

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, OCTOBER 10, 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 Thursday, October 6, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of August 22, 2022. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

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

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

6C. Approve the Examination for Cable Television Assistant Producer/Writer.

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

6D. Approve the Examination for Police Services Administrator.

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

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 Revised Class Specification for Water System Operator I.

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Water System Operator I and forward it to the City Council for approval.

8. HEARINGS

8A. Appeal of Discipline of a Torrance Police Officer (3).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

8B. Appeal of Discipline of a Torrance Police Officer (4).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

8C. Appeal of Discipline of a Torrance Police Officer (5).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

8D. 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 17, 2022 at 6:00 p.m.

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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR SEPTEMBER 2022

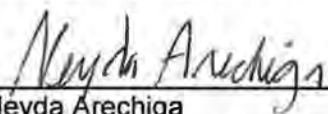
RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

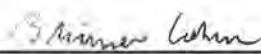
The Employee Transition Report for September 2022 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga
Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for September 2022

**EMPLOYEE TRANSITION REPORT
SEPTEMBER 2022**

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Assistant Cable Television Producer/ Writer	City Manager's Office	Supervising Cable Television Producer/Writer	City Manager's Office
Bus Operator	Transit	Transit Dispatcher	Transit
Information Technology Specialist	Police	Information Technology Analyst	Police
Information Technology Specialist	Police	Information Technology Analyst	Police
Senior Box Office Attendant	General Services	Customer Service Representative	General Services
Senior Business Manager	General Services	Administrative Services Manager	General Services
Water System Operator I	Public Works	Water System Operator III	Public Works
Water System Operator I	Public Works	Water System Operator III	Public Works
Water System Operator II	Public Works	Water System Operator III	Public Works

NEW HIRES

TITLE	DEPARTMENT
Accountant	Finance
Account Clerk	Finance
Ambulance Operator	Fire
Ambulance Operator	Fire
Custodian	General Services
Deputy City Clerk I	City Clerk's Office
Housing Supervisor	Community Development
Management Associate	City Manager's Office
Office Assistant	City Manager's Office
Permit Technician I	Community Development
Police Recruit/Trainee	Police
Police Records Technician	Police
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Senior Buyer	Finance

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

Honorable Members:

**SUBJECT: APPROVE THE EXAMINATION FOR CABLE TELEVISION ASSISTANT
PRODUCER/WRITER**

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Cable Television Assistant Producer/Writer. There is one vacancy due to promotion.

The class specification has been reviewed by the Cable and Community Relations Manager 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 examinations in 2021 and 2015 were weighted as follows: Application Review (qualifying), Performance Test (40%), and Panel Interview (60%). There will be no change in the exam types and weights.

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

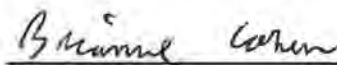
Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Manager



Brianne Cohen
Civil Service Manager

Attachment: A) Cable Television Assistant Producer/Writer Class Specification

6C



CABLE TELEVISION PRODUCER/WRITER, ASSISTANT

Class
Code:
1326

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Revision Date: May 1, 2006

SALARY RANGE

\$19.22 - \$25.76 Hourly
\$3,331.47 - \$4,465.07 Monthly
\$39,977.60 - \$53,580.80 Annually

DEFINITION:

Under direction, prepares program scripts for the City's government access channels; assists in program development; directs talent and crew during production of scripted programs; and performs other related duties.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Assistant Producer/Writer is distinguished from Producer/Writer in that the incumbent is not responsible for overall program development and supervision of subordinate staff and distinguished from Production Assistant in that the incumbent is responsible for writing television scripts.

Receives supervision from the Cable TV Producer/Writer. May provide technical supervision to interns.

