

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, DECEMBER 12, 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, Kohus, Lohnes, Sasaki, Zygielbaum,  
Chair Adelsman

**2. FLAG SALUTE:**

**3. REPORT OF STAFF 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, December 7, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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. Accept and File Employee Transition Report for November 2022.**

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

**6B. Approve the Examination for Assistant Police Chief.**

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

**6C. Approve the Examination for Human Resources Director.**

Recommendation of the Deputy City Manager that your Honorable Body approve conducting the Human Resources Director 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.

**6D. Approve the Examination for Lead Maintenance Worker.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Lead Maintenance Worker examination on a promotional basis consisting of the following exam components and weights: Application review (Qualifying), Written Test (40%), and Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

**6E. Approve the Examination for Maintenance Worker.**

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

**6F. Approve the Examination for Park Services Supervisor.**

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

**6G. Approve the Examination for Public Works Inspector.**

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

**6H. Approve the Examination for Sanitation Equipment Operator (Sweeper).**

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

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Proposed Class Specification for Assistant Police Chief.**

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

**8. HEARINGS**

No business to consider.

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to Monday, January 9, 2023 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 NOVEMBER 2022**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for November 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 November 2022

**EMPLOYEE TRANSITION REPORT  
NOVEMBER 2022**

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

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Administrative Assistant	Community Services	Senior Administrative Assistant	Finance
Administrative Assistant	General Services	Senior Administrative Assistant	General Services
Lead Maintenance Worker	Public Works	Public Works Supervisor	Public Works
Tree Trimmer	Public Works	Lead Maintenance Worker	Public Works

**NEW HIRES**

TITLE	DEPARTMENT
Administrative Assistant	Community Services
Administrative Assistant	Public Works
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Cable Television Production Assistant	City Manager's Office
Cable Television Production Assistant	City Manager's Office
Cable Television Production Assistant	City Manager's Office
Facilities Operations Attendant	General Services
Maintenance Worker	Public Works
Principal Human Resources Analyst	Human Resources
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Traffic Signal Technician	Public Works

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR ASSISTANT POLICE CHIEF**

**RECOMMENDATION:**

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

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on December 20, 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%).

Staff is recommending an open examination to expand the pool of Assistant Police Chief candidates to provide the broadest range of candidates who best meet the needs of the City and the Police Department.

Respectfully submitted,

By 

Kelsie B. Winders  
Senior Human Resources Analyst

CONCUR



Hedieh Khajavi  
Human Resources Manager



Brianne Cohen  
Civil Service Manager

Attachment: A) Assistant Police Chief Class Specification (Pending Approval of December 20, 2022 Council Item)

**6B**

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## ASSISTANT POLICE CHIEF

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### Definition

Under general administrative direction of the Police Chief, plans, organizes, directs, and manages the day-to day operations and personnel within the Police Department; provides highly responsible and complex administrative support and serves as primary advisor to the Police Chief. Takes command responsibilities during highly sensitive incidents and serves as the liaison between the Department and a variety of local, state and federal agencies. Acts for and represents the Police Chief as assigned in specified areas; and performs related work as required.

### Distinguishing Characteristics

The Assistant Police Chief is directly responsible to the Police Chief for the performance of duties and is responsible for the effective administration of the Police Bureaus consisting of sworn, professional, and support staff engaged in law enforcement work. The Assistant Police Chief is distinguished from the classification of Police Captain in that the Assistant Police Chief may serve as Acting Police Chief, and is not responsible for a specific Bureau. The Assistant Police Chief is distinguished from Police Chief in that the latter is responsible for the overall leadership and management 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 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 Police Captains, professional and support staff.

### Examples of Essential Duties

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

- Assists in the overall planning, organization, direction, and coordination of the Police Department operations and personnel utilizing a strategic planning approach to forecast future service for the protection of life and property, maintenance of peace and order, enforcement of laws, prevention of crime, apprehension and arrest of violators, and maintenance of jail facilities and police records.
- Plans, organizes, and directs functions of the Police Department through Bureau Captains, professional and support staff.
- Plans, organizes, directs, and evaluates the performance of Bureau Captains and their assigned staff as well as coaches for improvement and development; establishes appropriate service and staffing levels; allocates resources accordingly.
- Leads and promotes a diverse culture that is reflective of the Department's and City's values and assists the Police Chief in fostering a culture based on performance, responsibility, transparency, and accountability.
- 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; understands and interprets

laws, regulations and legal provisions for departmental management; and evaluates and directs 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.
  - Assists with preparing and developing budgets; monitors and approves expenditures in accordance with policies of sound fiscal management.
  - Participates in labor negotiations as required, works with various employee associations to facilitate employee/employer labor relations best practices, reviews, administers, and interprets negotiated memorandums of understanding.
  - Directs and supervises internal audits of police operations.
  - Conducts regular and frequent critical analyses of police operations including, but not limited to, use of force, administrative investigations, and criminal investigations.
  - Plans, directs and implements special projects and assignments as directed by the Police Chief.
  - Attends various City, Council, staff and community meetings as required; prepares agenda items, reports and recommendations; and makes public presentations.
  - Coordinates Departmental activities with those of other City departments and outside agencies and organizations.
  - Participates on internal and external committees, boards, and task forces, as appropriate.
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**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.*

- Builds and maintains relationships with diverse community groups.
  - 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, including but not limited to, operations, services, activities, and evolving trends of a comprehensive Police Department.
- Principles of Community Oriented Policing and Problem Solving (COPPS); technical and administrative phases of crime prevention, law enforcement, and related functions including investigation, patrol, traffic control and safety, records maintenance, supplies and equipment, care and custody of persons and property, training, and communications.
- Federal, state and local laws, ordinances, codes and regulations, and recent court decisions affecting municipal law enforcement operations; policies and directives applicable including methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management and administration, care and custody of persons and property and evidence, use of firearms, dispatch and communications services and other modern police equipment.
- Proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
- Use of firearms and other modern police equipment.
- Literature, periodicals, and other resources concerning current trends and legislature in policing.

- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices including the selection, training, evaluation, and discipline of employees; and laws governing employee relations matters.
- Principles and practices of budget preparation and administration.
- Labor relations and contract negotiations.
- Project management methods and practices.
- 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 operations and personnel of the Police Department.
- 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 policing 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.
- Operate a variety of office equipment including computers and associated computer software applications.
- Operate a motor vehicle safely.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.

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**License or Certificate**

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

Must possess POST Advanced and Management certificates.

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**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 administration of justice, criminology, public or business administration, political science, or closely related field.

At least three years at the rank of Lieutenant or Captain on the Torrance Police Department; or eight years of progressively responsible supervisory and administrative experience in a comparable sized police department, four years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.



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**Special Requirements**

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

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. 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.

