

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, SEPTEMBER 26, 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 Hamada, Herring, 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 Wednesday, September 21, 2022.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 15 minute period)

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. 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 the Examination for Fire Engineer.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Engineer examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying) and Performance Test (100%) which will consist of a Driving Practical (25%), Pumping Practical (50%), and Truck/Aerial Operations Practical (25%). Staff is requesting approval for a two (2) year eligible list.

6B. Approve the Examination for Firefighter.

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

6C. Approve the Examination for Forensic Identification Specialist.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Forensic Identification Specialist examination on an open continuous 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.

6D. Approve the Examination for Public Safety Communications Supervisor.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Safety Communications Supervisor examination on a promotional 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 Sanitation Equipment Operator.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Sanitation Equipment Operator 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 a three-month eligible list.

6F. Approve the Examination for Transit Supervisor.

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

7. ADMINISTRATIVE MATTERS

7A. Approve Proposed Class Specification for Police Services Administrator.

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Police Services Administrator and forward it to the City Council for approval.

7B. Approve the Reclassification of Incumbent to Policy and Resources Specialist.

Recommendation of Human Resources Staff that your Honorable Body approve the reclassification of Neli Mivela, Senior Administrative Analyst, to the classification of Policy and Resources Specialist.

8. HEARINGS

8A. Appeal of Discipline of a Wastewater Technician.

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

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Civil Service Commission Meeting to Monday, October 3, 2022 at 6:00 p.m.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIRE ENGINEER

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Engineer examination on a promotional basis consisting of the following components and weights: Application Review (Qualifying), Written Test (Qualifying) and Performance Test (100%) which will consist of a Driving Practical (25%), Pumping Practical (50%), and Truck/Aerial Operations Practical (25%). Staff is requesting approval for a two (2) year eligible list.

SALARY:

\$33.53 - \$35.20 - \$36.96 - \$38.81 per hour

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Fire Engineer, as all candidates on the previous eligible list were hired.

The class specification has been reviewed by the Fire 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 2020 was weighted as follows: Application Review (Qualifying), Written Test (Qualifying) and Performance Test (100%). There will be no change in the exam types and weights.

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

Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Fire Engineer Class Specification



FIRE ENGINEER

Class Code:
7113

Bargaining Unit: Torrance Fire Fighters
Association

CITY OF TORRANCE
Revision Date: Sep 1, 1982

SALARY RANGE

\$33.53 - \$38.81 Hourly
\$5,811.87 - \$6,727.07 Monthly
\$69,742.40 - \$80,724.80 Annually

DEFINITION:

Under general supervision, to operate and maintain fire pumping engines and other fire apparatus and firefighting equipment; to fight fires; and to do related work as required.

EXAMPLES OF ESSENTIAL DUTIES:

- Responds to alarms, driving fire truck to the fire;
- Locates truck at proper place;
- Operates engine pumping equipment to maintain pressures as required by the officer in charge;
- Lays hose lines;
- As required, assists in holding nozzles to direct stream of water on fire;
- May assist in overhauling, rescue and salvage operations;
- Administers first aid;
- Checks gasoline and oil supply, battery, lubrication, tires, motors and ignition system of assigned equipment;
- Performs minor maintenance and assists with general vehicle maintenance;
- Inspects equipment and makes adjustments and repairs;
- Makes reports of damage or malfunction; tests fire hoses and hydrants;
- Cleans quarters and equipment; cleans, washes and services fire engine;
- Participates in fire drills and exercises;
- Answers general questions of the public and provides information; performs fire prevention work as assigned.

QUALIFICATION GUIDELINES:

Education and Experience

Equivalent to graduation from high school. The possession of an AA degree in Fire Science, or an AA degree in another field plus 20 units of Fire Science, may be substituted for one year of the required experience. The possession of a Bachelors degree in Fire Science, or Bachelors degree in another field plus 40 units of Fire Science, may be substituted for two years of required experience.

Four years as a Fireman with the Torrance Fire Department.

License and/or Certificates

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

Knowledge of

- Fire fighting methods and the operation and maintenance of fire-fighting equipment;
- Practical hydraulics, pumps and fire apparatus;
- Local water mains, fire hydrants and geography;
- Rules and regulations of the Torrance Fire Department.

Ability to

- Read and understand information relating to fire-fighting methods and equipment and to apply such information to specific situations and to local requirements;
- Understand and act in accordance with departmental policies, rules, and written and oral instructions;
- Compute engine and nozzle pressures;
- Drive a fire truck safely and skillfully in accordance with traffic laws and ordinances;
- Administer first aid and resuscitation.

ESTABLISHED /REVISED DATE:

Revised Date: September 1982

Dept. Review Date: September 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIREFIGHTER

RECOMMENDATION:

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

SALARY:

\$28.96 - \$30.41 - \$31.93 - \$33.53 per hour

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Firefighter. There are multiple vacancies due to resignation and promotions.

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

The previous examinations since 2013 have been weighted as follows: Application Review (Qualifying), Written Test (60%) and Oral Interview (40%). The Fire Recruit is required to participate in a 10-week training program with the Torrance Fire Department (TFD). It was determined by Human Resources and the Fire Department that the TFD 10-week training program provides a more effective assessment of the knowledge, skills and abilities to move a Fire Recruit to the position of Firefighter. Therefore, the score that is received upon completion of the training program will be utilized as the performance test score.

To continue the Grow Our Own Program in the Fire Department, an open continuous 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) Firefighter Class Specification



FIREFIGHTER

Class Code:
7112

Bargaining Unit: Torrance Fire Fighters
Association

CITY OF TORRANCE
Revision Date: Aug 1, 2021

SALARY RANGE

\$28.96 - \$33.53 Hourly
\$5,019.73 - \$5,811.87 Monthly
\$60,236.80 - \$69,742.40 Annually

DEFINITION:

Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; participates in training, drills and independent study activities; participates in the maintenance of fire department apparatus, equipment and facilities; performs various staff support assignments such as community outreach; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the entry/journey level classification in the series. This class is distinguished from the Fire Engineer in that the incumbent is not primarily responsible for the operation and maintenance of fire pumping engines and other fire apparatus, and fire-fighting equipment. At this level, incumbents work with only occasional instruction or assistance; work is reviewed upon completion and for overall results.

Works under the direct supervision of a Fire Captain who makes detailed work assignments.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Responds to fires, fire alarms and other emergency incidents.
- Connects and lays hose lines; enters burning areas or buildings with hose lines.
- Assists in operating nozzles and directs a stream of water on fires.
- Carries and operates chemical fire extinguishers.
- Carries, raises, lowers and climbs ladders.
- Makes forcible entry into buildings when necessary.
- Ventilates buildings; performs interior, exterior, and roof ventilation operations.
- Performs vehicle and accident extrication.
- Administers first aid and provides emergency medical treatment services including cardiopulmonary resuscitation.
- Performs rescue, overhaul, salvage and clean-up operations.
- Cleans and services fire-fighting equipment, inspects and tests equipment carried on fire trucks.
- Obeys orders of superiors.
- Maintains clean and orderly conditions in and about the fire station.
- Performs routine maintenance on fire hydrants, apparatus, and facilities.
- Attends drills and staff conferences.
- Participates in and conducts training sessions and practice drills.
- Maintains personal physical fitness by participating in job related physical training.
- Serves on special duty at public gatherings.
- May operate motor-driven equipment including fire apparatus, automobiles and rescue and supply trucks.

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 serve in a position of higher responsibility for training purposes.
- May make fire, life safety and disaster preparedness presentations to schools and other community groups.
- Performs related accurate record-keeping duties.
- Performs fire prevention work as assigned.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Education and Experience

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

High school graduation or equivalent, completion of a State of California Fire Academy or possession of a California State Fire Fighter-1 certification; and completion of Torrance Fire Department Recruit academy.

Licenses and Certifications

Valid Class C driver license and a current EMT-1 certification is required. Accreditation as a Los Angeles County EMT-1 must be attained by the end of the probationary period.

Possession of a valid Los Angeles County Paramedic license is highly desirable.