EXAMPLES OF ESSENTIAL DUTIES:

- Creates treatment and storyboards for program ideas;
- Writes live pre-taped, and alphanumeric television program scripts in various formats such as narrative, documentary, news, promotional and public service announcement

- for the City's government access channels;
- Schedules time, books location and secures talent for production;
- Directs talent and crew during production of scripted programs;
- Conducts off-line program edit sessions; may conduct on-line program edit sessions; coordinates program ideas and program production with other City departments and other agencies;
- Writes and produces series programs;
- Acquires performance rights and clearances for the use of written materials and property; performs on air announcing, reporting, and voice-over.

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:

Two years of college coursework in journalism, technical writing or non-fiction writing, television production or a related field; and six months of experience in commercial, industrial, educational, or governmental script writing and producing. Additional qualifying experience may be substituted for the required education on a year for year basis.

License and/or Certificates

Must possess a valid appropriate California driver's license.

Knowledge of

- Pre-production planning including program ideas, treatments and storyboards;
- Scripting formats (i.e., narratives, documentaries, news, promotional and public service announcements);
- Production and shooting formats;
- Basic techniques of television production;
- Post-production procedures including off-line and on-line editing techniques;
- Procedures for obtaining performance rights and clearances;
- City policies and procedures affecting departmental operations;
- General City operations.

Ability to

- Translate written material into television script format;
- Direct talent and crew members;
- Communicate effectively both orally and in writing;
- Operate "cuts only" editing system.
- Develop, produce and direct programs;
- Shift priorities as departmental workload demands require;
- Operate modern office equipment, computers and software applications;
- Work independently and meet frequent deadlines;
- Establish and maintain effective working relationships with the public, personnel from other agencies and City employees;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Establish and maintain effective working relationships with the public, personnel from other agencies and City employees.

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 semi-skilled repetitive movements, such as data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

ESTABLISHED/REVISED DATE:

Revised: May 2006

Dept. Review: October 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR POLICE SERVICES ADMINISTRATOR

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

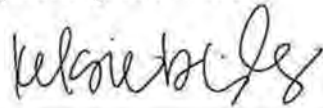
There is no current eligible list for the classification of Police Services Administrator.

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on October 11, 2022, the proposed Class Specification will appropriately reflect 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.

This is a new position and there have been no previous examinations. It was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

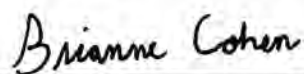
There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Police Services Administrator Class Specification (Pending Approval of October 11, 2022 Council Item)

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 and/or Assistant 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.

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:

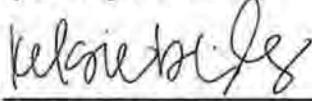
Bachelor's degree in Business Administration, Criminal Justice, Public Administration, or a closely related field and six (6) years of progressively responsible law enforcement

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 

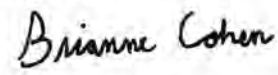
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Manager

NOTED:



Brianne Cohen
Civil Service Manager

Attachment A) Proposed Class Specification Police Services Administrator
 B) Fiscal Year 2022-23 Amended Police Department Functional Organization Chart

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 and/or Assistant 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

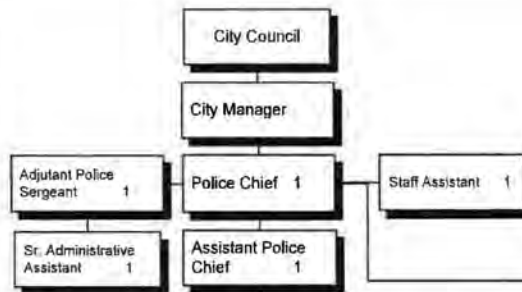
Experience gained in this classification may serve to meet the minimum requirements for promotion to Assistant City Manager.