When work is performed outdoors or on-scene at emergency incidents, there is full exposure to various weather and temperature conditions, loud noise levels, airborne particles, noxious odors, dust, grease, smoke, fumes, and gases. Must don protective apparel including bullet proof vest and safety shoes when responding to emergency scenes; use specialized law enforcement tools and equipment. Requires operation of a motor vehicle to respond to critical incidents, major crime scenes, and disasters and attend off-site meetings and training.

Work may be required on evenings and weekends as needed.

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**Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Police Chief.

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR HUMAN RESOURCES DIRECTOR**

**RECOMMENDATION:**

Recommendation of the Deputy City Manager that your Honorable Body approve conducting the Human Resources Director 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:**

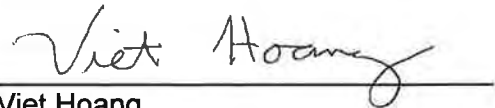
There is no current eligible list for the classification of Human Resources Director. On April 12, 2022, the City Council approved the reorganization of the Human Resources Division based on the recommendation of the Finance and Governmental Operations Committee of the City Council. In this reorganization, the City Manager proposed the restoration of Human Resources Director, a Civil Service position covered under the Executive and Management Salary Resolution. There is one vacancy due to the restoration of this position.

The class specification has been reviewed by the City Manager 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.

Similar to other Department Head examinations, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and an Oral Interview (100%).

Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. Since there is not a sufficient pool of internal candidates to qualify for a promotional recruitment; an open recruitment is recommended.

Respectfully submitted,



Viet Hoang  
Deputy City Manager

CONCUR:

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

Attachment: A) Human Resources Director Class Specification

6C



# HUMAN RESOURCES DIRECTOR

Class Code:  
3319

Bargaining Unit: Executive &  
Management Employees

CITY OF TORRANCE  
Revision Date: Jul 7, 2022

## SALARY RANGE

\$14,238.00 - \$17,086.00 Monthly  
\$170,856.00 - \$205,032.00 Annually

### DEFINITION:

Under general administrative direction, plans, organizes, and directs the programs and systems to support City Departments which include recruitment and selection, classification and compensation, benefits administration, organizational development, strategic planning, workforce analysis and employee relations functions. Administers the Workers' Compensation program. Represents the Department to City management, the City Council and the community; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

The Human Resources Director is directly responsible to the City Manager for the performance of duties. Distinguished from division heads in that the incumbent is responsible for managing the entire department rather than a specific division. 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.

Receives general administrative direction from the City Manager; exercises direct supervision over Division Managers, professional-level positions and office support personnel.

## **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 Department through Division managers, professional and support staff, including classification and compensation, recruitment and selection, organizational development, employment services, and employee relations.
- Provides leadership and strategies for improving Human Resources functions across the City and partners with Departments to develop strategies for creating efficiencies between Human Resources and operating Departments.
- Leads and promotes a diverse culture that is reflective of the City's values and supports a changing workforce; oversees employee engagement initiatives.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes corrective action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training and management practices which support the City's mission and values.
- Aligns the human resources functions with the needs of the Departments in support of the City's Strategic Plan.
- Manages the development and implementation of the Department goals, objectives, policies and priorities for each division; establish appropriate service and staffing levels; allocate resources accordingly.
- Develops, implements, and monitors long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.
- Prepares and administers Department budget; recommends modifications to align with City priorities.
- Coordinates Departmental activities with those of other departments and outside agencies and organizations.
- Serves as advisor to the City Manager, City Council, and Department Heads on personnel rules, regulations, policies, federal and state mandates, and employee relations matters.
- Makes determinations and decisions on the most complex issues, or in situations having a significant impact upon Human Resources programs or in the relationships with the City Council, other City departments, or employees.
- Ensures compliance with City policies, contracts and ordinances, as well as Federal, State and local mandates.
- Reviews and makes recommendations regarding proposed legislation affecting personnel, and workers' compensation matters.
- Directs research of new theories, best practices and/or trends in personnel administration.
- Keeps abreast of current principles and practices, technology, regulations and literature that apply to City information technology and communication projects and needs.
- Attends various City, Council, staff and community meetings as required.
- Participates on internal and external committees, boards, and task forces, as appropriate.
- Maintains the organizational workforce plan in conjunction with the Civil Service Division.

### **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.*

- Conducts and attends meetings as required;
- Attends and participates in professional group meetings;

- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

### **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:*

Graduation from a college or university with a Bachelor's degree in Business Administration, Public Administration, Psychology, Human Resources Management, or related field, and six years of increasing responsible experience in the field of Human Resources including classification and compensation, recruitment and selection, organizational development, employment services, and employee relations, at least two years of experience must include management responsibility for a major human resources function.

### **License or Certificate**

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

### **Knowledge of:**

- Principles and practices of public personnel administration including job analysis and classification methods, recruitment and selection, compensation and benefits administration, and employee and organizational development.
- Organizational and management practices as applied to the analysis and evaluation of human resources programs, policies and organizational needs.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters such as selection, compensation, and fringe benefits.
- Laws, rules, regulations, court decisions, and legal interpretation regarding workers' compensation.
- Literature, periodicals, and other resources concerning current trends in personnel administration and employee relations.
- Legal terminology, practices, and procedures for the conduct of administrative hearings.
- 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.
- Applicable local, State and Federal regulations.
- High quality customer service methodology and principals.
- Project management methods and practices.
- General City operations.

### **Ability to:**

- Plan, direct, and oversee the administration and operations of the Human Resources Department.
- 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 human resources programs.
- Exercise independent judgment and initiative.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and other encountered in the course of work.
- Interpret and apply Memoranda of Understanding and Salary Resolutions, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Communicate effectively orally and in writing.
- Utilize a computer and other office equipment.
- Understand and carry out oral and written directions.

## **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 City Manager.

## **ESTABLISHED/REVISED DATE:**

Revised Date: July 2022

Reviewed Date: December 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR LEAD MAINTENANCE WORKER**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Lead Maintenance Worker examination on a promotional 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.

**BACKGROUND/ANALYSIS:**


The current eligible list for the classification of Lead Maintenance Worker will expire on December 15, 2022, and is nearly exhausted. There are multiple vacancies throughout the City. Current vacancies are due to turnover throughout the City.

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

The previous examination in 2021 was weighted as follows: Application Review (Qualifying), Written Test (40%), and Oral interview (60%). There will be no change to the exam types and weights.

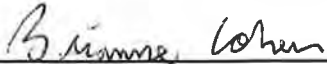
There is a sufficient pool of internal candidates to qualify; therefore, a promotional recruitment is recommended.

