

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, JANUARY 9, 2023  
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 Thursday, January 5, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

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

*This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approve Civil Service Commission Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes September 12, 2022, September 19, 2022, October 10, 2022, October 17, 2022, October 24, 2022, November 7, 2022, November 14, 2022, November 21, 2022, November 28, 2022, December 12, 2022 and December 19, 2022. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

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

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

**6C. Approve the Examination for Accounting Technician.**

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

**6D. Approve the Examination for Bus Operator.**

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

**6E. Approve the Examination for Fire Captain (40 Hour-Staff Assignment).**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Captain 40-Hour Staff Assignment Premium Pay examination consisting of an Oral Interview (100%). Staff is requesting approval for a two (2) year eligible list.

**6F. Approve the Examination for Pest Control Technician.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Pest Control Technician examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (30%), and Oral Interview (70%). Staff is requesting approval for a six-month eligible list.

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Revised Class Specification for Pest Control Technician.**

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Pest Control Technician 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 23, 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 DECEMBER 2022**

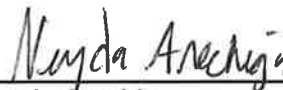
**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

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

Respectfully submitted,



\_\_\_\_\_  
Neyda Arechiga  
Human Resources Technician

CONCUR:



\_\_\_\_\_  
Briarne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for December 2022

**EMPLOYEE TRANSITION REPORT  
DECEMBER 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 Development	Housing Specialist	Community Development
Deputy Fire Chief	Fire	Fire Chief	Fire
Engineering Technician III	Public Works	Assistant Engineer	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Management Aide	Human Resources	Management Assistant	City Manager's Office
Mechanic	General Services	Senior Mechanic	General Services
Mechanic	General Services	Senior Mechanic	General Services

**NEW HIRES**

TITLE	DEPARTMENT
Administrative Assistant	General Services
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Assistant Engineer	Public Works
Cultural Services Manager	Community Services
Maintenance Worker	Community Services
Maintenance Worker	Community Services
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Police Services Officer	Police
Program Leader	Community Services
Program Leader	Community Services
Sanitation Equipment Operator	Public Works

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR ACCOUNTING TECHNICIAN**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Accounting Technician 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:**

The Finance Department currently has a recruitment examination in progress for the position of Accounting Technician. However, it is anticipated that there will be an eligible list of less than five (5) names available for the classification and there are multiple vacancies in the department due to turnover. 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 Finance Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualifications Guidelines section of the attached Class Specification.

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

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

Respectfully submitted,

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Accounting Technician Class Specification

6C



# ACCOUNTING TECHNICIAN

Class Code:  
1212

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Established Date: Jan 1, 1966  
Revision Date: May 1, 2022

## SALARY RANGE

\$25.13 - \$32.11 Hourly  
\$4,355.87 - \$5,565.73 Monthly  
\$52,270.40 - \$66,788.80 Annually

### DEFINITION:

Under general supervision, performs a variety of specialized, technical, and administrative and accounting work related to the preparation, review and maintenance of financial and statistical records; assigns and reviews work, sets priorities, and trains staff; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

An Accounting Technician is distinguished from an Accountant in that incumbents perform financial clerical work and not professional level accounting work. An Accounting Technician is distinguished from an Account Clerk in that the incumbent is the advanced skill level and working lead in the accounting clerical series and is responsible for assigning or reviewing the work of Account Clerks. Work done by the Accounting Technician requires incumbents to exercise judgment in selecting appropriate guidelines to follow, and in interpreting administrative or operational policies, and in solving non-routine problems based on knowledge gained through experience.

Receives supervision from a designated manager or supervisor, may receive functional supervision from an Accountant. May provide functional supervision to Account Clerks or other lower level staff.