Knowledge of

- Functions of a modern fire department;
- Concepts of fire science;

- Tool and fire equipment usage and maintenance including fire extinguishers, fog nozzles, and similar equipment;
- First aid methods and emergency medical procedures;
- Safety practices related to fire-fighting and fire prevention techniques;
- Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- English usage, spelling, grammar and punctuation;
- Mathematical calculations related to fire science and fire-fighting;
- Effective customer service techniques;
- Working knowledge of a personal computer, other standard office equipment and software applications used by assigned department;
- City codes and ordinances, and administrative rules and regulations affecting Fire department operations;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to

- Comply with departmental policies, procedure, rules, and instructions in the field of fire-fighting;
- Apply and interpret Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- Safely operate fire apparatus and fire-fighting equipment;
- Administer first aid and cardio-pulmonary resuscitation;
- Perform mathematical calculations;
- Analyze fire and driving situations and to adopt effective courses of action;
- Remain calm in emergencies;
- Communicate clearly and concisely both orally and in writing;
- Understand and carry out oral and written directions;
- Provide effective customer service;
- Establish and maintain effective and cooperative working relationships with City employees and the general public.
- Operate office equipment including computer software and hardware (currently in use by the City);
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS:

Must be 21 years of age prior to hire date

Work is performed both inside and outside in seasonal climate and weather conditions. Elevated heights, slippery surfaces, oily conditions, dust, dirt, smoke, heat, hazardous substances, chemicals, and odors are conditions frequently encountered. Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required.

Must be willing to work in adverse conditions and life threatening emergencies.

Must be willing to work a 24-hour shift schedule.

Must be willing to work overtime, as requested.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Engineer.

ESTABLISHED/REVISED DATE:

Revised: January 2012

Revised: June 2018

Revised: August 2021

Dept. Review: September 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FORENSIC IDENTIFICATION SPECIALIST

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Forensic Identification Specialist examination on an open continuous 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:

\$29.81 - \$31.29 - \$32.86 - \$34.51 - \$36.23 per hour

BACKGROUND/ANALYSIS:


There is no current eligible list for the classification of Forensic Identification Specialist. There is a vacancy due to a resignation.

The class specification has been reviewed by the Police 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 2018 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 continuous 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) Forensic Identification Specialist Class Specification



FORENSIC IDENTIFICATION SPECIALIST

Class Code:
7408

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Established Date: Oct 1, 2009
Revision Date: Jun 1, 2019

SALARY RANGE

\$29.81 - \$36.23 Hourly
\$5,167.07 - \$6,279.87 Monthly
\$62,004.80 - \$75,358.40 Annually

DEFINITION:

Under direction, performs field and laboratory analysis for processing and comparing fingerprints, and processing crime scenes; and performs related work as required

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the entry level class within the forensic series. Working under supervision, this class is distinguished from the Senior Forensic Identification Specialist by the performance of the more routine or less complex tasks and duties assigned to positions within this series. Gathering, preserving, interpreting and presenting crime scene evidence or processing evidence in the lab is done under direction of a supervisor or Senior Forensic Identification Specialist.

Receives direction from the Forensics Supervisor or Police Lieutenant. Receives technical direction from Senior Forensic Identification Specialists.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Processes crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Prepares, enters, and compares latent fingerprints in the automated system currently in use by the Police Department.
- Makes casts and impressions, including tool marks, tire tracks, and shoeprints at crime scenes.
- Takes still and video photographs and/or recordings of crime scenes, victims and injuries, suspects, and traffic accidents.
- Processes photos and maintains files and indexes of photographs, recordings, and records.
- Appears in court to testify as an expert witness on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Takes physical measurements and prepares diagrams of crime scenes and traffic accidents.
- Prepares crime and other original reports.
- Prepares court exhibits.
- Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.

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:

- Participates in training of staff and outside agency personnel.
- Participates in case related research projects and evaluates new procedures.
- Attends division and department meetings as required.
- Serves on various committees as appropriate.
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Graduation from college with an Associate's degree in forensic science, biology, chemistry, or a related field or one year of paid experience in law enforcement identification work; including investigative photography, fingerprint identification, collection, development, and preservation of physical evidence or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis.

License and/or Certification

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

Knowledge of:

- Federal, State and local laws regulating the collection and preservation of evidence.
- Specialized techniques in processing and documentation of crime scenes.
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence.

- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars.
- Modern photographic equipment and photography techniques.
- Methods of preserving evidence at crime scenes
- Methods used to make cast impressions of tire tracks, shoeprints, and other physical evidence.
- City ordinances and administrative rules and regulations affecting departmental operations.
- General City operations.

Ability to:

- Interpret and apply Federal, State and local laws, rules and regulations regulating the collection and preservation of evidence.
- Take and process effective and useful crime scene photos.
- Lift and classify latent fingerprints according to established systems and procedures.
- Operate digital, film and video equipment in the gathering and presentation of evidence.
- Accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.
- Prepare and present thorough and accurate crime scene reports.
- Research case projects and evaluate new forensic techniques and procedures.
- Work any shift including evenings, nights, weekends, and holidays.
- Work with minimum supervision.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Communicate effectively with a wide variety of individuals.
- Make effective oral presentations and conduct training sessions.
- Establish and maintain effective working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers.
- Plan, organize and ensure the completion of work assignments in a timely manner.
- Learn the processes necessary to accurately reconstruct a crime scene for use during courtroom testimony.
- Learn the skills necessary to present expert testimony.

SPECIAL REQUIREMENTS:

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

Work is performed in an office, laboratory, and in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. Incumbents must be able to complete the collection of crime scene evidence which includes activities involving climbing stairs and ladders, bending, lifting, crawling into small/confined spaces, working with chemicals in the processing of photographs and evidence, and tolerating adverse conditions such as fingerprinting and photographing deceased victims.

May be required to travel to a variety of off-site locations and available to respond during off duty hours.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the qualification guidelines for promotion to Senior Forensic Identification Specialist.

ESTABLISHED/REVISED DATE:

Established Date: October 2009

Revised Date: June 2019

Department Review Date: September 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC SAFETY COMMUNICATIONS SUPERVISOR

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Safety Communications Supervisor examination on a promotional 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:

\$33.98 - \$35.70 - \$37.47 - \$39.37 - \$41.36 - \$43.43 per hour.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Public Safety Communications Supervisor. There is a vacancy due to a newly budgeted position.

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

The previous examination in 2020 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change in the exam type.

There is a sufficient pool of internal candidates to qualify; therefore, staff recommends conducting the examination for Public Safety Communications Supervisor on a promotional basis provided that a minimum of eight (8) applications are filed and accepted from City employees. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open basis.

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

6D



PUBLIC SAFETY COMMUNICATIONS SUPERVISOR

Class Code:
7100

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Established Date: Sep 1, 2009

SALARY RANGE

\$33.98 - \$43.43 Hourly
\$5,889.87 - \$7,527.87 Monthly
\$70,678.40 - \$90,334.40 Annually

DEFINITION:

Under direction, the Public Safety Communications Supervisor is responsible for day-to-day operations and technical support for the public safety dispatching services, the alarm enforcement program and emergency medical dispatching services, 911 operations, and the training function. Incumbents in this class work in the Public Safety Communications Center which is a twenty-four hour, seven-days-per-week operation; and performs related activities as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Public Safety Communications Supervisor provides first line supervision and oversees daily operations in the command center for emergency dispatching. This class is distinguished from Communications Supervisor-Telecommunications or Communications Supervisor-Wireless in that the incumbents in these classifications are supervising personnel involved with the installation, service and maintenance of the City's telecommunications system or wireless radio and related communications systems. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Lateral-entry Public Safety Communications Supervisor is distinguished from entry-level Public Safety Communications Supervisor in that the Lateral-entry Supervisor is required to have three (3) years of experience in emergency radio dispatching which includes at least two

(2) years of supervisory experience.