Respectfully submitted,

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Lead Maintenance Worker Class Specification

**6D**



# MAINTENANCE WORKER, LEAD

Class Code:  
5610

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Mar 1, 2009

## SALARY RANGE

\$22.98 - \$27.96 Hourly  
\$3,983.20 - \$4,846.40 Monthly  
\$47,798.40 - \$58,156.80 Annually

### DEFINITION:

Under general supervision, assists, leads, instructs, directs and monitors the work of a small crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties; and in the construction, repair and maintenance of City streets; develops and maintains a variety of time and materials records and reports; and performs related work as required in one of the following areas:

- **Park Services:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape activities or the installation, maintenance and repair of City park facilities and equipment within assigned City parks, and oversees and assists with the inspection, maintenance and basic repair of irrigation systems and park and recreational facilities and equipment.
- **Streetscape:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape and trees on assigned City medians and parkways; oversees and assists with the calibration, maintenance and basic repair of irrigation systems at those sites; and plans and establishes traffic safety patterns to ensure the safety of the crew and the public.
- **Street Operations:** Leads, instructs, assists and ensures the safety of crews engaged in the construction, repair and maintenance of City streets, sumps and ditches; and performs a variety of skilled construction, maintenance and/or trades work; transports and safely operates a variety of vehicles, tools and complex equipment.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:



This is the lead classification within the Maintenance Worker series. Incumbents in this classification are distinguished from the Maintenance Worker by the responsibility for crew leadership and the safety of assigned work sites; the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating schedules.

This classification is distinguished from the classifications of Parks Services Supervisor and Public Works Supervisor as these classifications have full supervisory responsibility for the performance of multiple crews engaged in the work of their work division; while the Lead Maintenance Worker has responsibility for the leadership of an assigned crew and job site safety; full supervisory responsibility for crew performance remains with the division supervisor.

Receives general supervision from the Public Works Supervisor or a Park Services Supervisor; may provide technical supervision to Maintenance Worker.

## **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.*

- Leads, instructs and assists an assigned crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties or in the construction, repair and maintenance of City streets, sumps and ditches;
- Confers with supervisor relative to crew member performance and on deviations from work schedules or assignments;
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment;
- 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;
- Oversees field maintenance of tools and equipment;
- Develops and maintains time and materials records and prepares periodic and special reports;
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety;
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate.

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

### **Park Services**

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass in assigned City parks and in the inspection, maintenance and basic repair of park and recreational facilities and equipment;
- Oversees and assists a variety of grounds maintenance activities including, mowing, edging, cultivating, planting, and fertilizing lawns and landscaped areas; and the staking of trees as necessary;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;

- Directs and/or Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and calibrates automatic control systems.

### **Streetscape**

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass on assigned City medians and parkways;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;
- Prepares trees for removal, removes roots and stumps using a stump grinding machine;
- Operates all power equipment necessary to perform tree trimming/landscape operations including: aerial truck, chipper, root grinder, stump grinder, backhoe, skip loader, water truck, and chain saws;
- Uses axes, power or hand saws and other basic trimming tools to prune trees, remove limbs and branches;
- Responds to emergency calls for tree removal and trimming, and takes appropriate action;
- Calibrates, maintains and performs basic repair of irrigation systems at assigned job sites; refers as appropriate for specialized repair;
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety.

### **Street Operations:**

- Leads, instructs and assists an assigned crew engaged in the construction, repair and maintenance of City streets; cutting out, backfilling and compacting patching material; and rolling areas with oil, rock, asphalt and other permanent paving materials after excavations have settled to fill and holes, ditches and cracks in City streets;
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety;
- Develops and maintains time and materials records and prepares periodic and special reports.

### **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:*

- Conducts equipment safety training;
- Responds to emergency calls during work and may be subject to call out during non work hours;
- Performs other job-related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience performing landscaping, construction and/or maintenance duties comparable to that of a Maintenance Worker that includes completion of required training and attainment of required proficiency and certifications.

**License and/or Certificates**

Possess and maintain a valid California Driver license of appropriate class or grade with appropriate endorsements as required by work assignment.

**Park Services:** California driver license class A is required for Park assignments.

**Streetscape:** California driver license class B is required for some of the equipment operated or hauled in this division.

**Street Operations:** California driver license class A is required.

**Knowledge of**

- Basic methods and proper and effective use of hand and power tools, materials and equipment used in maintenance, construction trades and/or gardening;
- Work safety and basic first aid practices;
- Principles of supervision;
- Basic mathematics;
- Standard departmental work procedures;
- Effective public service techniques;
- Defensive driving practices;
- City and Department Mission including strategic goals and objectives; and
- General City operations.

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

**Park Services:**

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs;
- Park maintenance procedures;
- Modern methods, techniques, and materials used for landscaping, grounds;
- Plant pests and diseases, and methods of control and eradication;
- Water line and irrigation system installation, maintenance and repair.

**Streetscape:**

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs including planting, pruning, shaping, trimming and maintenance methods and procedures for different tree species;
- Modern methods, techniques, materials used for landscaping, and grounds;
- Water line and irrigation system installation, maintenance and repair;
- Traffic control rules and regulations;
- Tree pruning and removal techniques;
- Common and botanical names of trees;
- Various kinds of soil preparation in planting work and the use of different kinds of fertilizers;
- Insects, parasites and fungi, and the pesticide sprays or other means for their extermination;
- Customer service principles;
- Tree trimming guidelines according to ANSI (American National Standards Institute) and ISA (International Society of Arboriculture);
- Safety guidelines according to OSHA (Occupational Safety and Health Administration);
- Safety practices related to the use of chain saws and other power tools, vehicle and equipment operation, heavy lifting, and general field operations;
- Proper use and maintenance of hand tools, power tools and equipment used in tree maintenance.

**Street Operations**

- Methods, terminology, tools and equipment used in street construction and repair;
- Characteristics and uses of concrete, asphalt and a variety of paving materials;
- Standard safety practices and devices used in street construction and repair projects;
- Traffic control rules and regulations.

**Ability to**

- Plan, schedule, inspect, monitor and assist the work of an assigned crew;
- Read and interpret plans and specifications;
- Physically perform sustained manual labor;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments;
- Operate vehicles with automatic transmissions observing legal and defensive driving practices;
- Effectively follow oral and written instructions;
- Identify and effectively resolve technical problems related to work assignments;
- Understand, follow and instruct others on work safety procedures and practices;
- Develop and maintain time and material records and produce a variety of reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments.

**SPECIAL REQUIREMENTS:****Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 50 pounds and up to 100 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

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

**CAREER LADDER INFORMATION:**

Experience gained in the classification of Lead Maintenance Worker may serve to meet minimum qualifications for promotion to Public Works Supervisor or Parks Services Supervisor.

**ESTABLISHED/REVISED DATE:**

Revised Date: March 2009

Reviewed Date: December 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR MAINTENANCE WORKER**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

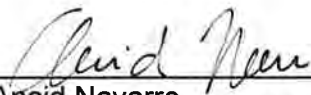
The current eligible list for the classification of Maintenance Worker will expire on December 19, 2022. There are four (4) vacancies due to promotions in the Community Services Department and four (4) vacancies in the Public Works Department with additional vacancies expected in the near future.