POLICE

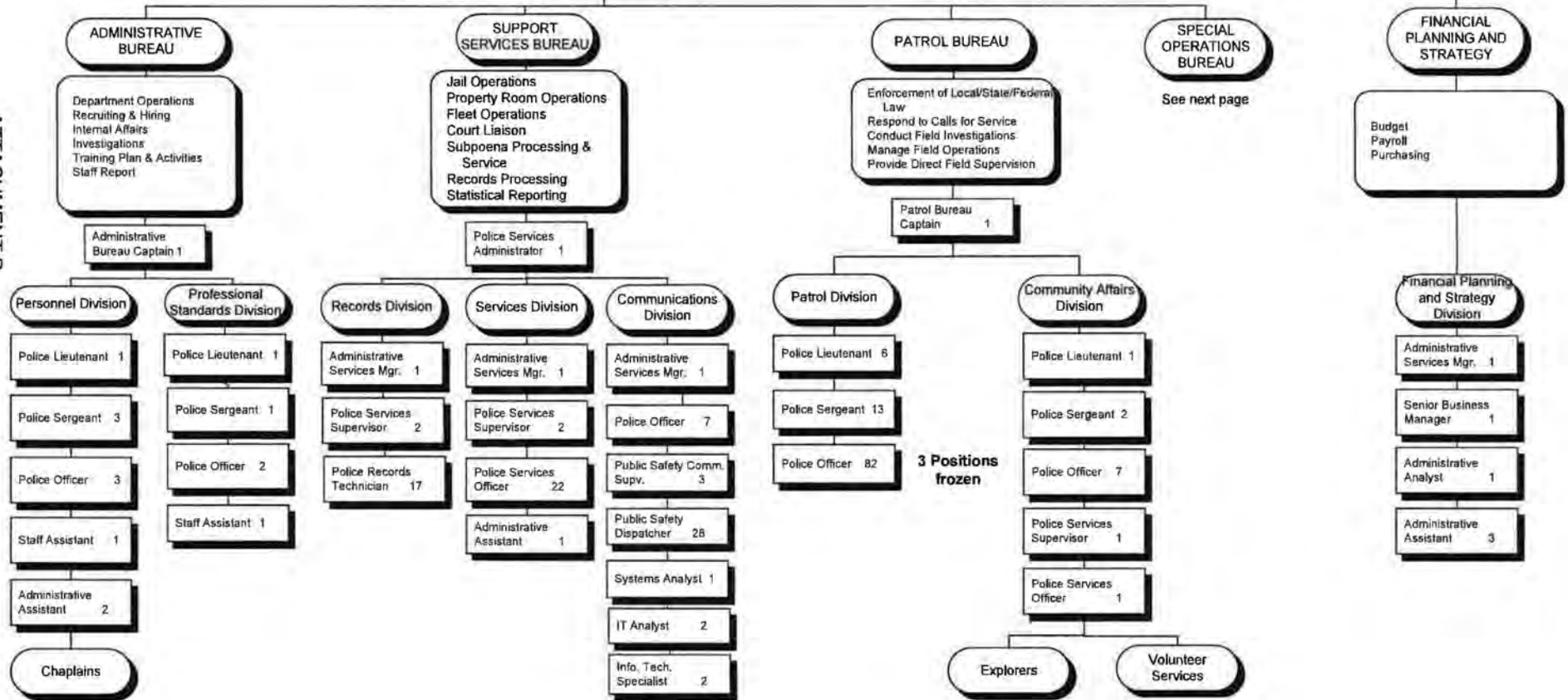
No. of Employees = 351.0 FTE Positions

Functional Organizational (1 of 2)
2022-23 Amended

Sworn: 217.0 Employees
Civilian: 134.0 Employees



ATTACHMENT B



POLICE
No. of Employees = 351.0 FTE Positions

Functional Organizational (2 of 2)
 2022-23 Amended

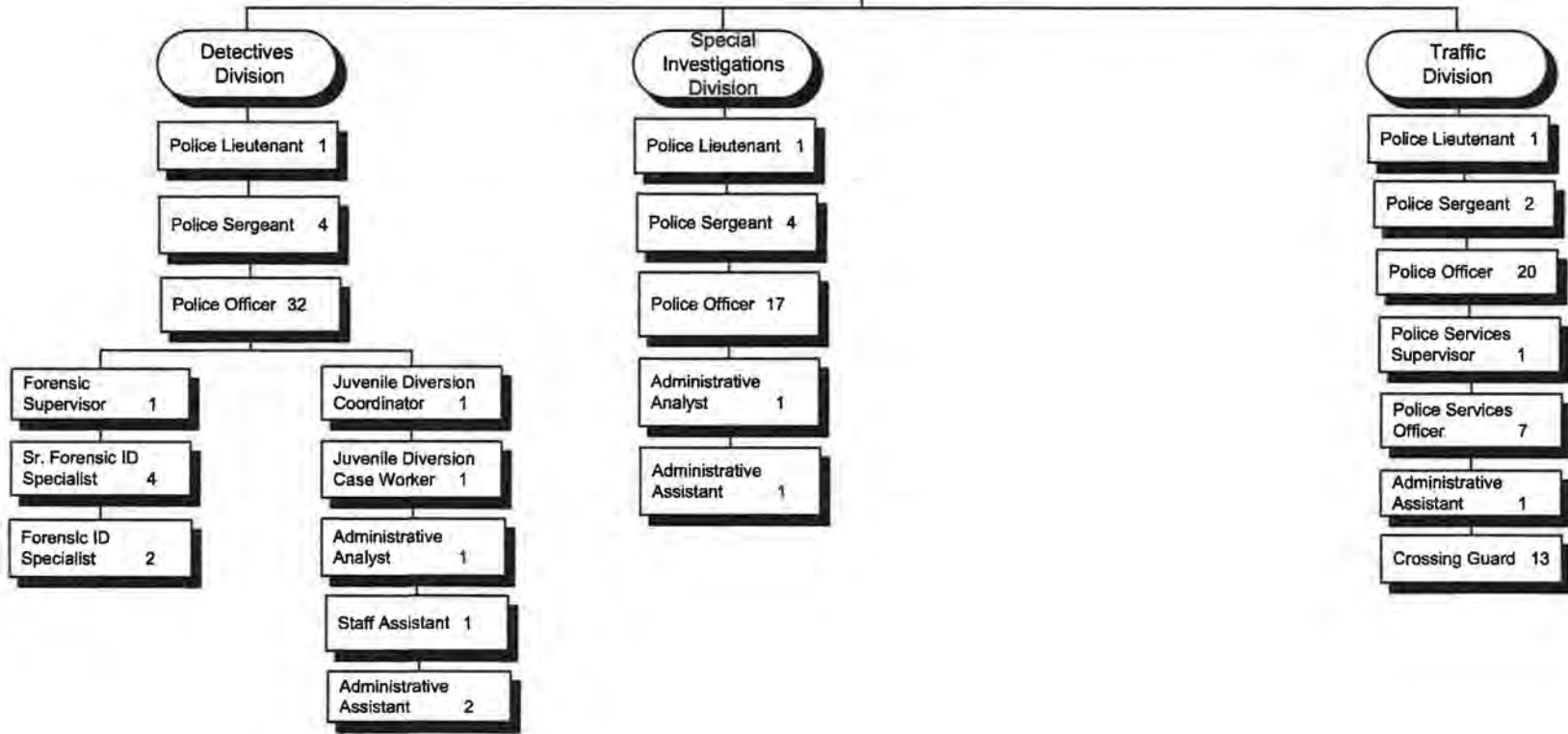
Sworn: 217.0 Employees
 Civilian: 134.0 Employees



SPECIAL OPERATIONS BUREAU

Investigation of:
 Property Crimes, Force Related Crimes, Economic Crimes, Juvenile Crimes, Vice & Narcotics, Crime Analysis, Traffic Enforcement, Parking Enforcement, Accident Investigation, Animal Control

Special Operations Bureau Captain 1



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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR WATER SYSTEM OPERATOR I

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Water System Operator I and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

The Public Works Director requested that staff modify the License/Certificate section of the class specification for Water System Operator I. One of the current requirements for the Water System Operator I is a Water Distribution License, Grade D1, which is required at the time of hire.

