classification of Planning Associate. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Per Torrance Municipal Code Section 14.17.3, whenever less than five (5) names are certified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

The class specification has been reviewed by the Community Development Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

The previous examination in 2022 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By   
Kelsie B. Winders  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager



# PLANNING ASSOCIATE

Class Code:  
3312

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Apr 1, 1988

## SALARY RANGE

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

### DEFINITION:

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

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

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

### EXAMPLES OF ESSENTIAL DUTIES:

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

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

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

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

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

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

### **Knowledge of**

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

### **Ability to**

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

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

**ESTABLISHED/REVISED DATE:**

Revised Date: April 1988

Department Review Date: January 2020

Department Review Date: January 2022

Department Review Date: August 2022

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

**Honorable Members:**

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

**RECOMMENDATION:**

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

**SALARY:**

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

**BACKGROUND/ANALYSIS:**


The current eligible list for the classification of Senior Mechanic is nearly exhausted. There are multiple vacancies in the Department. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Current vacancies are due to turnover in the department.

The class specification has been reviewed by the Fleet Services Division and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached Class Specification.

The previous examination in July 2022 was weighted as follows: Application Review (Qualifying), Written Test (20%), Performance Test (40%) and Oral Interview (40%). Staff conducted an analysis of previous exam components and it was determined that the knowledge and abilities required for this position can be assessed using the following weightings: Application Review (Qualifying), Performance Test (50%), and an Oral Interview (50%).

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

Respectfully submitted,

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Senior Mechanic Class Specification



# MECHANIC, SENIOR

Class Code:  
5515

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Sep 1, 1995

## SALARY RANGE

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

### DEFINITION:

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

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

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

### EXAMPLES OF ESSENTIAL DUTIES:

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

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

## **QUALIFICATION GUIDELINES:**

### **Experience and Education**

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

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

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

## **SPECIAL REQUIREMENTS:**

Must provide own tools to perform job duties.

## **ESTABLISHED/REVISED DATE:**

Revised Date: September 1995

Reviewed Date: November 2019

Reviewed Date: April 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR RECREATION SUPERVISOR**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Recreation Supervisor examination on an open 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:**

\$34.89 - \$36.64 - \$38.43 - \$40.39 - \$41.37 - \$42.45 - \$43.44 per hour.

**BACKGROUND/ANALYSIS:**

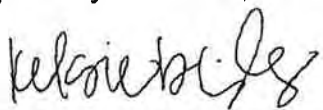
There is a current eligible list of less than five (5) names available for the classification of Senior Recreation Supervisor. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Per Torrance Municipal Code Section 14.17.3, whenever less than five (5) names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

The class specification has been reviewed by the Community Services Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached class specification.

The previous examination in 2021 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By   
Kelsie B. Winders  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Senior Recreation Supervisor Class Specification





# RECREATION SUPERVISOR, SENIOR

Class Code:  
9026

Bargaining Unit: Torrance Professional  
Park & Recreation Employees  
Organization

CITY OF TORRANCE  
Revision Date: Jul 1, 1982

## SALARY RANGE

\$34.89 - \$43.44 Hourly  
\$6,047.60 - \$7,529.60 Monthly  
\$72,571.20 - \$90,355.20 Annually

### DEFINITION:

Under program supervision plans, organizes, and supervises a section of the Park and Recreation Department; supervises full time professional personnel; and does related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Recreation Services Manager in that an incumbent is not accountable for the operation of an entire departmental division; distinguished from Recreation Supervisor in that the incumbent does not have regular direct contact with program participants and the general public; does not regularly conduct recreation activities; does not supervise only recurrent personnel.

### EXAMPLES OF ESSENTIAL DUTIES:

- Supervises recreation programs in a section of the Park and Recreation Department;
- Trains full time and recurrent personnel and evaluates their performance;
- Assists in preparation and administration of budget; schedules recreation activities and personnel;

- Orders the purchase of necessary equipment and supplies;
- Accountable for section's safety program;
- Conducts studies and writes reports regarding recreation and leisure time programs.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Graduation from college with a degree in Recreation, or related field, or completion of required coursework within a recreation related specialty, or specific and substantial full-time experience which prepares one to function in the position may be substituted for the required education on a year-for-year basis. However, this substitution must be in addition to the experience requirement. Related part-time experience will be credited in proportion to the average amount of time worked per year.

Two years of full time professional experience in the field of recreation.

### **License Required**

A valid California Motor Vehicle Operators Class 3 License.

### **Knowledge of**

- Theories and principles of supervised recreation activities;
- Theories and methods of supervising community recreation programs and recreation personnel;
- Types of facilities, materials and equipment needed for various recreational activities;
- Affirmative action, employee relations, industrial safety, employee counseling and training techniques;
- Methods and means of identifying community resources and neighborhood interests;
- Program budgeting.

### **Ability to**

- Plan, organize and supervise community recreation programs;
- Evaluate employee performance;
- Train, counsel and supervise personnel working with community groups;
- Administer safety programs;
- Establish and maintain effective working relationships with the public and with other personnel;
- Handle grievances.

Revised Date: July 1982

## **ESTABLISHED /REVISED DATE:**

Revised Date: July 1982

Department Review Date: December 2019

Department Review Date: July 2021

Department Review Date: August 2022