## **EXAMPLES OF ESSENTIAL DUTIES:**

*The following duties represent the principal job duties; however, they are not all inclusive. Incumbents in this classification may be assigned to various areas and may not perform all of these tasks or may perform similar related tasks not listed here.*

- Leads and participates in the work of Account Clerks including determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City regulations and policies and promoting work efficiency; provides objective and constructive input for the performance evaluation of Account Clerks;
- Assures the proper maintenance of various ledgers, journals, accounts, and other similar accounting records; opens, verifies, balances, adjusts or closes accounts as necessary;
- Prepares reports, summaries, and balances and identifies problems and recommends solutions for assigned responsibilities;
- Reconciles bank statements and all subsidiary ledgers with the general ledger, and when required or approved, prepares general adjustments and transfers, and prepares regular monthly and adjusting journal entries;
- Receives, verifies, and accounts for large volumes of money using a personal computer, exercising extreme care and accuracy in handling money and making change;
- Posts entries from supportive records and balances against other records; checks records and papers for accuracy, completeness, and compliance with established standards and procedures;
- Prepares billings, calculates costs, inputs payment amount into automated system, and responds to inquiries regarding billing matters;
- Audits invoices against services rendered by checking invoices against purchase orders and requisitions; follows up and corrects any discrepancies in invoice transmittals, billed prices, discounts, and terms of payment; withholds payments of invoices pending submission of sufficient evidence for claims; contacts vendors to rectify errors, reconcile statements, and expedite payments; and processes invoices for payment;
- Edits, revises, proofreads and processes a variety of routine to moderately complex materials including correspondence, forms, memorandum, reports, agreements, technical and statistical charts and tables and other specialized and/or technical materials from verbal instruction, rough draft or other source documents; may compose correspondence and other documents for signature from brief instruction specific to the operations of assigned work unit;
- Verifies and reviews materials, applications, records and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; collects and processes appropriate information;
- Responds to inquiries and/or complaints pertinent to division, departmental and/or City programs, facilities, services, policies or procedures; and/or refers them to appropriate department or staff member according to established policies and procedure;
- Compiles and verifies data from a variety of sources for accuracy and completeness; enters data into departmental and/or City-wide databases; inputs corrections and updates to maintain computer-based tracking information; and generates reports as scheduled and/or requested;
- Sorts, codes, files, tracks, locates and maintains a variety of logs, records and documents using standard manual or automated filing systems and databases;
- Identifies better methods for meeting service demands thorough streamlining and improving work methods, and tests these possible improvements;
- Prepares correspondence from brief instructions or notes;

- Provides customer service and interacts with other City employees, vendors and the public to provide information, resolve problems, answer questions, or refer questions to appropriate source.

### **Examples of Other Duties**

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

- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assigned;
- Assists with the planning, coordination and implementation of special projects and events as assigned; may serve as primary point of contact to ensure successful coordination and implementation of project and/or event activities;
- Attends meetings, workshops and seminars as appropriate;
- Serves on various committees as appropriate;
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

High school graduation or equivalent, preferably including or supplemented by courses in accounting or financial record keeping and three years of experience in the preparation and maintenance of financial records; **OR** Associates degree, preferably including or supplemented by courses in accounting or financial record keeping and 2 years of experience in the preparation and maintenance of financial records. **OR** Bachelor's degree in Accounting or Finance and 1 year of experience in the preparation and maintenance of financial records.

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

None.

### **Knowledge of**

- Principles and practices of financial record keeping including bookkeeping;
- Journal and ledger accounts systems;
- Departmental policies, procedures, systems, programs and functions;
- Office practices and the operation of fiscal office equipment;
- Supervisory principles and practices;
- Principles and practices of effective record keeping applicable to the maintenance of a variety of administrative, personnel, payroll, statistical and financial records;
- Personal computer, other standard office equipment and software applications used by assigned department;
- Customer relations and public relations techniques, including telephone and online customer etiquette;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- City and Department Mission including strategic goals and objectives;
- General City Operations.