It is recommended that the class specification be modified allowing candidates to submit proof of successful completion of the qualifying examination prior to completion of probation. Staff reviewed the certificate requirement, and determined that the Water Distribution License, Grade D1 is easily attainable within 12 months. The State Water Resources Control Board administers the Grade 1 exam every 6 months. There are a limited number of qualified candidates that meet the license/certificate requirements, and revision to the certificate requirement would allow a greater number of qualified candidates to meet the minimum qualifications at time of application.

Staff has met and conferred with the Torrance Municipal Employees (AFSCME-TME) who concurs in the recommendation that is before your Honorable Body.

Respectfully submitted,

By 

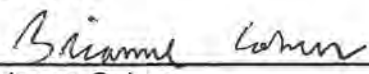
Tina Ortiz
Senior Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Manager

NOTED:



Brianne Cohen
Civil Service Manager

Attachments: A. Revised Class Specification Water System Operator I
B. Existing Class Specification Water System Operator I

7B

Water System Operator I

Definition:

Under general supervision, maintains water meters, reads meters and records readings; assists in the installation, repair and replacement of water mains, water meters, fire hydrants and other water facilities; computes water consumption; and performs related work as required.

Distinguishing Characteristics:

The Water System Operator I is the entry/journey level class in the series, distinguished from the Technician Operator II in that the Technician Operator I does not regularly operate heavy equipment in the construction or perform repair work to the water system. Assignments are generally limited in scope and require the incumbent to make choices or decisions within established procedures and/or policies. As experience accrues, the incumbent performs with increasing independence. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary.

Lateral-entry Water System Operator I is distinguished from entry-level Water System Operator I in that the Lateral-entry Water System Operator I is required to have successfully completed the Water Service Intern training program within the last six months days as certified by the Public Works Department and possesses the required certification and licenses and a minimum of 12 months of successful performance as an Water Service Intern.

Supervision Exercised/Received:

Receives general supervision from the Water Operations Supervisor; may receive technical or functional supervision from the Water System Operator II or III.

Examples of Essential Duties

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

- Tests and calibrates meters to departmental standards.
- Keeps a record of new meter installations and exchanges.
- Repairs leaks in service assemblies.
- Reads meters and records readings.
- Installs, replaces, repairs, inspects and maintains residential and commercial water meters and hydrant meters used by construction firms.
- Installs, replaces and repairs fire hydrant assemblies.
- Assists in the installation, repair and maintenance of the City's water system, including water mains, valves, water service lines, and hydrants.
- Computes water consumption.
- Performs safety inspections of equipment and machinery.
- Reports defects and irregularities to supervisor.
- Turns water service off and on as appropriate.
- Receives and responds to inquiries and complaints from customers and the general public regarding water service.
- Responds to emergency calls during work and after normal working hours.
- Assists in the training of new and lower classification employees.

In addition to those listed above, incumbents assigned Irrigation Systems perform the following duties:

- Inspects, tests, repairs and replaces backflow prevention devices on City properties
- Inspects, repairs, maintains and modifies existing irrigation systems
- Inspects irrigation system contract sites for compliance with contractual requirements and city codes.
- Diagnoses, troubleshoots and repairs field units including controllers, sprinkler heads, valves and related systems
- Effectively applies regulations, policies and procedures related to area of assignment
- Provides functional training and guidance to maintenance workers on the diagnoses and repair of various components of the City's irrigation systems
- Supervises the work of others and provides training in a lead capacity on assigned projects
- Interfaces with other City departments to implement irrigation system projects.
- Develops and maintains a variety of activity, time and parts records; develops and submits scheduled reports to State and local regulatory agencies
- Conducts cross-connection tests to assess and report on the City's reclaimed water supply
- Safely operates vehicle, equipment, and hand tools required for work assignment
- Researches and orders parts needed for the maintenance, repair, and/or installation of irrigation system components and/or backflow devices

Examples of Other Duties

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

- Maintains and cleans equipment and tools; maintains a clean and orderly workplace.
- May distribute notices to water customers.
- May maintain field reports, and work orders.
- Performs related duties as required.
-

Qualification Guidelines

Knowledge of:

- Basic mechanical principles.
- The uses of hand and power tools.
- Accepted methods of repair, rehabilitation and maintenance of water meters.
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.
- General public relations techniques.