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

The previous examination in August 2022 was weighted as follows: Written Test (60%), Performance Test (Qualifying), and an Oral Interview (40%). Staff conducted an analysis of previous exam components, and it was determined that the knowledge and abilities required for this position can be assessed using the following weights: Application Review (Qualifying) and Oral Interview (100%).

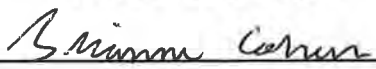
This is an entry-level position within the City, therefore, an open continuous recruitment is recommended.

Respectfully submitted,

By   
Anaïd Navarro  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Maintenance Worker Class Specification



# MAINTENANCE WORKER

Class Code:  
5600

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Mar 1, 2009

## SALARY RANGE

\$17.03 - \$21.75 Hourly  
\$2,951.87 - \$3,770.00 Monthly  
\$35,422.40 - \$45,240.00 Annually

### DEFINITION:

Under general supervision, performs a variety of routine unskilled to semi-skilled manual labor and maintenance work and safely operates a variety of vehicles, tools and equipment required to maintain the general appearance of the City and to assist with the removal of trash and debris and/or the maintenance, replacement and repair of City parks, trees, grounds, facilities, streets, sidewalks, medians, parkways, traffic signals and signage; and performs related work as required in one of the following areas:

- **Park Services:** as a member of a crew, performs routine assignments to assist in the maintenance, replacement and basic repair of City parks, trees and landscaping, irrigation systems and recreational facilities.
- **Concrete:** as a member of a crew, performs manual labor and unskilled to semi-skilled concrete work to assist with the construction and/or repair of City curbs, gutters, sidewalks and other concrete structures.
- **Sanitation:** individually and as a member of a crew, assists with refuse loading and packing; repairs sweeper brooms, maintains equipment; and serves as relief driver on a refuse truck or motor sweeper once license and training requirements are met.
- **Street Maintenance:** as a member of a crew, performs light to heavy manual labor and assigned semi-skilled construction work and safely operates a variety of tools and equipment to assist with the construction and repair of City streets.
- **Streetscape:** as a member of a crew, performs routine assignments to assist in the maintenance, and replacement of trees and grounds, and the basic repair of irrigation systems located on City parkways and medians.
- **Traffic and Lighting:** as a member of a crew, performs unskilled to semi-skilled assignments to assist journey-level craft workers with the maintenance, replacement and/or repair of traffic signals; traffic signs and street markings.
- **Transit:** cleans and services Transit bus stop shelters and adjacent grounds and safely operates vehicles and equipment.

## **DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:**

This is the entry level classification of field operations positions. It is typically used to train incumbents on maintenance methods and the safe operation of a variety of tools and equipment. Over time, Incumbents normally perform the full range of duties and tasks related to area of assignment, the safe operation of assigned tools and equipment, the greater complexity of work assignments, the level of independent judgment and initiative exercised in the performance of assignments, and the provision of functional training and guidance to less-experienced workers as assigned.

The Maintenance Worker is distinguished from the advanced-journey lead classifications of Lead Maintenance Worker, and Cement Finisher, in that the incumbents in the latter classifications work independently, and act in a lead capacity, to organize and ensure the safety of job sites and possess an advanced level of job-related knowledge and skills.

Receives general supervision from the Public Works Supervisor, Park Services Supervisor or Fleet Services Supervisor; may receive technical or functional supervision from the higher level staff typically in a lead or senior capacity.

## **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.*

- Performs light to heavy manual labor and/or unskilled to semi-skilled tasks to assist with removal of trash and debris and/or construction, maintenance, replacement, and repair of City streets, sidewalks, traffic signals and signage;
- Safely operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment;
- As appropriate, pre-trip and post-trip checks and maintains assigned vehicles and equipment;
- Learns and effectively applies regulations, policies and procedures related to area of assignment;
- Develops and keeps simple records and makes routine reports;
- Responds to requests and inquiries received from the general public.

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

### **Park Services**

- Weeds, cultivates, plants, fertilizes, and irrigates lawns and landscaped areas;
- Safely uses power equipment and hand tools to mow (using non-riding mowers), aerate and edge lawn areas;
- Prunes and trims trees, shrubs and hedges; stakes trees as necessary;
- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from walks, fields, and other facilities;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;
- Inspects and performs basic repair on playground equipment, picnic tables, barbecues and other equipment; refers as appropriate for more extensive repairs;
- Prepares and maintains athletic fields and related facilities; grades, fills, and shapes baseball diamonds;



- Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and may reset/schedule automatic control systems.

### **Streetscape**

- Weeds, cultivates, plants, fertilizes, and irrigates landscaped medians and parkways;
- Safely uses power equipment and hand tools to mow, aerate and edge lawn areas;
- Prunes and trims trees, shrubs and hedges; stakes trees as necessary;
- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from work area;
- Provides traffic control, setting up and removing signage, cones and barricades as appropriate to the job site;
- Care and maintenance of plants, trees, grasses, flowers and shrubs;
- Traffic control rules and regulations.

### **Concrete**

- Loads and unloads supplies, tools and equipment;
- Picks up concrete, as needed;
- Breaks up, picks up and dumps concrete, dirt and roots;
- Assists and/or forms worksites for concrete;
- Pours and spreads concrete and assists in finishing concrete using appropriate tools and materials;
- Removes forms and cleans work site.

### **Sanitation**

- Assists in picking up refuse, waste, trash and discarded household items;
- Loads refuse into truck, exercising safe lifting practices;
- Replaces containers; tags unsafe containers;
- Operates refuse, recycling and green waste trucks and/or motor sweeper as a relief driver;
- Builds and delivers cans;
- Operates service truck;
- Repairs brooms for sweepers.

### **Street Maintenance**

- Loads and unloads supplies, tools and equipment;
- Picks up asphalt from asphalt plant;
- Breaks up, picks up and dumps asphalt, dirt and debris;
- Prepares area for asphalt; oils area using a compressor; dumps, spreads and rakes asphalt; seals, caps and cleans area;
- Provides traffic control, setting up and removing signage, cones and barricades as appropriate to the job site.

### **Traffic and Lighting**

- Performs manual labor and/or semi-skilled trades work and operates equipment to assist Traffic Electricians with the installation and/or repair of traffic signals;
- Performs manual labor and/or semi-skilled trades work and operates a variety of equipment to assist the Traffic Painter with the construction and installation of traffic signs, painting of curbs and the painting and/or installation of traffic patterns on City streets.

### **Transit**

- Performs inspections of bus stops and bus shelters;
- Pressure washes shelters and replaces panels;
- Picks up litter, removes graffiti;
- Repairs and/or replaces basic lighting components;
- Installs information in kiosks and 2-sided displays and repairs as needed;
- Installs trash receptacles.