Receives supervision from higher level Police or Fire staff; exercises direct supervision over Public Safety (Fire and/or Police) Communications Operators.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plan, coordinate, and supervise the Public Safety Communications dispatchers and 911 operators and handling day-to-day procedural questions and problems that arise;
- Functions as call taker or radio operator for relief or as needed during shift;
- Research new equipment/systems/ technological issues and writing related proposals; and implementation of the new dispatch system;
- Instructs operators on proper dispatch procedures;
- Develop and implement formal training programs for public safety 911 operators, public safety dispatchers, and lateral dispatchers; designing and updating training curriculum;
- Coordinate mandatory training/certifications for all communications personnel; and oversee training and quality assurance for telecommunications devices for the deaf (TDD) compliance, automatic aid and mutual aid;
- Track and log recording requests;
- Accumulate and analyze data/statistics to determine operational effectiveness;
- Develop and update communications procedures;
- Coordinate work schedules;
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed.

Examples of Other Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Serves as a liaison to public safety departments;
- Serves on various committees.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from high school or GED and three years experience in emergency radio dispatching. One year of supervisory or lead work experience is preferred.
Experience with CAD is preferred.

Lateral Entry

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

Graduation from high school or GED and three (3) years experience in emergency radio dispatching which includes at least two (2) years of supervisory experience.

License and/or Certificates

- Requires a valid California Class C driver's license;
- Must obtain and maintain a **valid** California Public Safety Dispatcher POST and Emergency Medical Dispatch certification within one (1) year of hire.

Lateral Entry

- Requires a valid California Class C driver's license;
- Must possess and maintain a **valid** a California POST Public Safety Dispatch Certificate and Emergency Medical Dispatch Certificate.

Knowledge of

- Public safety communications principles, practices, methods, techniques, and equipment;
- The principles of supervision, training, and performance evaluation;
- The techniques and methods of radio communication including Geographical Information System (GIS), Automotive Vehicle Locator (AVL), Mobile Data Computer (MDC) and Global Positioning System (GPS).;
- Computer-aided dispatch (CAD);
- Federal communications commission (FCC) regulations pertaining to public safety communications;
- Federal regulations pertaining to collection, storage, and dissemination of criminal history record information;
- Emergency medical dispatch procedures;
- CAD formats and commands pertaining to the 911 operator, fire dispatcher, and police dispatcher;
- City policies and procedures affecting departmental operations.
- General City operations;
- Local geography including main streets and their hundred blocks, city boundary limits, sector/beat areas, and police/fire response districts;
- Dispatch procedures for air ambulance companies;
- Principles of supervision, training and employee relations;
- Conflict resolution techniques.

Ability to

- Communicate effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints;
- Inspire confidence in subordinate personnel and new employees in training;
- Supervise and motivate personnel in a high stress environment;
- Establish and maintain effective working relationships with subordinates, coworkers, management, other city employees, public officials, employees from other agencies, and the general public;
- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances;
- Shift priorities as departmental workload demands require;
- Operate modern office equipment, computers and software applications;
- Operate tools and equipment for the purpose of training staff and demonstrating proper techniques;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS:

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

Requires the ability to sit for extended periods of time, read color coded displays; use a computer terminal for extended periods; hear sufficiently to accurately and completely obtain information from callers; communicate clearly to effectively dispatch information over the radio/communication system. Tasks are regularly performed without exposure to adverse environmental conditions.

Incumbents are frequently required to remain in the immediate work area throughout the work shift and may be ordered to work overtime with short notice. Will be required to work rotating shifts, weekends and holidays.

ESTABLISHED/REVISED DATE:

Established Date: September 2009

Department Review Date: November 2020

Department Review Date: September 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SANITATION EQUIPMENT OPERATOR

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Sanitation Equipment Operator 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 a three-month eligible list.

SALARY:

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

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Sanitation Equipment Operator. There is currently one (1) vacancy due to resignation and four (4) anticipated future vacancies.

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

The previous examinations in 2022 and 2020 were weighted as follows: Application Review (Qualifying), Performance Test (70%) and an Oral Interview (30%). There will be no change in the exam types and weights.


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

Respectfully submitted,

By 

Tina Ortiz
Senior Human Resources Analyst Associate

CONCUR:



Hedieh Khajavi
Human Resources Manager



Brianne Cohen
Civil Service Manager

Attachment: A) Sanitation Equipment Operator Class Specification



EQUIPMENT OPERATOR, SANITATION

Class Code:
5110

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, operates a refuse packer truck, recycling truck, green waste vehicle and/or other equivalent waste collection vehicle to collect and dispose of solid waste and recyclable commodities or operates a heavy motor broom and vacuum street sweeper to clear streets of debris for an assigned route; cleans and maintains assigned equipment and supplies, may provide technical supervision and training to less experienced drivers/operators; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets. Distinguished from the Maintenance Worker classification by the performance of specialized duties requiring higher levels of skill, such as the daily operation of heavy trucks and equipment.

Distinguished from the Equipment Operator classification as the latter classification has the responsibility for driving and operating a variety of vehicles and equipment, including heavy maintenance and construction equipment and truck/trailer combinations requiring possession of a class A California commercial driver's license. Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

EXAMPLES OF ESSENTIAL DUTIES:

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

Refuse Unit

- Safely drives a side or front loading and/or roll-off truck on an assigned route and according to an established schedule to collect refuse, recyclable materials, and/or green waste;
- Transports and disposes of refuse, recyclable and green waste materials at designated sites;
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation;
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor;
- Maintains mileage, weight, route and vehicle inspection and service records;
- Provides instruction to crew members on the safe operation and maintenance of vehicles and equipment; refuse pickup, transport and disposal procedures; and assigned routes and schedules;
- Provides information to the public on refuse, recyclable, and green waste removal policies, procedures and schedules and receives and responds to complaints as appropriate;
- Informs supervisor of problems that occur along the route;
- Performs emergency road hazard clean ups;
- Responsible for loading and maintaining roll off area where sweepers unload.

Sweeper Unit

- Safely operates a heavy vacuum and broom type motor-driven sweeper on an assigned route and according to an established schedule to clean streets and gutters and to pick up debris;
- Inspects equipment during operation and makes minor operating adjustments to chains, gears, brooms and sprinklers;
- Assembles and installs gutter brooms;
- Fills water tanks at regular intervals and regulates valves to control water pressure;
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation;
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor;
- Maintains mileage, water consumption, number and location of dumps and sweeper inspection and service records;
- Provides instruction to crew members on the safe operation of sweepers and equipment, operating procedures, and assigned routes and schedules;
- Provides information to the public on street sweeping policies, procedures and schedules and receives and responds to complaints as appropriate;
- Informs supervisor of problems that occur along the route.

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:

- Delivers, replaces and/or repairs refuse, recyclable and green waste containers;
- Performs related duties and responsibilities as required.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that would likely 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 responsible experience in operating construction, agricultural, or heavy vehicular equipment and/or refuse trucks.

License and/or Certificates

Possess and maintain a valid Class B California Driver's License with appropriate Air Brake endorsement.

Knowledge of

- Safe and proper operation of assigned vehicles, equipment and tools used in the disposal of solid waste or for cleaning City streets;
- Preventive maintenance practices to keep assigned vehicles, equipment and tools operational and safe;
- Safety rules and procedures related to the operation of assigned vehicles and equipment;
- Safe driving practices and applicable State and local laws and regulations;
- Safety practices related to lifting heavy articles;
- Standard methods and practices of waste removal or street cleaning;
- Operating policies, procedures, routes and schedules related to work assignment.

Ability to

- Safely operate assigned vehicles and equipment in the removal of refuse, recyclables and green waste or sweeping and cleaning City streets;
- Perform minor operating adjustments and maintenance on assigned vehicles, equipment and tools;
- Ability to follow verbal and written instructions;
- Complete routine written reports;
- Lift heavy loads and articles repeatedly in a safe manner;
- Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS:

Physical Requirements

On a daily basis, the essential duties of this classification require repetitive use of feet and hands to operate vehicles and/or equipment; the ability to feel the 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; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to reach, sit and stand for long periods of time, to walk; to lift and carry objects weighing between up to 75 pounds, or up to 100 pounds with assistance, and to push and pull objects weighing up to 75 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment.

Work Environment

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is regularly performed on uneven and slippery surfaces, on ladders, around moving vehicles and equipment and on equipment with moving parts and

subject to continuous vibration. While performing essential duties incumbents are regularly exposed to high frequency and constant noise, dust, silica, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Lead Maintenance Worker or Public Works Supervisor. If incumbent possesses a class A California Driver's License, experience gained in this classification may serve to meet minimum qualifications for transfer to the classification of Equipment Operator.