In addition to the above, incumbents assigned to Irrigation Systems are also expected to have knowledge of the following:

- Testing, operation and installation requirements of backflow prevention devices
- Pertinent local, State and Federal rules, regulations, laws and reporting requirements
- Principles of soils; drainage systems
- Hydraulics and water flow, including valves, pumps and controllers
- Plumbing as related to cross connections and water purity
- Potential impacts related to the use of reclaimed water

Ability to:

- Read meter dials and records readings.
- Make arithmetical calculations.
- Perform assigned tasks without close supervision.

- Communicate effectively orally.
- Read and understand work orders, drawings, maps, etc.
- Operate equipment and tools with skill and safety.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

In addition to the above, incumbents assigned to Irrigation Systems are expected to have the ability to do the following:

- Perform skilled work in the testing, diagnoses, maintenance, repair and installation of backflow prevention devices and the City irrigation systems
- Read, interpret and apply information from blueprints or drawings related to irrigation systems installation, maintenance and repair
- Work independently in the absence of immediate supervision
- Effectively supervise the work of others in a lead capacity, as assigned

License or Certificate:

Must possess and maintain an appropriate, valid California driver's license.

A State of California Department of Public Health Water Resources Control Board Water Distribution Operator Certification Grade D1 must be obtained prior to completion of probation.

In addition to those listed above, incumbents assigned Irrigation Systems must possess the following:

Must possess and maintain a valid certification as a Backflow Prevention Device Tester from Los Angeles County Department of Health Services.

Education and Experience:

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

One year of full time experience in the repair of mechanical equipment and six months of experience in a position involving public contact; and equivalent to a high school diploma.

Education and Experience – Lateral Entry:

Completion of the City of Torrance Public Works Dept., Water Service Intern Training program and completion of a minimum of 12 months of successful performance in the program.

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 considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to Water System Operator II and/or Water System Operator III with appropriate certification.



WATER SYSTEM OPERATOR I

Class Code:
5401

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Mar 1, 2016

SALARY RANGE

\$26.23 - \$30.38 Hourly
\$4,546.53 - \$5,265.87 Monthly
\$54,558.40 - \$63,190.40 Annually

DEFINITION:

Under general supervision, maintains water meters, reads meters and records readings; assists in the installation, repair and replacement of water mains, water meters, fire hydrants and other water facilities; computes water consumption; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Water System Operator I is the entry/journey level class in the series, distinguished from the Technician II in that the Technician I does not regularly operate heavy equipment in the construction or perform repair work to the water system. Assignments are generally limited in scope and require the incumbent to make choices or decisions within established procedures and/or policies. As experience accrues, the incumbent performs with increasing independence. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary.

Lateral-entry Water System Operator I is distinguished from entry-level Water System Operator I in that the Lateral-entry Water System Operator I is required to have successfully completed the Water Service Intern training program within the last six months days as certified by the Public Works Department and possesses the required certification and licenses and a minimum of 12 months of successful performance as an Water Service Intern.