### **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 provide training to less-experienced maintenance and seasonal staff;

- Performs other job-related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Experience and Education**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance.

### **Licenses and/or Certificates**

Possess and maintain a valid class C California Driver license at time of hire; and obtain the required grade with appropriate endorsements as required by work assignment (as listed below) and forklift certification prior to the completion of the probationary period.

**Park Services:** (a) California driver license class C is required for most Park assignments; (b) A California driver license class A is required for assignments to the Projects crew.

**Streetscape:** California driver license class B is required.

**Concrete:** California driver license class B is required.

**Sanitation:** California driver license class B is required.

**Street Maintenance:** California driver license class A is required.

**Traffic and Lighting:** California driver license class C is required; there is occasional need for a class B license.

### **Knowledge of**

- Basic methods and proper and efficient use of hand and power tools, materials and equipment used in maintenance and construction trades
- Basic safety and first aid practices
- Effective public service techniques
- Defensive driving practices
- Methods, techniques, tools and operating characteristics of equipment used in light to heavy construction, installation and maintenance projects

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

### **Park Services**

- Care and maintenance of plants, trees, grasses, flowers and shrubs;
- Modern methods, techniques, materials and safe operation of equipment used for landscaping, grounds and irrigation systems maintenance and repair;
- Plant pests and diseases, and methods of control and eradication;
- Water line and irrigation system installation, maintenance and repair;
- Methods, techniques and tools and operating characteristics of mechanical equipment used in the construction and maintenance of parks, buildings and recreation facilities.

### **Streetscape**

- Care and maintenance of plants, trees, grasses, flowers and shrubs;
- Traffic control rules and regulations;
- Modern methods, techniques, materials and safe operation of equipment used for landscaping maintenance and irrigation system installation and repair;
- Plant pests and diseases, and methods of control and eradication;

- Water line and irrigation system installation, maintenance and repair.

### **Concrete**

- Basic methods and techniques used in concrete construction and repair projects;
- Traffic control rules and regulations;
- Modern methods, techniques, materials and safe operation of equipment used for the planning, forming, pouring and finishing of concrete slabs, curbs, gutters, and sidewalks;
- Traffic control rules and regulations.

### **Sanitation**

- Maps and routes and interpretation of street maps;
- Operating characteristics of vehicles with automatic and manual transmissions;
- Operational characteristics of a variety of refuse trucks and/or motor sweepers;
- California driving rules and regulations.

### **Street Maintenance:**

- Street maintenance and repair methods and techniques;
- Traffic control rules and regulations;
- Modern methods, techniques, materials and safe operation of equipment used for street maintenance, construction and repair projects.

### **Traffic and Lighting**

- Basic electrical theory and painting and stenciling techniques;
- Traffic control rules and regulations;
- DMV regulations relative to traffic signage;
- Modern methods, techniques, materials, regulations and safe operation of equipment used for traffic signal installation and repair; and the construction and installation of traffic signage.

### **Transit**

- Basic cleaning techniques and equipment;
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.

### **Ability to**

- Perform heavy and sustained manual labor;
- Operate vehicles while observing legal and defensive driving practices;
- Effectively follow oral and written instructions;
- Speak, read, and write Basic English;
- Follow work safety procedures and practices;
- Complete basic work activity records and time reports;
- Learn and effectively perform maintenance techniques specific to work assignment;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work;
- Work independently in the temporary absence of supervision;
- Guide the activities of less-experienced maintenance and seasonal staff;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments.

## **SPECIAL REQUIREMENTS:**

### **Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to climb ladders;

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

**Work Environment**

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

**CAREER LADDER INFORMATION:**

Experience gained in the classification may serve to meet minimum qualifications for promotion to Lead Maintenance Worker, Cement Finisher, Tree Trimmer, Irrigation Systems Technician, Traffic Painter, Cement Finisher, or Wastewater Technician.

If incumbent possesses a class B California driver license, experience gained at this level may serve to meet minimum qualifications for promotion to the classification of Sanitation Equipment Operator.

If incumbent possesses a class A California driver license, experience gained at this level may serve to meet minimum qualifications for promotion to the classification of Equipment Operator.

**ESTABLISHED/REVISED DATE:**

Revised Date: March 2009

Department Review Date: December 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PARK SERVICES SUPERVISOR**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

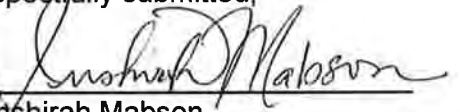
There is no current eligible list for the classification of Park Services Supervisor. There are currently two (2) vacancies due to a retirement and resignation.

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

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

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

Respectfully submitted,

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

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

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

Attachment: A) Park Services Supervisor Class Specification



# PARK SERVICES SUPERVISOR

Class Code:  
5723

Bargaining Unit: Torrance Professional  
& Supervisory Association

CITY OF TORRANCE  
Revision Date: Mar 1, 2014

## SALARY RANGE

\$33.33 - \$42.59 Hourly  
\$5,777.20 - \$7,382.27 Monthly  
\$69,326.40 - \$88,587.20 Annually

### DEFINITION:

Under direction, supervises assigned park maintenance activities, staff and operations. Assigned operations include the maintenance, construction and repair of park facilities, playground equipment, and shelters; turf maintenance; pest control; landscaping; irrigation systems, etc. Work involves prioritizing and scheduling assigned park maintenance activities; supervising work crews engaged in daily maintenance operations; reviewing and approving completed work; and preparing and maintaining operational and administrative records. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This class differs from the Park Services Manager in that the incumbent is not responsible for planning and directing the entire division. This class is distinguished from subordinate positions by its responsibility for supervising and managing the personnel and activities rather than performing the skilled work and manual labor of the projects. 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.

Receives supervision from the division manager; exercises direct supervision over subordinate personnel.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Plans, coordinates and supervises daily operations and activities of assigned work crews engaged in park maintenance, repair and landscaping work; plans daily operations; assigns work to crew members; obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews;
- 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;
- Reviews and evaluates work in progress and upon completion; approves final work product; and ensures work adheres to quality standards and safety practices, including the safe handling and application of pest control chemicals, may supervise the work of contractors for assigned projects;
- Conducts park inspections; examines park facilities, grounds, walkways, fences, athletic fields, game courts, playground equipment and other recreational structures such as barbecue pits and picnic tables; determines condition; completes records of findings; identifies needed repairs and maintenance work; prioritizes maintenance and repair work; estimates costs and needed equipment, materials and manpower; and establishes maintenance project schedules;
- Supervises the maintenance of tools and equipment used in maintenance and landscaping duties; schedules and coordinates preventive maintenance and repair on tools and equipment; replaces broken or damaged tools and equipment; ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies;
- Provides information, assistance and directions to the general public regarding the park and the use of its facilities; interprets policies and procedures; discusses City policies, contract requirements, other project related issues with contractors; and represents the City in matters pertaining to the performance of contractors on assigned projects;
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to director, manager and other City officials as required; and maintains operational records and files.
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance needs and to prepare for special events; and establishes effective working relationships with City personnel and other agencies;
- Communicates to the Park Services Manager the status of assigned employees, areas and projects;
- Responds to after-hours emergency situations 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 on boards, teams and committees as assigned;
- Performs other duties as assigned.