ESTABLISHED/REVISED DATE:

Established Date: March 2009

Dept. Review Date: September 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR TRANSIT SUPERVISOR

RECOMMENDATION:

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

SALARY:

\$29.89 – \$31.39 - \$32.97 - \$34.64 - \$36.36 per hour.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Transit Supervisor. There are currently two (2) vacancies due to retirement and resignation.

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 2019 and 2018 were weighted as follows: Application Review (Qualifying), Written Test (Qualifying), Performance Test (50%) and Oral Interview (50%). Upon review of the examination process, it has been determined by both Human Resources and the Transit Department that a performance test and oral interview would provide a more thorough assessment of the candidate's knowledge, skills and abilities for this position. Therefore the following weightings are appropriate for this examination: Application Review (Qualifying), Performance Test (50%), and Oral Interview (50%).

There is not a sufficient pool of internal candidates to qualify; therefore, an open continuous 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 Supervisor Class Specification



TRANSIT SUPERVISOR

Class Code:
5102

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Revision Date: Mar 1, 1998

SALARY RANGE

\$29.89 - \$36.36 Hourly
\$5,180.93 - \$6,302.40 Monthly
\$62,171.20 - \$75,628.80 Annually

DEFINITION:

Under general supervision, supervises a shift of bus operators and transit operations personnel. Is responsible for ensuring compliance with Departmental rules and policies, maintaining schedule of buses, assignment of operators to runs, monitoring radio traffic and responding to emergencies. The Transit Supervisor, in the absence of the Assistant Manager, Operations, and the General Manager, is the individual in charge of the day-to-day Transit Division activities while on duty.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Transit Supervisor reports to and receives supervision from the Assistant Manager, Operations. The Transit Supervisor exercises supervision over Lead Bus Operator, Bus Operator, Equipment Attendant and Semi-skilled Laborer.

EXAMPLES OF ESSENTIAL DUTIES:

- Communicates and enforces City and Department rules, regulations and policies; ensures compliance with Federal, State and local statutes and ordinances related to transit operations;

- Responds to and conducts thorough accident investigations; prepares detailed accident reports; and ensures compliance with U.S. Department of Transportation safety regulations;
- Supervises the work of subordinate staff, including coordinating, assigning, monitoring and evaluating work, hiring and training, counseling and disciplining staff;
- Exercises sound judgment and decision making within established guidelines, policies rules and regulations;
- Oversees scheduling and assignment of vehicles and personnel for regular, open and special runs, and unforeseen circumstances; ensures availability of sufficient buses and back-up operators;
- Trains and instructs personnel in safe driving practices, passenger relations, fare revenue collection, bus safety and Transit rules, regulations and policies;
- Provides field supervision and support; prepares reports of mechanical problems, breakdowns, and other matters affecting equipment or personnel; monitors bus lines to ensure schedule maintenance;
- Coordinates activities of personnel and vehicles during emergencies;
- Monitors and records operator check-in, vacation schedules, sick leave and other absences; processes payroll, work records, requisitions, work orders, fuel and other related administrative reports as required;
- Operates a two-way radio using standard City and Transit radio procedures, codes and call signs; operates video, computer and other electronic equipment used in transit operations;
- Prepares transfer of revenues to authorized receiving agencies;
- Gathers and provides information for developing transit operations policies and guidelines;
- Coordinates maintenance and bus servicing activities, including work orders;
- Handles incoming phone calls from the public, department and City personnel to provide assistance and information;
- May operate a bus and perform other related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

Three years of full time experience in the operation of motor coaches, including one year of supervisory or lead experience.

License and/or Certificates

A valid Class B California Driver's License, a current Department of Motor Vehicles Medical Certificate and a current Verification of Transit Training Certificate.

Knowledge of

- Transit system operations including scheduling and assignment of personnel and equipment, field supervision, inspection and maintenance transit vehicles and preparation of routes and schedules;
- Principles of supervision and safety practices related to transit operations, including accident investigations, passenger relations, operator and equipment safety;
- Basic mathematics, including addition, subtraction, multiplication, and division;
- Two-way radio operating procedures;
- Computer word processing and spread sheet skills.

Ability to

- Supervise the work of subordinate staff, including coordinating, assigning, monitoring and evaluating work, hiring and training, counseling and disciplining staff;

- Read, interpret, develop and communicate information related to bus routes and schedules;
- Train personnel in safe working practices;
- Investigate accidents and accurately complete reports;
- Oversee and account for transit fares collected and maintain records of same;
- Perform basic mathematical calculations;
- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships with passengers, co-workers, and the general public;
- Respond effectively and make sound decisions in unplanned and emergency situations;
- Operate a computer including word processing, spread sheet and data base software applications;
- Operate transit vehicles, including buses, service trucks, and automobiles.

CAREER LADDER INFORMATION:

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Assistant Manager, Operations and Assistant Manager, Administration.

ESTABLISHED/REVISED DATE:

Revised Date: March 1998

Dept. Review: September 2022

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

Honorable Members:

SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR POLICE SERVICES ADMINISTRATOR

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Police Services Administrator and forward it to the City Council for approval.

BACKGROUND

On May 24, 2022, City Council adopted the proposed Fiscal Year 2022-23 Operating Budget and Capital Improvement Plan, which included the reorganization of the Police Department in an effort to enhance organizational efficiencies. This will restructure the Support Services Bureau from having a sworn Police Captain to the proposed civilian Police Services Administrator. This reorganization will also improve employee development and create promotional opportunities for civilian staff. The proposed class specification for Police Services Administrator is submitted for your review and approval.

ANALYSIS

The Police Services Administrator performs broad administrative command responsibilities of the Support Services Bureau, which includes the operations of the Police Department Communications, Records and Services functions.

The **Examples of Duties** section reflects principal job duties such as:

- Plans, organizes, and directs the functions of the Support Services Bureau through Division managers, professional and support staff, including Police Communications, Records, and Services.
- Provides leadership and strategies for improving Support Services functions across the Police Department and partners with Divisions to develop strategies for creating efficiencies.
- Leads and promotes a diverse culture that is reflective of the Department's values.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development; establishes appropriate service and staffing levels; allocates resources accordingly.
- Develops, implements, and monitors programs, goals and objectives focused on achieving the Department's mission and priorities; ensures compliance of departmental programs and processes with Federal, State, and local mandates, and other applicable requirements; analyzes, or directs the analysis of, proposed legislation, laws, regulations, and other provisions to assess the impact on departmental operations; understand and interpret laws, regulations and legal provisions for departmental management; and evaluate and direct changes to department-wide policies, procedures and practices.

The **Qualification Guidelines** section reflects the Knowledge and Abilities required for performing the duties of the position such as:

Knowledge of

- Policies, principles, and practices of police administration and services.
- Principles and practices of public administration, including long-range planning, budgeting, purchasing, and maintaining public records.
- Operations, services, activities, and evolving trends of comprehensive Police Department information systems including network, computer aided dispatch, mobile communication systems, telecommunications, voice and data systems, and related services.
- Laws, rules, regulations, court decisions, and legal interpretation concerning police matters.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices.
- Applicable local, State, and Federal regulations.

Ability to

- Plan, direct, and oversee the administration and operations of the Support Services Bureau, including but not limited to, Police Department communications, jail, property, and recordkeeping functions.
- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors and vendors.
- Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes.
- Analyze complex matters, identify and evaluate alternative solutions, project consequences of proposed actions, recommend an appropriate course or action, and implement recommendations in support of goals.
- Develop and implement effective techniques for facilitating and improving police services and programs.

The **License or Certificate** section reflects the following requirements:

- Must possess and maintain a valid California Class C Drivers' License.

Incumbents must complete the following requirements within one year of appointment:

- California Peace Officer Standards and Training (POST) Civilian Management Seminar.
- California Peace Officer Standards and Training (POST) Advanced Civilian Management Seminar.

The **Experience and Education Section** describes the required experience and certification for the position as follows:

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary know/edge and abilities is:

Bachelor's degree in Business Administration, Criminal Justice, Public Administration, or a closely related field and six (6) years of progressively responsible law enforcement

experience, which includes at least three (3) years of management or supervisory experience of one of more police operational divisions.