## **Ability to**

- Maintain accurate, clear financial and statistical records;
- Apply, interpret and explain City and Department administrative rules and regulations affecting operations;
- Make arithmetic calculations quickly and accurately;
- Use initiative and judgment in discussing problems with the public involving office practices and policies and maintain confidentiality regarding critical and sensitive information;
- Exercise judgment and tact in dealing with customers in difficult situations;
- Maintain attention to detail in a work environment of frequent interruptions;
- Shift priorities as departmental workload demands require;
- Supervise the work of others;
- Interact with a wide variety of clientele while retaining a professional work environment;
- Communicate effectively with individuals from diverse socioeconomic, educational and cultural backgrounds;
- Communicate clearly, both orally and in writing and follow oral and written directions;
- Establish and maintain effective working relationships with other employees, vendors and the public;
- Effectively operate a personal computer and other standard office equipment;
- Learn and effectively use automated financial accounting systems and data processing applications;
- Learn and effectively apply the policies and procedures of assigned work unit;
- Learn City departmental operations in order to direct service requests to the appropriate source;
- Compose letters from general oral and written instructions.

## **SPECIAL REQUIREMENTS:**

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

### **Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to sit for extended periods of time in front of a computer screen; to walk to provide customer service and perform other office duties; to reach for files and other lightweight objects; to hear and verbally exchange information with the public, staff and others on the phone and in the office; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to see sufficiently to perform assignments; and to effectively use a telephone, computer keyboard and other office equipment. Frequently, the essential duties of this classification require the ability to stoop and kneel; and occasionally, to climb stairs and to lift, carry push and pull objects weighing up to 15 pounds.

### **Work Environment**

Essential duties of this classification are primarily performed in a dynamic controlled temperature office environment that may include frequent interruptions and/or a high level of public contact.

## **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 Accountant.

## **ESTABLISHED/REVISED DATE:**

Established Date: January 1966

Revision Date: February 2017

Revision Date: May 2022

Dept. Review Date: December 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR BUS OPERATOR**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Bus Operator examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (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 Bus Operator. There are multiple vacancies in this classification due to resignations and promotions.

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


The previous open examination in 2016 was weighted as follows: Application Review (Qualifying), Written Test (60%), Performance Test (Qualifying), and Panel Interview (40%). Due to the nature of the position and upon review of the examination process, it has been determined by both Human Resources and the Transit Department that the performance test and oral interview will provide a more effective assessment of the knowledge, skills and abilities for this position.

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

Respectfully submitted,

By   
\_\_\_\_\_  
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
\_\_\_\_\_

Hedieh Khajavi  
Human Resources Manager

  
\_\_\_\_\_

Brianne Cohen  
Civil Service Manager

Attachment: A) Bus Operator Class Specification

**6D**



# BUS OPERATOR

Class Code:  
5101

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Feb 1, 2009

## SALARY RANGE

\$22.72 - \$27.62 Hourly  
\$3,938.13 - \$4,787.47 Monthly  
\$47,257.60 - \$57,449.60 Annually

### DEFINITION:

Under general supervision, safely operates a motor coach on assigned route and schedule; collects and accounts for fares; performs daily bus safety inspection; greets and provides direction and other information to customers; and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Lead Bus Operators in that the incumbent regularly drives buses over assigned routes and distinguished from Relief Bus operator in that this is a full-time position with a minimum of one year of experience in the operation of a bus, and possession of all required credentials. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval.

Supervision is received from the Transit Operations Supervisor, Senior Business Manager, or Transit Operations Manager. Bus Operators may receive work technical direction from a Lead Bus Operator.