## **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:*

High school graduation or equivalent, supplemented by vocational training in park maintenance, horticulture or a related field; and four (4) years of experience performing park maintenance work, at least two(2) years of experience at the Lead or Senior level; or an equivalent combination of education, training, and experience such as an Associate's degree in park management, landscape architecture, horticulture or a related field and three (3) years of experience; or a Bachelor's degree in park management, landscape architecture, horticulture or a related field and two (2) years of experience.

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

Requires a valid California Class A driver's license.

An Arborist Certificate, Playground Safety Inspector Certificate or a Qualified Applicator's Certificate (categories B and C) is highly desirable.

#### **Knowledge of**

- Policies, procedures, equipment, materials and techniques pertaining to park maintenance operations, including planting, cultivating and maintaining trees, shrubs and lawns;
- Principles and practices of horticulture and landscaping techniques;
- Maintenance of irrigation and sprinkler systems;
- Principles and practices of supervision, training, and employee relations;
- Safety hazards and proper safety procedures, protective equipment and policies.

#### **Ability to**

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances;
- Prioritize and assign work; and to manage assigned resources including budgets and inventory;
- Establish effective working relationships with City officials, contractors, employees and the general public;
- Operate radios, modern office equipment, computers and software applications;
- Operate assigned tools, equipment and vehicles for the purpose of training staff and demonstrating proper techniques;
- Identify, address and resolve park maintenance and personnel issues;
- Implement and adhere to City and department rules, regulations and policies which govern park maintenance operations.

## **SPECIAL REQUIREMENTS:**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.



Environmental Factors: Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and toxic agents.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Park Services Manager or Streetscape Manager.

## **ESTABLISHED/REVISED DATE:**

Revised Date: March 2014

Reviewed Date: December 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS INSPECTOR**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

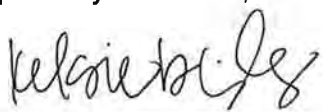
There is a current eligible list of less than five (5) names available for the classification of Public Works Inspector. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Per Torrance Municipal Code Section 14.17.3, whenever less than five (5) names are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

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

The previous examination in 2021 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change in 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) Public Works Inspector Class Specification

**6G**



# INSPECTOR, PUBLIC WORKS

Class Code:  
3521

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Apr 1, 2005

## SALARY RANGE

\$31.18 - \$41.81 Hourly  
\$5,404.53 - \$7,247.07 Monthly  
\$64,854.40 - \$86,964.80 Annually

### DEFINITION:

Under direction, performs inspections of permitted and City contracted construction projects for compliance with specifications; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This classification encompasses the journey level to the senior level. Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Work is reviewed upon completion and for overall results. Interpretation of general administrative or operational policies is necessary.

Incumbents at the advanced journey/senior level perform the most complex tasks and possess a significant level of specialized, technical and functional expertise. Incumbents exercise independent judgement in the performance of duties, with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives direction from an Associate Engineer or Division Manager.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

### When assigned to journey level positions:

- Determines quality of materials and workmanship, and compliance with plans, specifications, estimates and all applicable codes and regulations.
- Inspects traffic control placed within the City right-of-way.
- Checks elevations and grades.
- Checks sub-grade conditions and determines soil values for paving purposes.
- Inspects mix, placement of and finished concrete and asphalt improvements.
- Inspects various underground sub-structures, pipelines, etc.
- Prepares memos, progress reports, notices and logs as required.
- Checks delivery and materials tickets.
- Sketches and records "as built" information pertaining to new construction.
- Maintains accurate and up-to-date inspection records.
- Reviews sub-grade conditions and determines soil values for paving purposes.
- Attends pre-job field meetings.
- Reviews various engineering plans for compliance with codes, regulations and other standards.
- Inspects dumpsters for compliance; reports un-permitted dumpsters.
- Keeps abreast of current codes and regulations affecting City projects.

### In addition to the duties listed above, incumbents at the advanced journey/senior level perform the following:

- Reviews and assists with inspections ensuring compliance with inspection schedules, department and City policies and procedures.
- Inspection of Capital Projects
- Coordinates inspections and related activities with contractors, utility personnel, consultants and various City staff.
- When assigned to City contracts, works closely with assigned Project Manager in coordination of scheduling, inspection of materials and workmanship to ensure adherence to project specifications.
- Calculates quantities of materials for projects.
- Enters inspection information into the computer.
- Gathers and investigates information related to incidents resulting in lawsuits as required.
- Serves as a member of the City Standards Review Team and "As Built" Plan Review Team.
- Prepares various status, analytical and technical reports and correspondence.

### **Examples of Other Duties**

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

- Attends division and department meetings as required.
- Receives and responds to public inquiries and complaints regarding inspections.
- Serves on various committees as appropriate.
- Inspects dumpsters for compliance; reports un-permitted dumpsters.
- Distributes notices, flyers, etc. as assigned.
- Perform 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 to obtain the knowledge and skills would be:*

Equivalent to graduation from high school, preferably supplemented by vocational/college coursework related to this field and three years of responsible experience in engineering/public works inspection work.

**Licenses and/or Certificates**

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

**Knowledge of**

- Equipment, materials, and methods employed in the construction, inspection, and maintenance of streets and highways.
- Methods and practices of public works inspection and materials testing.
- Survey methods, procedures, instruments and equipment.
- Basic construction safety practices.
- Traffic control standards, control devices in urban/utility work zones.
- Identification of confined space hazards during entry.
- Trenching excavation safety including laws and regulations, competency requirements and CAL-OSHA requirements.
- City codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.

*In addition to the above, incumbents at the advanced journey/senior level are also expected to have knowledge of the following:*

- Principles of algebra, geometry and trigonometry.
- Sewer construction, inspection and testing, cleaning methods, safety and elementary hydraulics.
- Project management methods and practices, including scheduling, preparing reports and recommendations.