The **Special Requirements** section reflects the essential duties of this position including the physical demands and/or working conditions.

The **Career Ladder** section provides information about career movement for the classification.

Respectfully submitted,

By 

Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Manager

NOTED:



Brianne Cohen
Civil Service Manager

- Attachment A) Proposed Class Specification Police Services Administrator
 B) Organizational Chart of the Police Department

POLICE SERVICES ADMINISTRATOR

Definition

Under administrative direction, plans, organizes, and directs divisional operations and performs broad administrative command responsibilities of a Bureau within the Police Department. Provides professional advice to police management on the operation and staffing of Police Department Communications, Records, and Services functions. May represent the Department to City management, the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Police Executive Administrator is directly responsible to the Police Chief and/or Assistant Police Chief for the performance of duties. Distinguished from Administrative Services Managers in that the incumbent is responsible for managing an entire Bureau of the Department. Distinguished from Police Captain in that the incumbent is a civilian employee of the Police Department. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received:

Receives general administrative direction from the Police Chief; exercises direct supervision over Division Managers, professional and support staff.

Examples of Essential Duties

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

- Plans, organizes, and directs the functions of the Support Services Bureau through Division managers, professional and support staff, including Police Communications, Records, and Services.
- Provides leadership and strategies for improving Support Services functions across the Police Department and partners with Divisions to develop strategies for creating efficiencies.
- Leads and promotes a diverse culture that is reflective of the Department's values.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development; establishes appropriate service and staffing levels; allocates resources accordingly.
- Develops, implements, and monitors programs, goals and objectives focused on achieving the Department's mission and priorities; ensures compliance of departmental programs and processes with Federal, State, and local mandates, and other applicable requirements; analyzes, or directs the analysis of, proposed legislation, laws, regulations, and other provisions to assess the impact on departmental operations; understand and interpret laws, regulations and legal provisions for departmental management; and evaluate and direct changes to department-wide policies, procedures and practices.
- Participates in the formulation and implementation of departmental strategic plans, goals and objectives to achieve the City's and department's strategic plan.
- Coordinates Departmental activities with those of other City departments and outside agencies and organizations.
- Plans, directs and implements special projects and assignments as directed by the Police Chief or Assistant Police Chief.

- Directs research of new theories, best practices and/or trends in support services, including but not limited to communications, detention, property and recordkeeping functions; keeps abreast of current principles and practices, technology, regulations and literature that apply to Police information technology and communication projects and needs.
 - Attends various City, Council, staff and community meetings as required; makes public presentations.
 - Participates on internal and external committees, boards, and task forces, as appropriate.
-

Examples of Other Duties:

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

- Attends leadership and police management training to stay abreast of industry best practices.
 - Develops processes to ensure business continuity in the event of a disaster.
 - Performs related duties as required.
-

Qualifications Guidelines

Knowledge of:

- Policies, principles, and practices of police administration and services.
- Principles and practices of public administration, including long-range planning, budgeting, purchasing, and maintaining public records.
- Operations, services, activities, and evolving trends of comprehensive Police Department information systems including network, computer aided dispatch, mobile communication systems, telecommunications, voice and data systems, and related services.
- Laws, rules, regulations, court decisions, and legal interpretation concerning police matters.
- Literature, periodicals, and other resources concerning current trends in policing.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices.
- Principles and practices of budget preparation and administration.
- Federal, state and local laws, policies and directives applicable to areas of responsibility including Public Records Act, National Institute Management System (NIMS), Federal Communications Commission (FCC) and HIPPA requirements.
- Federal, state and local laws, policies and procedures governing the records management system for the Department, including the retention, archiving, release, and destruction of Department public records.
- Department's Body Worn Camera philosophy, policy, privacy and procedure, including state public records law, balancing accountability with transparency, developing effective policies, establishing an effective and efficient public records release process.
- Applicable local, State, and Federal regulations.
- High quality customer service methodology and principals.
- Project management methods and practices.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- Safety policies and safe work practices applicable to the work.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to:

- Plan, direct, and oversee the administration and operations of the Support Services Bureau, including but not limited to, Police Department communications, jail, property, and recordkeeping functions.
 - Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors and vendors.
 - Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes.
 - Analyze complex matters, identify and evaluate alternative solutions, project consequences of proposed actions, recommend an appropriate course or action, and implement recommendations in support of goals.
 - Develop and administer a departmental budget.
 - Present proposals and recommendations effectively in public meetings.
 - Develop and implement effective techniques for facilitating and improving police services and programs.
 - Exercise independent judgment and initiative.
 - Establish and maintain effective working relationships with the City Council, public officials, other law enforcement personnel, staff, private and community organizations, and others encountered in the course of work.
 - Communicate effectively orally and in writing.
 - Operate a variety of office equipment including computers and associated computer software applications.
 - Understand and carry out oral and written directions.
-

License or Certificate

Must possess and maintain a valid California Class C Drivers' License.

Incumbents must complete the following requirements within one year of appointment:

- California Peace Officer Standards and Training (POST) Civilian Management Seminar.
 - California Peace Officer Standards and Training (POST) Advanced Civilian Management Seminar.
-

Education and Experience

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

Bachelor's degree in Business Administration, Criminal Justice, Public Administration, or a closely related field and six (6) years of progressively responsible law enforcement experience, which includes at least three (3) years of management or supervisory experience of one of more police operational divisions.

Special Requirements

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

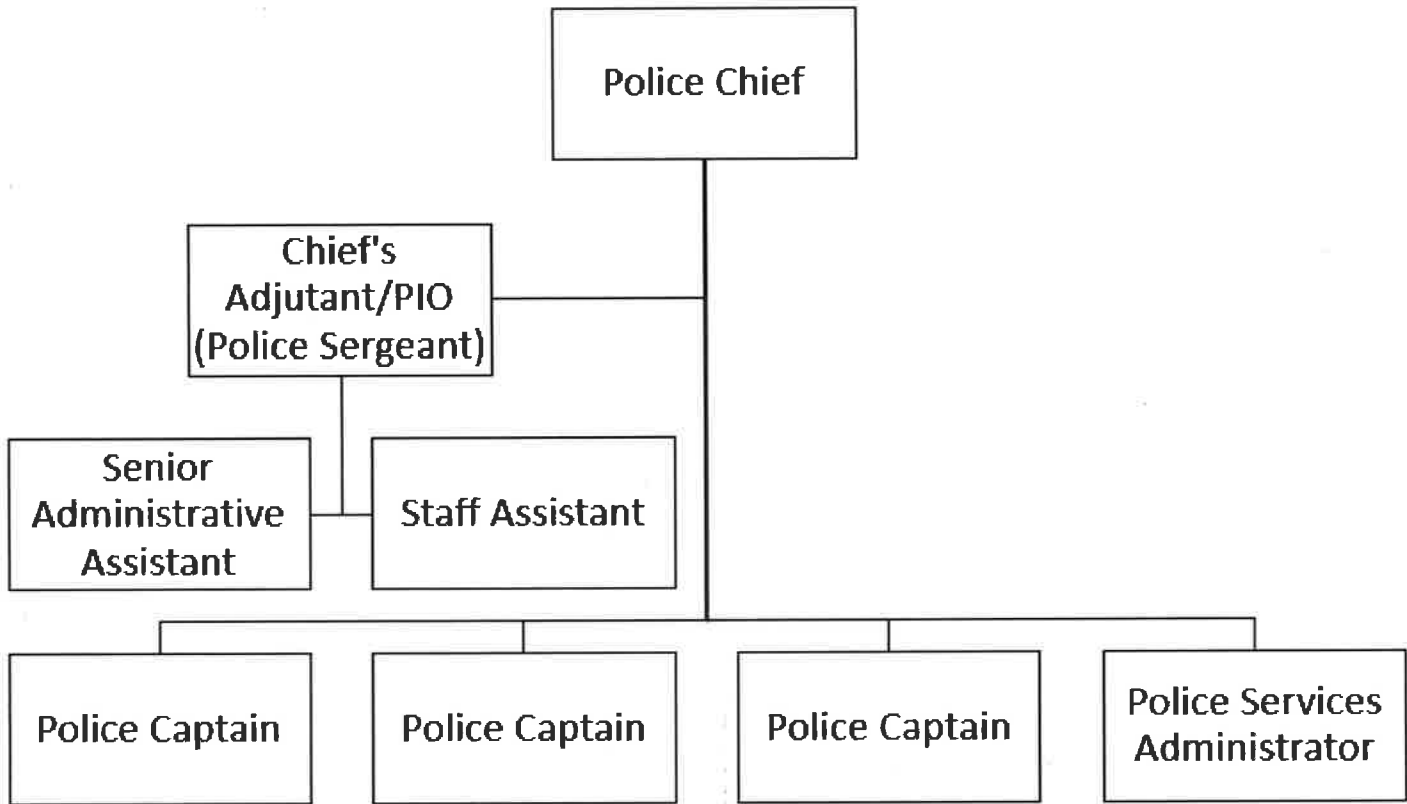
Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. Work may be required on evenings and weekends as needed.