### EXAMPLES OF ESSENTIAL DUTIES:

Attachment A

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

- Performs a complete pre-trip inspection of bus, safety checks equipment, and informs dispatch when adjustments or repairs are necessary, in accordance with Department of Motor Vehicle regulations;
- Collects and counts fares, issues transfer tickets, and transports passengers on public transit buses;
- Maintains schedule adherence for pull-out time and en-route service;
- Drives with due regard to safety and comfort of passengers;
- Provides schedule, route, and fare information to passengers seeking assistance concerning the Torrance Transit System and connecting lines in the Los Angeles Metropolitan area; notifies Dispatch to obtain additional information as needed;
- Operates wheelchair lift and assists disabled passengers in boarding, securing, riding, and alighting in a safe manner;
- Receives and transmits two-way radio messages involving accidents, incidents, emergencies, criminal activities, or other authorized Agency business utilizing judgment and discretion to ensure patron and individual safety;
- Reports hazardous or dangerous conditions along bus route and at passenger loading zones, including such hazards as unusual traffic, road conditions, obstructions, construction, and criminal activity;
- Writes reports and completes forms as required, may prepare detailed written reports concerning accidents, incidents, breakdowns, and mechanical defects;
- Adheres to safety rules, regulations, policies, and procedures to ensure the well being of Torrance Transit customers and employees;
- Responsible for complying with all City and departmental work rules, policies, and procedures.

#### **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 instruct new operators learning specific bus line routes;
- Performs other related duties.

## **QUALIFICATION GUIDELINES:**

#### **Education and Experience**

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

Minimum one year driving as Class A or B, with Passenger endorsement or successful completion of 12 months of service as a Relief Bus Operator for the City of Torrance; and, a satisfactory driving record for the past three years.

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

Possess and maintain a current California Class A or B Drivers License with a P endorsement and air brakes. Current VTT (Verification of Transit Training), SPAB card (School Pupil Activity Bus Certificate), or School Bus Driver's Certificate is desirable.

A current DMV H-6 record showing a ten-year driving history and no points within the last three (3) years is required at time of application.

#### **Knowledge of**

- Safety principles and regulations applicable to bus operations including the California Vehicle Code and neighboring cities' traffic regulations;

- Customer service practices including courtesy to passengers, sensitivity to passengers with disabilities, stop announcements, responding to questions and providing information and direction to customers;
- Proper bus safety and maintenance inspections procedures;
- Two-way radio procedures and codes.

**Ability to**

- Operate a passenger bus safely and effectively in accordance with the California Vehicle Code and local traffic regulations;
- Read maps;
- Arrive on-time and work independently with minimal supervision;
- Communicate politely and cooperatively with passengers and members of the public;
- Exercise tact and sound judgment when resolving operational and passenger problems;
- Establish and maintain effective working relationships with co-workers, other City employees, and employees of other transit agencies;
- Exercise sound judgment in stressful situations;
- Understand and follow detailed oral and written instructions;
- Interpret and successfully maneuver traffic pattern flows and potential road hazards;
- Inspect a bus for safe operation;
- Identify and report equipment malfunctions and safety hazards;
- Collect and count fares, issue transfer tickets and transport passengers on public transit buses;
- Speak, read, and write basic English;
- Operate a two-way radio;
- Maintain basic records, complete reports and perform basic arithmetic computations;
- Adhere to all City and departmental rules, policies and procedures.

**SPECIAL REQUIREMENTS:**

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

Work is performed sometimes indoors but regularly outside in seasonal climate and weather conditions. Driving for prolonged period of time with limited rest breaks. Heavy city traffic conditions are encountered on a daily basis. Follows a schedule to leave and pick up passengers. Noise from traffic and a two-way radio, slippery surfaces and dust are situations regularly encountered. Position requires availability to work shift, weekend, evenings, holidays, on-call and overtime. Physical demands include driving, walking, constant arm movements and sitting for long periods of time.

These positions are considered safety sensitive and subject to drug and alcohol testing, including random testing, under Federal Transportation Administration (FTA) drug and alcohol regulations.

**Position requires availability to work various shifts on weekdays, weekends, evenings, and holidays.**

**CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Transit Dispatcher.

**ESTABLISHED/REVISED DATE:**

Revised Date: February 2009

Revised Date (pay steps): August 2022

Dept. Review Date: December 2022

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR FIRE CAPTAIN (40-HOUR STAFF ASSIGNMENT)**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Captain 40-Hour Staff Assignment Premium Pay examination consisting of an Oral Interview (100%). Staff is requesting approval for a two (2) year eligible list.