Receives general supervision from the Water Operations Supervisor; may receive technical or functional supervision from the Water System Operator II or III.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Tests and calibrates meters to departmental standards;
- Keeps a record of new meter installations and exchanges;
- Repairs leaks in service assemblies;
- Reads meters and records readings;
- Installs, replaces, repairs, inspects and maintains residential and commercial water meters and hydrant meters used by construction firms;
- Installs, replaces and repairs fire hydrant assemblies;
- Assists in the installation, repair and maintenance of the City's water system, including water mains, valves, water service lines, and hydrants;
- Computes water consumption;
- Performs safety inspections of equipment and machinery;
- Reports defects and irregularities to supervisor;
- Turns water service off and on as appropriate;
- Receives and responds to inquiries and complaints from customers and the general public regarding water service;
- Responds to emergency calls during work and after normal working hours;
- Assists in the training of new and lower classification employees.

In addition to those listed above, incumbents assigned Irrigation Systems perform the following duties:

- Inspects, tests, repairs and replaces backflow prevention devices on City properties;
- Inspects, repairs, maintains and modifies existing irrigation systems;
- Inspects irrigation system contract sites for compliance with contractual requirements and city codes;
- Diagnoses, troubleshoots and repairs field units including controllers, sprinkler heads, valves and related systems;
- Effectively applies regulations, policies and procedures related to area of assignment;
- Provides functional training and guidance to maintenance workers on the diagnoses and repair of various components of the City's irrigation systems;
- Supervises the work of others and provides training in a lead capacity on assigned projects;
- Interfaces with other City departments to implement irrigation system projects;
- Develops and maintains a variety of activity, time and parts records; develops and submits scheduled reports to State and local regulatory agencies;
- Conducts cross-connection tests to assess and report on the City's reclaimed water supply;
- Safely operates vehicle, equipment, and hand tools required for work assignment;
- Researches and orders parts needed for the maintenance, repair, and/or installation of irrigation system components and/or backflow devices.

Examples of Other Duties

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

- Maintains and cleans equipment and tools; maintains a clean and orderly workplace;
- May distribute notices to water customers;
- May maintain field reports, and work orders;
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience:

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

One year of full time experience in the repair of mechanical equipment and six months of experience in a position involving public contact; and equivalent to a high school diploma.

Education and Experience – Lateral Entry:

Completion of the City of Torrance Public Works Dept., Water Service Intern Training program and completion of a minimum of 12 months of successful performance in the program.

License and/or Certificates

Must possess and maintain an appropriate, valid California driver's license; and a State of California Department of Public Health Water Distribution License, Grade D1.

In addition to those listed above, incumbents assigned Irrigation Systems must possess the following:

Must possess and maintain a valid certification as a Backflow Prevention Device Tester from Los Angeles County Department of Health Services.

Knowledge of

- Basic mechanical principles;
- The uses of hand and power tools;
- Accepted methods of repair, rehabilitation and maintenance of water meters;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Proper procedures in lifting or moving heavy objects;
- General public relations techniques.

In addition to the above, incumbents assigned to Irrigation Systems are also expected to have knowledge of the following:

- Testing, operation and installation requirements of backflow prevention devices;
- Pertinent local, State and Federal rules, regulations, laws and reporting requirements;
- Principles of soils; drainage systems;
- Hydraulics and water flow, including valves, pumps and controllers;
- Plumbing as related to cross connections and water purity;
- Potential impacts related to the use of reclaimed water;

Ability to

- Read meter dials and records readings;
- Make arithmetical calculations;
- Perform assigned tasks without close supervision;
- Communicate effectively orally;
- Read and understand work orders, drawings, maps, etc;
- Operate equipment and tools with skill and safety;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies;
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

In addition to the above, incumbents assigned to Irrigation Systems are expected to have the ability to do the following:

- Perform skilled work in the testing, diagnoses, maintenance, repair and installation of backflow prevention devices and the City irrigation systems;
- Read, interpret and apply information from blueprints or drawings related to irrigation systems installation, maintenance and repair;
- Work independently in the absence of immediate supervision;
- Effectively supervise the work of others in a lead capacity, as assigned.

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 considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Water System Operator II and/or Water System Operator III with appropriate certification.

Revised Date: March 2016