Career Ladder Information

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

POLICE
Proposed Organizational Chart

ATTACHMENT B



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

Honorable Members:

SUBJECT: APPROVE THE RECLASSIFICATION OF INCUMBENT TO POLICY AND RESOURCES SPECIALIST

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve the reclassification of Neli Mileva, Senior Administrative Analyst, to the classification of Policy and Resources Specialist.

BACKGROUND:

The Fire Department underwent an expansion of services in their emergency services operations in 2021, which included the implementation of an emergency services transportation program. The program has greatly expanded since its implementation and the Senior Administrative Analyst incumbent has been given an increase in level of responsibility and the duties have been expanded beyond the general administrative support of the Fire Department. Therefore the Fire Department determined that the classification of Senior Administrative Analyst who oversees their budget and financial operations required an upgrade to the classification of Policy and Resources Specialist.

At their December 14, 2021 meeting, the City Council approved a reorganization of the Fire Department's administrative staff, which upgraded 1.0 Senior Administrative Analyst position to 1.0 Policy and Resources Specialist position.

In reviewing the scope and level of responsibility, it was determined that the Senior Administrative Analyst incumbent should be reclassified to the Policy and Resources Specialist position due to the nature and scope of her current duties. In reviewing the complexity of duties, it was determined that the Policy and Resources Specialist classification assumes more higher levels of responsibility. The Senior Administrative Analyst in the Fire Department has assumed more complex responsibilities and duties such as the following: EMT program budget preparation and management; expenditures and billing revenue monitoring and oversight; tracking applicable legislative matters and ensuring transports are billed and that the City receives its EMT revenue while expenditures are monitored and controlled. Therefore, Staff recommends that the incumbent, Neli Mileva, be reclassified to Policy and Resources Specialist.

The Policy and Resources Specialist classification is assigned to the Torrance Professional & Supervisory Association (TPSA), who has been advised of this action and concurs with this recommendation.

ANALYSIS:

The methodology of the study included an analysis of the level of responsibility and knowledge, skills and ability requirements in the performance of the duties. An analysis of each factor relative to the reclassification of the incumbent to this classification is explained below in accordance with the Transfer of Incumbent Employees Without Examination Policy. The Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination (Attachment D) establishes six criteria for considering a transfer of incumbents to positions that are reclassified or reallocated.

Criterion #1

"Determination of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required."

The incumbent is performing the duties and has the experience and education required of the proposed classification of Policy and Resources Specialist.

Criterion #2

"That the incumbents have been in the position for a sufficient period of time to have become proficient in performing the duties of the new class."

Neli Meliva was hired as an Administrative Analyst in 2000 and was promoted to the position of Senior Administrative Analyst in 2004. Due to the additional duties and the tasks required to maintain efficiency with the EMS transportation program, Ms. Mileva has assumed responsibility of some of the more complex financial and budgetary duties that affects the Fire Department's Transportation program.

Criterion #3

"That the change of duties has occurred gradually over time."

The incumbent currently performs the full range of duties as required. Ms. Mileva has assumed the higher-level duties and responsibilities required of a Policy and Resources Specialist.

Criterion #4

"That there is no evidence the change was created as a subterfuge to circumvent the examination process."

The study revealed that the change of duties described in this report has occurred with no intent to circumvent the examination process. The incumbent's duties have changed over time due to the expansion of the Fire Department's emergency services division and the need for more complex and higher level responsibilities.

Criterion #5

"That the salary level of the new position is a consideration in making a determination."

The salary range for the classification of Administrative Analyst is \$27.65 at the first step and \$44.54 at the top step. The following chart shows the salary relationships between the existing classification and the new classification with respect to the top step.

Classification	Top Step of Administrative Analyst	Top Step of Policy and Resources Specialist	% Difference vs. Top Step Proposed
Pay Comparison	\$44.54	\$61.71	39%

Criterion #6

"That no current eligible list exists for the new class."

There is currently no eligible list for the classification of Policy and Resources Specialist.

SUMMARY:

Based on analysis of the factors, it is clearly demonstrated that all of the factors have been adhered to in consideration of the allocation of the incumbent to the proposed classification without examination.

In addition, Torrance Municipal Code Section 14.2.3, Allocation of New Positions; Reallocations (Attachment E), states that Staff, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission.

Respectfully submitted,

By 

Tina Ortiz
Senior Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Manager



Brianne Cohen
Civil Service Manager

- Attachment:
- A) Class Specification – Senior Administrative Analyst
 - B) Class Specification – Policy and Resources Specialist
 - C) Fire Department Organization Chart
 - D) Policy on Transfer of Incumbent Employees without Examination
 - E) Torrance Municipal Code Section 14.2.3



ADMINISTRATIVE ANALYST

Class Code:
1330

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Revision Date: Jan 1, 2000

SALARY RANGE

\$27.65 - \$44.54 Hourly
\$4,792.67 - \$7,720.27 Monthly
\$57,512.00 - \$92,643.20 Annually

DEFINITION:

Under direction provides staff assistance of a generalized and/or specialized nature to City Manager, Department Director, Department Manager and/or City boards or commissions. Performs assignments ranging from routine administrative to more complex and varied professional, confidential and/or specialized nature. Supports management/supervisory staff with problem resolution, research and data compilation and report preparation; performs related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Assignments entail various areas of day to day business operations within a specific department or defined areas of operation or specialty. Work requires the ability to identify and initiate steps to secure required information and to make independent decisions within a limited scope for assigned projects or delegated areas of responsibility. Work is performed under general direction. As experience accrues, more complex work assignments require a higher degree of initiative, the ability to make independent and sound decisions and performance with greater autonomy requiring minimal instruction or assistance. Progression from the entry, mid/journey and senior levels of the class is contingent upon the ongoing acquisition and demonstration of core competencies associated with the successively higher performance expectations.

Entry Level: Performs the basic duties of the class. Typically handles more routine departmental or division administrative and analytical work that requires a minimum of previous administrative or analytical experience. Assignments are made under immediate supervision and work is reviewed to ensure compliance with instructions.

Journey/Intermediate Level: Distinguished from entry level by the increased complexity of assignments, broader range of duties, and greater independence with which employee is expected to operate. Requires prior professional level administrative, business and analytical experience. Works under limited supervision with greater flexibility in achieving specified objectives. Work review is occasional in progress and upon completion.

Senior Level: Distinguished from the Entry and Journey/Intermediate levels by the greater complexity and responsibility of the assignments received and the increased independence with which the employee is expected to operate. Incumbent is expected to exercise significantly more independent judgment and decision making. Requires substantial knowledge of and interface within a specific area of operation or specialty and prior experience in municipal government. Work is performed with periodic to minimal supervision.