**BACKGROUND/ANALYSIS**

There is no current eligible list for the premium pay assignment. This examination process is to establish an eligible list.

Section 3.2C of the Torrance Fire Fighters Association (TFFA) Memorandum of Understanding requires a selection process be conducted in order for the Department Head to assign an employee to this premium pay assignment.

Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Torrance Fire Fighters Association Resolution 2022-96 Section 3.2C



## **ARTICLE 3 – SPECIAL COMPENSATION PROVISIONS**

### **SECTION 3.1 LONGEVITY PAY**

A. Employees in the Torrance Fire Fighters Association prior to September 11, 2022 covered by this agreement shall receive longevity pay in the following manner:

1. Commencing with the first day of the 8<sup>th</sup> year of service, 5% above base pay.
2. Commencing with the first day of the 16<sup>th</sup> year of service, a total of 10% above base pay.
3. Commencing with the first day of the 20<sup>th</sup> year of service, a total of 12.5% above base pay.
4. Commencing with the first day of the 25<sup>th</sup> year of service, a total of 20% above base pay.

Employees hired into the Torrance Fire Fighters Association on or after September 11, 2022 covered by this agreement shall receive longevity pay in the following manner:

1. Commencing with the first day of the 8<sup>th</sup> year of service, 5% above base pay.
2. Commencing with the first day of the 16<sup>th</sup> year of service, a total of 10% above base pay.

B. All longevity pay advancements shall be effective on the anniversary date of the required years of continuous service (unpaid leaves in excess of ten (10) working shifts, except for extended military leave, shall be deducted in computing total service) as a regular employee of the City of Torrance or total years of service as a full-time regular employee with the City of Torrance Fire Department, whichever provides the longer term of service.

### **SECTION 3.2 PREMIUM PAY**

Employees assigned to work requiring specified duties which require skills and abilities not contemplated in the employee's normal assignments in the areas described in this section shall receive premium pay only while so assigned. Assignments and reassignments shall be made by the Fire Chief subject to the approval of the City Manager according to workload and skills required, and subject to any special provisions specified in this section for any particular assignment. All premium pay, and whether it is reported to CalPERS and included in an employee's PERSable compensation, shall be determined by CalPERS as prescribed under Title 2 CCR Section 571. Any changes made by CalPERS regarding requirements for premium reporting shall initiate meet and confer.

Removal of employees for disciplinary reasons, or reasons of incompetence, or abolishing positions because of budgetary requirements shall be preceded by notice to employee organization representatives with the intent of precluding unfair actions.

A. Paramedic Operations

It shall be the responsibility of the TFD to provide employees licensed as paramedics with the necessary means and time to fulfill all paramedic licensing and accreditation requirements. Requirements include, but are not limited to, those as defined by state, county, local, and any other governing body, that dictates the minimum requirements for education and employment as a paramedic.

## **ATTACHMENT A**

The Chief or his designee will identify the assigned Staffer/s each day prior to 0800 to account for 24-hour coverage of the Staffer position. Any employee covered by this agreement will receive 5% Staffer premium for the full 24-hour shift if they are required to act as Staffer for any portion of a 24 hour shift. Any employee covered by this agreement who is not a permanent Staffer will receive \$50.00 per shift for the full 24 hour shift if they are required to act as Staffer for any portion of a 24-hour shift.

C. 40-Hour Staff Assignment

A 40-hour salary range as shown in Section 2.1 is for safety employees in the following positions who regularly work in 40-hour staff assignments: Fire Captain.

Paramedics with five or more years permanently assigned to a 40-hour staff position shall earn a 4% paramedic premium.

Employees shall be assigned by the Department Head, with the concurrence of the City Manager, from an eligible list developed through a selection process as shown in Appendix A. The Staff Assignment(s) shall be at the discretion of the Fire Chief. The Fire Chief or designee's decision shall be final and not grievable. The Fire Chief or designee may at his/her discretion place or remove an employee on the 40-hour pay grid. Removal from the 40-hour assignment may not occur until after 12 months in assignment.