**Ability to**

- Determine quality of materials and workmanship through inspection.
- Determine compliance with plans and specifications.
- Read and interpret plans related to public works, water, storm drain and sewage facility projects.
- Maintain accurate notes and sketches.
- Make fair and impartial decisions.
- Prepare clear and concise reports.
- Perform complex computations and measurements involving formulas and using advanced applications of algebra, trigonometry and geometry; interpret graphs.
- Compile, analyze and apply engineering data.
- Operate office and other equipment including a computer, radios, camera, air tester, measuring devices and surveying equipment, etc.
- Understand and carry out oral and written directions.
- Communicate effectively orally and in writing.
- Deal tactfully and effectively with the public.
- Establish and maintain effective relationships with City employees, other City departments, public officials, contractors, outside agencies and the public.
- Read and understand technical reports, maps, drawings, specifications, plans, codes, etc.
- 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 perform field work involving exertion of a moderate amount of physical effort to stoop, crouch and lift in the performance of duties; ability to work around traffic and construction sites in a safe manner; sufficient hand/eye coordination to perform skilled repetitive movements such as sketching, and using office equipment and supplies; ability to drive motor vehicles. 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 and performing inspections in confined spaces.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification supplemented by additional education or training may serve to meet the minimum requirements for promotion to Assistant Engineer or Building Inspection Supervisor.

## **ESTABLISHED/REVISED DATE:**

Revised Date: April 2005

Department Review Date: February 2020

Department Review Date: December 2021

Department Review Date: December 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SANITATION EQUIPMENT OPERATOR (SWEEPER)**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

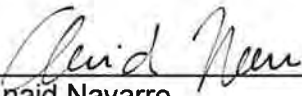
There is no existing eligible list for the classification and there is one (1) current vacancy due to a resignation in the Public Works Department.

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 examination in September 2022 was weighted as follows: Application Review (Qualifying), Performance Test (70%), and Oral Interview (30%). 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   
Anaid Navarro  
Principal Human Resources Analyst

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

Department Review Date: November2022

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

Honorable Members:

**SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR ASSISTANT POLICE CHIEF**

**RECOMMENDATION**

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Assistant Police Chief 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. The Assistant Police Chief plans, organizes, directs, and manages the day-to day operations and personnel within the Police Department. The proposed class specification for Assistant Police Chief is submitted for your review and approval.

**ANALYSIS**

The Assistant Police Chief plans, organizes, directs, and manages the day-to day operations and personnel within the Police Department; provides highly responsible and complex administrative support and serves as primary advisor to the Police Chief.

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

- Assists in the overall planning, organization, direction, and coordination of the Police Department operations and personnel utilizing a strategic planning approach to forecast future service for the protection of life and property, maintenance of peace and order, enforcement of laws, prevention of crime, apprehension and arrest of violators, and maintenance of jail facilities and police records.
- Plans, organizes, and directs functions of the Police Department through Bureau Captains, professional and support staff.
- Plans, organizes, directs, and evaluates the performance of Bureau Captains and their assigned staff as well as coaches for improvement and development; establishes appropriate service and staffing levels; allocates resources accordingly.
- Leads and promotes a diverse culture that is reflective of the Department's and City's values and assists the Police Chief in fostering a culture based on performance, responsibility, transparency, and accountability.
- 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; understands and interprets laws, regulations and legal provisions for departmental management; and evaluates and directs 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, including but not limited to, operations, services, activities, and evolving trends of a comprehensive Police Department.
- Principles of Community Oriented Policing and Problem Solving (COPPS); technical and administrative phases of crime prevention, law enforcement, and related functions including investigation, patrol, traffic control and safety, records maintenance, supplies and equipment, care and custody of persons and property, training, and communications.
- Federal, state and local laws, ordinances, codes and regulations, and recent court decisions affecting municipal law enforcement operations; policies and directives applicable including methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management and administration, care and custody of persons and property and evidence, use of firearms, dispatch and communications services and other modern police equipment.
- Proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices including the selection, training, evaluation, and discipline of employees; and laws governing employee relations matters.

**Ability to**

- Plan, direct, and oversee the operations and personnel of the Police Department.
- 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 policing programs.

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

- Must possess and maintain a valid California Class C Drivers' License.
- Must possess POST Advanced and Management certificates.

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 knowledge and abilities is:*

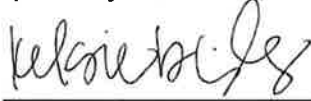
Bachelor's degree in administration of justice, criminology, public or business administration, political science, or closely related field.

At least three years at the rank of Lieutenant or Captain on the Torrance Police Department; or eight years of progressively responsible supervisory and administrative experience in a comparable sized police department, four years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.

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 Assistant Police Chief  
                      B) Fiscal Year 2022-23 Amended Police Department Functional Organization Chart

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## ASSISTANT POLICE CHIEF

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### Definition

Under general administrative direction of the Police Chief, plans, organizes, directs, and manages the day-to day operations and personnel within the Police Department; provides highly responsible and complex administrative support and serves as primary advisor to the Police Chief. Takes command responsibilities during highly sensitive incidents and serves as the liaison between the Department and a variety of local, state and federal agencies. Acts for and represents the Police Chief as assigned in specified areas; and performs related work as required.

### Distinguishing Characteristics

The Assistant Police Chief is directly responsible to the Police Chief for the performance of duties and is responsible for the effective administration of the Police Bureaus consisting of sworn, professional, and support staff engaged in law enforcement work. The Assistant Police Chief is distinguished from the classification of Police Captain in that the Assistant Police Chief may serve as Acting Police Chief, and is not responsible for a specific Bureau. The Assistant Police Chief is distinguished from Police Chief in that the latter is responsible for the overall leadership and management 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 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 Police Captains, professional and support staff.

### Examples of Essential Duties

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

- Assists in the overall planning, organization, direction, and coordination of the Police Department operations and personnel utilizing a strategic planning approach to forecast future service for the protection of life and property, maintenance of peace and order, enforcement of laws, prevention of crime, apprehension and arrest of violators, and maintenance of jail facilities and police records.
- Plans, organizes, and directs functions of the Police Department through Bureau Captains, professional and support staff.
- Plans, organizes, directs, and evaluates the performance of Bureau Captains and their assigned staff as well as coaches for improvement and development; establishes appropriate service and staffing levels; allocates resources accordingly.
- Leads and promotes a diverse culture that is reflective of the Department's and City's values and assists the Police Chief in fostering a culture based on performance, responsibility, transparency, and accountability.
- 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; understands and interprets

laws, regulations and legal provisions for departmental management; and evaluates and directs 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.
  - Assists with preparing and developing budgets; monitors and approves expenditures in accordance with policies of sound fiscal management.
  - Participates in labor negotiations as required, works with various employee associations to facilitate employee/employer labor relations best practices, reviews, administers, and interprets negotiated memorandums of understanding.
  - Directs and supervises internal audits of police operations.
  - Conducts regular and frequent critical analyses of police operations including, but not limited to, use of force, administrative investigations, and criminal investigations.
  - Plans, directs and implements special projects and assignments as directed by the Police Chief.
  - Attends various City, Council, staff and community meetings as required; prepares agenda items, reports and recommendations; and makes public presentations.
  - Coordinates Departmental activities with those of other City departments and outside agencies and organizations.
  - 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.*

- Builds and maintains relationships with diverse community groups.
  - 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, including but not limited to, operations, services, activities, and evolving trends of a comprehensive Police Department.
- Principles of Community Oriented Policing and Problem Solving (COPPS); technical and administrative phases of crime prevention, law enforcement, and related functions including investigation, patrol, traffic control and safety, records maintenance, supplies and equipment, care and custody of persons and property, training, and communications.
- Federal, state and local laws, ordinances, codes and regulations, and recent court decisions affecting municipal law enforcement operations; policies and directives applicable including methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management and administration, care and custody of persons and property and evidence, use of firearms, dispatch and communications services and other modern police equipment.
- Proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies.
- Use of firearms and other modern police equipment.
- Literature, periodicals, and other resources concerning current trends and legislature in policing.



- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices including the selection, training, evaluation, and discipline of employees; and laws governing employee relations matters.
- Principles and practices of budget preparation and administration.
- Labor relations and contract negotiations.
- Project management methods and practices.
- 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 operations and personnel of the Police Department.
- 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 policing 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.
- Operate a variety of office equipment including computers and associated computer software applications.
- Operate a motor vehicle safely.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.

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**License or Certificate**

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

Must possess POST Advanced and Management certificates.

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**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 administration of justice, criminology, public or business administration, political science, or closely related field.

At least three years at the rank of Lieutenant or Captain on the Torrance Police Department; or eight years of progressively responsible supervisory and administrative experience in a comparable sized police department, four years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.

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**Special Requirements**

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

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. 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.

When work is performed outdoors or on-scene at emergency incidents, there is full exposure to various weather and temperature conditions, loud noise levels, airborne particles, noxious odors, dust, grease, smoke, fumes, and gases. Must don protective apparel including bullet proof vest and safety shoes when responding to emergency scenes; use specialized law enforcement tools and equipment. Requires operation of a motor vehicle to respond to critical incidents, major crime scenes, and disasters and attend off-site meetings and training.

Work may be required on evenings and weekends as needed.

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**Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Police Chief.

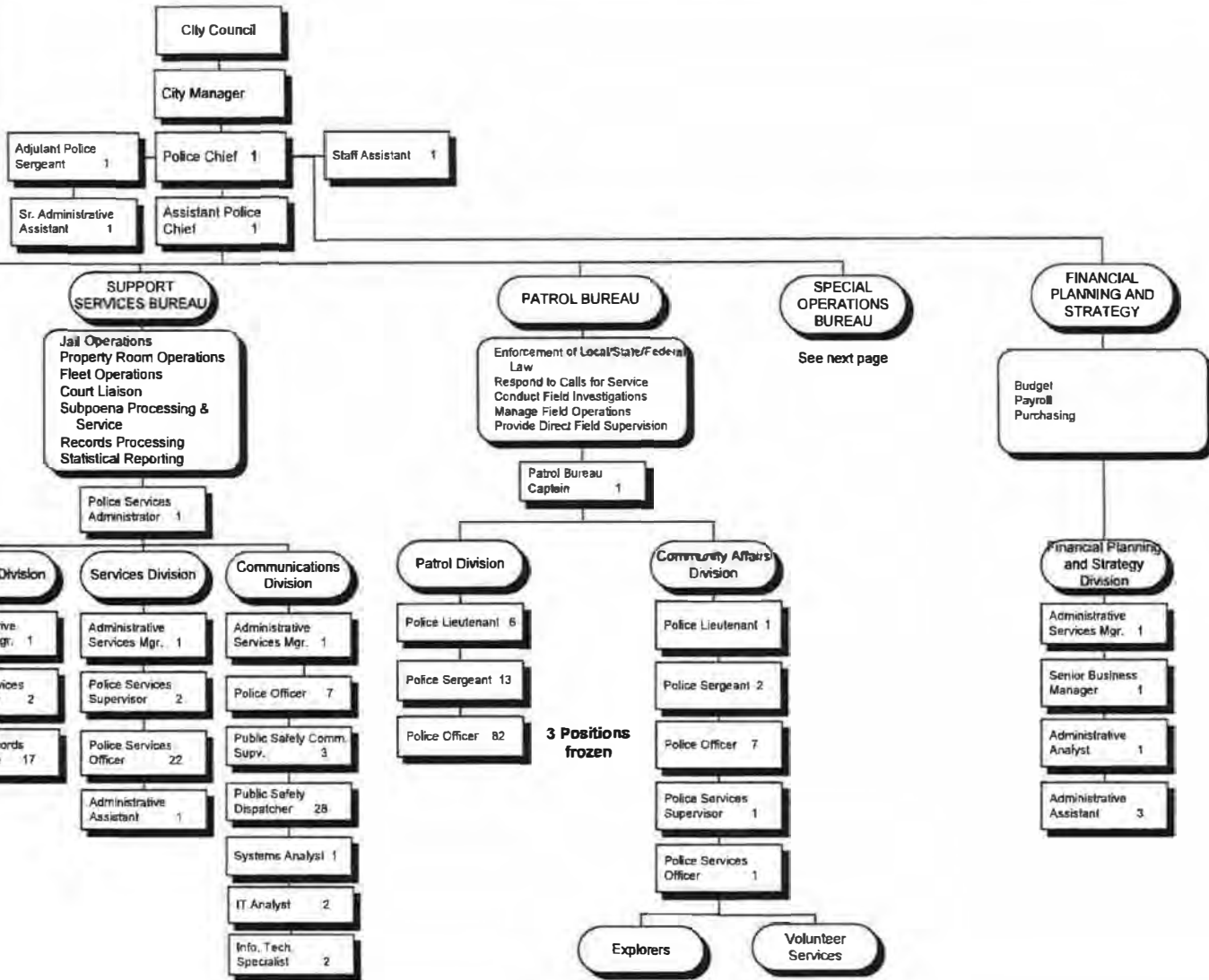
**POLICE**

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

City Council

City Manager

Police Chief

Assistant Police Chief

**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

**Detectives Division**

Police Lieutenant 1

Police Sergeant 4

Police Officer 32

Forensic Supervisor 1

Sr. Forensic ID Specialist 4

Forensic ID Specialist 2

Juvenile Diversion Coordinator 1

Juvenile Diversion Case Worker 1

Administrative Analyst 1

Staff Assistant 1

Administrative Assistant 2

**Special Investigations Division**

Police Lieutenant 1

Police Sergeant 4

Police Officer 17

Administrative Analyst 1

Administrative Assistant 1

**Traffic Division**

Police Lieutenant 1

Police Sergeant 2

Police Officer 20

Police Services Supervisor 1

Police Services Officer 7

Administrative Assistant 1

Crossing Guard 13