Receives direction from City Manager, Department Head or Division Manager.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties represent the principal job duties ranging from the entry to senior level of the class; however, they may not be present in all areas of assigned operation or specialty, nor are they all-inclusive. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Provides staff assistance of a generalized nature as well as in areas of specialty such as finance, engineering, transportation, public services, and grants management;
- Researches and provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis;
- Conducts studies and surveys, and produces reports, written and oral, recommending appropriate courses of action;
- Prepares written correspondence, agenda items, documents and presentation material;
- Acts as resource to public, City departments and other organizations for inquiries, complaints, or dissemination of general information including public presentations; requires effective written and oral communications, judgment and tact and a broad understanding of City policy and procedures and/or area of specialty;
- Interprets and applies rules, regulations, and policies; monitors and keeps abreast with current developments or proposed changes, legally and internally;
- Coordinates various programs and projects, overseeing, implementation and administration, which may include budget preparation and tracking, expenditure control, internal training/communication, and public relations;
- Assists with Departmental day to day operations such as RFP's, contract administration, grant preparation, and personnel related matters.

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.

- Researches and locates appropriate vendor contacts;
- Manages petty cash;
- Processes purchase requisitions;
- Reviews and processes expense reports;
- Coordinates recruitment and temporary staffing requirements with Human Resources Division/Civil Service.

QUALIFICATION GUIDELINES:

Education and Experience

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

A Bachelor's Degree from a college or university in Public Administration, Business Administration, or a related field and at least one-year of related professional experience or 2 years of related college course work and 4 years of progressively responsible administrative or analytical experience.

License and/or Certificate

None.

Knowledge of

- Principles and practices of public and/or business administration;
- Principles and practices of office management, modern office equipment and software applications;
- Organizational effectiveness theory and practices, including general, procedural and statistical analysis;
- Research methodologies & resources, including Internet and report writing;
- Professional public relations skills, principles and practices, including both written and oral presentation;
- Principles and practices of budget preparation;
- Applicable local, State and Federal laws and regulations;
- General customer service techniques.

Ability to

- Prepare and organize data for professional reports and/or presentations using various research resources and modern software applications including word processing, spreadsheet, presentation, and database;
- Conduct data collection, and analysis;
- Compute, interpret and compile statistics;
- Research, interpret, and apply policy and procedure, City ordinances, administrative rules and regulations, and/or legal compliance requirement;
- Apply functional reasoning, rational judgment and creativity to resolve problems and accomplish diversified work assignments;
- Communicate effectively orally and in writing, including clear and convincing oral presentations;
- Establish and maintain effective working relationships with others and exercise tact and diplomacy;
- Plan, organize and direct programs or projects;
- Adapt to shifting priorities;
- Maintain confidentiality and exercise sound judgment.

SPECIAL REQUIREMENTS:

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to

perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communication ability.

ESTABLISHED/REVISED DATE:

Revised Date: January 2000
Dept. Review: February 2022

POLICY AND RESOURCES SPECIALIST

Definition

Under direction, performs a variety of difficult and complex professional and analytical assignments in support of Public Works Department enterprise-funded operations; water and sanitation programs or Fire Department budget, finances, and billing of emergency medical services (EMS) programs. Provides project management for various programs; develops, implements, and coordinates comprehensive plans, programs, and policies in accordance with Federal, State and local legislation and mandates; and performs related duties as required.

Distinguishing Characteristics

The Policy and Resources Specialist is distinguished from a Public Works Division Manager or Fire Department Administrative Services Manager in that the incumbent is not responsible for managing a Division. Distinguished from the Senior Administrative Analyst in that the incumbent has administrative responsibility over Public Works enterprise-funded water and sanitation programs or the Fire Department's EMS budget and transport billing services program. May have supervisory duties. At this level, incumbents work with only occasional instruction or assistance. Work is reviewed upon completion for overall results. Work involves frequent interpretation of policies, procedures and guidelines; analysis of various operating budgets and legislative information; and may involve the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives direction from a Department Manager. May exercise supervision over assigned professional staff and/or office support staff, but this task is ancillary to the primary focus of the classification.

Examples of Essential Duties

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

- Develops, implements, and coordinates assigned Fire Department/EMS budgetary, financial, and billing program activities or Public Works Department enterprise-funded water and sanitation program activities to ensure achievement of City and division objectives within assigned areas of responsibility;
- Assists in the preparation of the annual budget of assigned Division; and monitors program and/or project budgets performance against the annual department budget;
- Analyzes, formulates and collaborates with stakeholders in the development and implementation of strategies, policies and procedures in support of the program goals and objectives;
- Conducts research and complex analyses, develops recommendations, and prepares reports for management;
- Oversees and conducts complex analysis of Public Works rates studies, develops recommended rates, prepares corresponding reports, and presents the recommendation at Proposition 218 hearings.

Class Designation: Civil Service

- Manages and coordinates the selection of outside consultants and the use of professional services agreements for technical studies;
- Negotiates purchase agreements and contracts; coordinates Requests for Proposals and manages contract administration; researches and prepares grant funding applications;
- Monitors State and Federal legislation and regulations affecting the Department's activities; manages local, State and Federal legislative consultants; provides information and advice on legislative and regulatory issues to City Council, Commissions, management, and staff including positions on legislation consistent with Department interests;
- Ensures the City's compliance with local, state and federal regulatory agencies related to assigned program areas;
- Serves as liaison to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations;
- Represents the City in professional organizations and various task forces to promote City programs and may make presentations to outside agencies, businesses, community associations, and neighborhood groups;
- Prepares written reports and makes formal oral presentations to managers, executives, City Council, City Commissions and community-based organizations as necessary;
- Responds to inquiries, provides information and assistance to the public and City staff on assigned program area.

Examples of Other Duties

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

- May supervise, train or evaluate assigned staff;
- Receives and responds to and resolves difficult and sensitive inquiries and complaints;
- Develops and reviews reports and other documents submitted by subordinates;
- Performs other related duties as required.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

Sanitation

- Develops programs and policy recommendations for the implementation of or changes to: integrated waste management, municipal solid waste; street sweeping, and organics waste diversion.
- Develops and implements waste water and storm water programs; including all required regulatory reporting.
- Coordinates City-wide household hazardous waste collection program in conjunction with other public and private agencies.
- Coordinates City's Construction and Demolition ordinance and works with contractors to ensure compliance.
- Serves as City liaison with CalRecycle and submits annual reports to CalRecycle and LARA.
- Participates in professional organizations such as LARA, SWANA, SBCOG and various task forces to promote City programs.
- Analyzes applicable legislation and keeps abreast of laws, rules, regulations, trends and

Class Designation: Civil Service

innovations applicable to assigned area of specialty with focus on SB1383, AB939, AB341 and AB1826.

- Conducts public outreach and public education activities, including public speaking and creating of multi-media educational materials.

Water

- Acts as liaison to the Water Commission and Metropolitan Water District Director, prepare and coordinate meetings, prepare and present reports to the Commission.
- Attends meetings with outside agencies, such as Metropolitan Water District (MWD), where workshops are held about major policy, programmatic, regulatory or legislative matters that could impact Torrance Municipal Water (TMW).
- Acts as program manager for water use efficiency and conservation for the City, and also attend meetings with MWD, the West Basin Municipal Water District (WBMWD), the Water Replenishment District (WRD) and other agencies for conservation efforts in the area.
- Attends meetings with WRD, WBMWD, WRD and other agencies to consider and discuss future projects and programs that impact the City and the region.
- Assists in preparing pricing and service agreements between the City and WRD, and also between the City and the Torrance Refining Company and other agencies as needed.
- Manages groundwater rights for the City, overseeing the conjunctive use carryover each year, and facilities acquiring additional groundwater rights by lease or purchase.
- Develops the Urban Water Management Plan for TMW and other water resource, strategic and business plans, initiatives and studies
- Serves on regional boards or committees as needed, and develops collaborative partnerships with other agencies.