Employees in these positions shall carry Department-issued mobile phones at all times (both on and off duty) for purposes of communication and recall in case of emergencies, vacations optional.

D. Temporary 40-Hour Staff Assignments

Except as otherwise specified herein, employees who are temporarily assigned to duties of an administrative and predominantly staff nature requiring them to work a 40-hour work week shall continue to be paid based on the Safety Employee 56-hour pay grid (Section 2.1). While so assigned safety employees shall receive a premium between 5% and 15% (amount to be subject to the direction of the Fire Chief or designee) above base hourly step pay exclusive of any longevity pay of their appropriate classification. Assignments shall be subjectively based on the decision of the department head. The Fire Chief or designee's decision shall be final and not grievable.

E. Hazard Premium – Hazardous Materials Response Team Assignment

Employees in the classification of Fire Fighter, Fire Engineer, and Fire Captain regularly assigned to the Hazardous Materials Response Team shall receive a hazard premium of 5%, 10% and 13% above base hourly pay. The hazard premium will be paid as follows:

1. Upon permanent assignment by the Fire Chief to the Hazardous Materials Response Team, and:
  - a. Completion of Haz-Mat First Responder Operational State Certification, and completion of Torrance Fire Department Hazardous Materials Basic Training, the eligible employee shall receive 5% hazard premium above base hourly pay.

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PEST CONTROL TECHNICIAN**

**RECOMMENDATION:**

Recommendation of Human Resources staff that your Honorable Body approve conducting the Pest Control Technician examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (30%), and Oral Interview (70%). Staff is requesting approval for a six-month eligible list.

**BACKGROUND/ANALYSIS:**

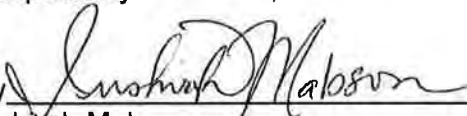
There is no current eligible list for the classification of Pest Control Technician. There is one current vacancy in the Parks Services Division due to retirement.

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on January 24, 2023, the revised Class Specification, reviewed by the Parks Services Division, 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.

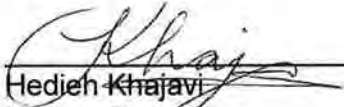
The previous examination conducted in 2021 was weighted as follows: Application Review (Qualifying), Written Test (30%), and Oral Interview (70%). There will be no change in the exam types and weights.

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

Respectfully submitted,

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Pest Control Technician Class Specification (Pending Approval of January 24, 2023 Council Item)

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## PEST CONTROL TECHNICIAN

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### DEFINITION

Under direction, mixes sprays and applies appropriate chemical solutions to control weeds, pests, insects, and diseases; provides training and functional guidance to maintenance personnel on the safe application of chemical solutions for weed, disease and pest control; maintains accurate records and develops and submits scheduled reports on pesticide use to regulatory agencies; researches and reports on pesticide issues and new chemical solutions; updates departmental policies and procedures on the safe application of pesticides; and performs related work as required.

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### DISTINGUISHING CHARACTERISTICS

The Pest Control Technician is a specialist in the mixing, spraying and application of chemical solutions to control weeds, pests, insects and plant and tree diseases. The classification is distinguished from the Maintenance Worker in that the incumbent does not routinely perform construction, maintenance or landscape work. The classification is distinguished from the Lead Maintenance Worker in that the incumbent does not oversee a crew engaged in the performance of construction, maintenance or landscape work.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor or Park Services Supervisor; provides technical supervision to Maintenance Workers.