Fire Department

- Assists in the preparation of the annual department operating budget, program modifications, expenditures and revenues monitoring and analysis;
- Develops and manages the EMS division and Emergency Medical Transport (EMT) program budget preparation, expenditures and revenues monitoring;
- Provides EMS and EMT billing revenues forecasts and projections;
- Assists in the preparation of the department capital budget and capital projects; provides capital project updates.
- Tracks, monitors and reports on existing Facilities, Equipment, and Automations Projects (FEAPs); Fire Replacement Funds, and grant projects;
- Maintains the Fire Apparatus Replacement Schedule;
- Serves as liaison with the Finance Department regarding the Department's budget;
- Manages and tracks received donations;
- Writes, reviews, and assists in writing agenda items;
- Prepares cost estimates and analyses related to Fire and EMS programs;
- Designs, implements, and responds to studies and surveys;
- Completes annual Salary Survey; submits travel expense claims, estimates reimbursement, review Cal OES invoices, and tracks reimbursement for strike team fire deployments under the California Fire Assistance Agreement; provides estimates to Finance to accrue anticipated reimbursement;
- Develops complex response times and performance analyses;

- Provides oversight of the EMS billing and reimbursement;
- Coordinates with third party billing contractors and Finance department;
- Creates EMT reconciliation and deposit reports used for routine tracking and reconciling of billed transports and received revenue;
- Ensures all Fire department transports are billed, reviews and releases patient care reports for billing, sends reports of billable transports and reconciles monthly with the billing contractor;
- Develops and coordinates EMS billing policies and procedures and conducts periodic audits;
- Submits required quarterly, semiannual or other reports to Department of Health Care Services (DHCS) and serves as liaison between the Fire Department and DHCS;
- Analyzes applicable legislation and monitors AB1705 supplemental payment and reimbursement programs administered through the Medi-cal Emergency Medical Transportation Services program.

Qualification Guidelines

Knowledge of:

- Applicable Federal, State, and local regulations pertaining to assigned areas of responsibility;
- Trends, practices and technology in environmental resource sustainability;
- Program development and implementation principles and practices;
- Budget preparation and administration principles and practices;
- Grant application and administration methods and techniques;
- Negotiation and contract administration methods and techniques;
- Project management methods and practices;
- Research and report writing methods and techniques;
- Principles and practices of supervision;
- City's financial and budget software, capital projects, and grants systems;
- Computer software applications related to data analysis and report preparation;
- Public relations and customer service techniques, including telephone etiquette;
- Comprehensive understanding of city functions, policies, practices and procedures;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to:

- Plan, organize, and manage environmental resource management programs;
- Analyze trends, metrics and complex problems to develop short and long-range plans;
- Plan, organize, prioritize, train, monitor and evaluate the work of subordinates;
- Plan and prepare effective written reports and oral presentations; present proposals, recommendations and technical information clearly, logically and persuasively;
- Communicate effectively both orally and in writing on routine or controversial subjects;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Utilize word processing; ~~and~~ spreadsheet and database applications;
- Establish and maintain effective relationships with the City Council, Commissioners, public officials, department heads, staff, community organizations, and others encountered in the course of work.

EXPERIENCE AND EDUCATION

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

Bachelor's Degree from a college or university in Public Administration, Business Administration, Public Policy, Environmental Planning, Biology, or a related field.

Three (3) years of progressively responsible professional experience in environmental resources related to water, sanitation or Fire/EMS financial operations, which includes at least one (1) year of lead or supervisory experience of at least one major environmental resources program or Fire/EMS financial operations program.

LICENSE

A valid California driver's license.

SPECIAL REQUIREMENTS:

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

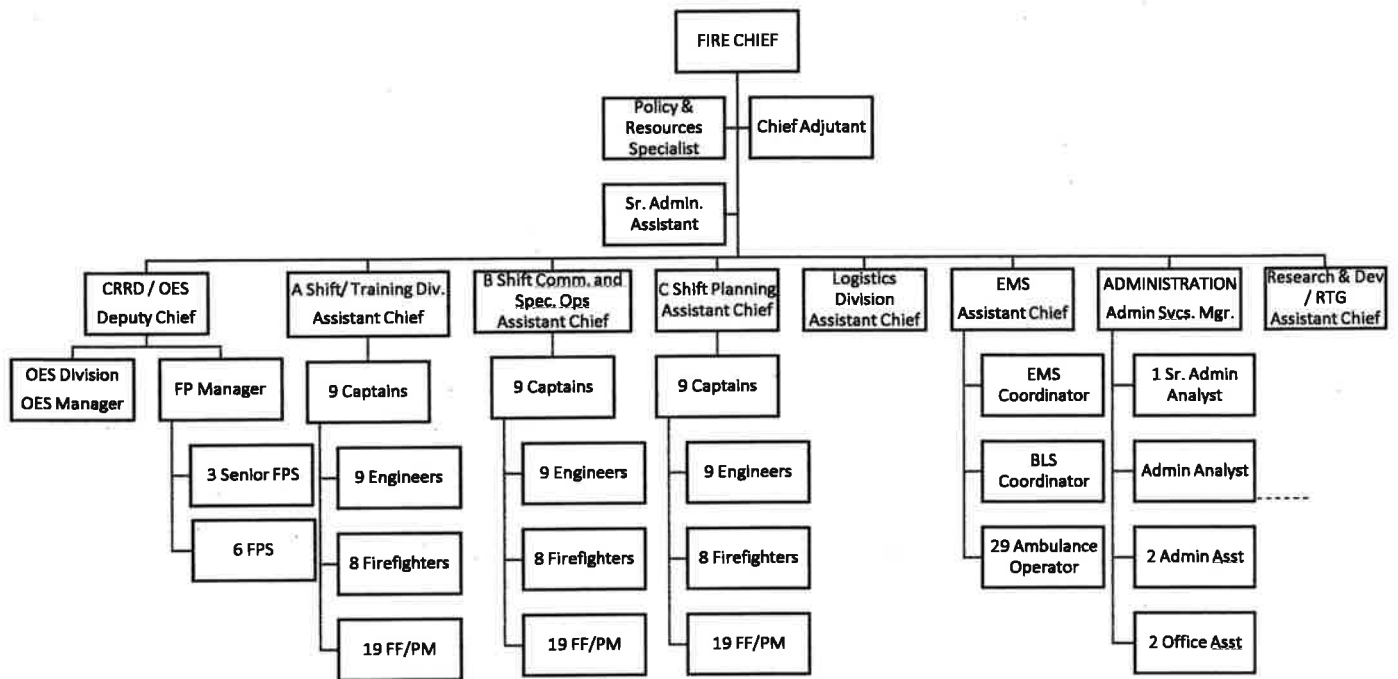
Job duties are generally performed in an office environment. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. While performing the job duties employee is regularly required to sit. Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as use hands to keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aid the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet. Tasks are regularly performed without exposure to adverse environmental conditions.

CAREER LADDER INFORMATION:

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

1.1.3 Organizational Design

Revision Date: 08/18/2022



POLICY OF THE CIVIL SERVICE COMMISSION

SUBJECT: POLICY ON TRANSFER OF INCUMBENT EMPLOYEES WITHOUT EXAMINATION

The following criteria shall be adhered to by the Civil Service Commission when considering requests for transfers of incumbents when positions are reclassified or reallocated under the provisions of Torrance Municipal Code Section 14.2.3.

1. Determinations of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.
2. That the incumbent has been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.
3. That the change of duties has occurred gradually over time.
4. That there is no evidence the change was created as a subterfuge to circumvent the examination process.
5. That the salary level of the new position is a consideration in making a determination.
6. That no current eligible list exists for the new class.

Adopted July 12, 1982
Modified May 12, 1997
Modified May 24, 2021

Torrance Municipal Code

SECTION 14.2.3. - ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.

(Amended by O-3486)

The Personnel Director, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission. The Commission shall submit its action on such recommendation to the City Council. The City Council shall make the final decision.

- a) Any employee shall have the right to the consideration of any request he may have with respect to a change in the classification of his position. He shall submit his request in writing to his department head, who shall make recommendations and comments as to what action should be taken. The request, with departmental recommendations, shall be submitted to the Personnel Director for review with a copy of such recommendation returned to the employee.
- b) A department head or a representative of a recognized employee organization may initiate a request for a study of an individual position or positions by submitting such request to the Personnel Director for review and recommendation.
- c) When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Civil Service Commission shall allocate or re-allocate the affected positions in the same manner as the original allocations are made. When the classification or allocation of a position is changed in accordance with this rule and the new status of the position is approximately equal to its former status, the Civil Service Commission may approve the transfer of the incumbent of the position in its former status to the position in its new status. When the new status of such a position is higher than the former status, the Civil Service Commission may approve the promotion of the incumbent of the position in its former status to the position in its new status if the employee passes successfully a promotional examination of the same degree of difficulty as an open competitive examination for the same class.