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### 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.*

- Inspects areas and consults with supervisor relative to schedules, methods, chemicals, materials and formulas to be used and areas to be sprayed
- Safely mixes and sprays trees, plants, shrubs, grasses and other flora with chemical solutions to control weeds, pests, diseases and insects
- Sprays ponds and similar areas to control the growth of mosquito and other insect populations
- Effectively applies regulations, policies and procedures related to area of assignment
- Provides functional training to maintenance workers on the appropriate methods for mixing and applying chemical solutions to control pests, weeds and diseases
- Researches and reports on issues and new chemical control applications
- Updates departmental policies and procedures on the safe application of pesticides
- Develops and maintains accurate records on pesticide use; completes and submits scheduled reports to regulatory agencies
- Implements required tasks and duties as mandated by State and Federal regulations and prepares and submits required reports in a timely and accurate manner.
- Acts as the liaison for the City and coordinates with vendors and outside agencies to ensure compliance with regulations, policies and procedures related to the application of chemical solutions to control weeds, pests, insects and diseases.
- Safely operates a vehicle towing spray equipment using defensive driving practices
- Safely operates power driven spray equipment; and disassembles, maintains and repairs spray apparatus including spray guns and hose and reel assembly

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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:*

- Performs other job-related duties as required

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## MINIMUM QUALIFICATION GUIDELINES

### Knowledge of:

- Tools and techniques for the proper use and application of chemicals used to control weeds, diseases, insects and other pests
- Pertinent local, State and Federal rules, regulations, laws and reporting requirements
- Proper maintenance of spray equipment
- Safe work practices and procedures related to use of chemical sprays
- Treatment for pesticide poisoning and basic first aid

### Ability to:

- Safely perform skilled work in the preparation and application of chemical solutions to control weeds, diseases, insects and other pests
- Work independently in the absence of immediate supervision
- Communicate effectively, orally and in writing
- Maintain accurate records; and prepare reports in a timely and accurate manner
- Safely and skillfully operate tools and equipment related to work assignments
- Maintain and make minor repairs to spray apparatus
- Read and comprehend pertinent rules, laws and regulations and specialized materials such as technical manuals, written instructions, and mixing formulas
- Understand and follow work safety procedures and practices
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work

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## LICENSE/CERTIFICATION REQUIRED

Possess and maintain a valid California class C driver's license; and possess **(or possess within six months of hire)** and maintain a valid Qualified Applicator Certificate.

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## 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 in the identification, mixing and use of chemical solutions to address weed, disease and pest control or two (2) of experience successfully performing landscape maintenance work.

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## **SPECIAL REQUIREMENTS**

### **Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, and crouch, to reach, to stand for long periods of time to walk; to lift, push, pull and carry objects weighing up to 20 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 from one 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**

Essential duties of this classification are performed primarily in a field environment under various weather conditions. Work is performed on a daily basis around moving objects and vehicles; around machinery with moving parts; on slippery and uneven surfaces; and with hands in water. On a daily basis, the incumbent is exposed to pesticides, solvents, and chemicals. Occasionally, the incumbent is subjected to vibration; an atmosphere of constant noise; and/or exposed to silica, smoke, fumes, gas, dust, grease, and oil.

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## **CAREER LADDER INFORMATION**

Experience gained in the classification of Pest Control Technician may serve to meet minimum qualifications for promotion to Park Services Supervisor or Public Works Supervisor.

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

**Honorable Members:**

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR PEST CONTROL TECHNICIAN**

**RECOMMENDATION**


Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Pest Control Technician and forward it to the City Council for approval.

**BACKGROUND AND ANALYSIS**

The Park Services Manager requested that staff modify the License and Certifications required of the class specification for the position of Pest Control Technician. This change will assist in attracting a larger pool of applications for this position.

Staff has met and conferred with the Torrance Municipal Employees – AFSCME, Local 1117 who concurs in the recommendation that is before your Honorable Body.

Respectfully submitted,

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachments: A. Revised Class Specification Pest Control Technician  
B. Existing Class Specification Pest Control Technician

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## PEST CONTROL TECHNICIAN

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### DEFINITION

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### SUPERVISION EXERCISED/RECEIVED:

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## EXAMPLES OF OTHER DUTIES

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