

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 23, 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 19, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 the Examination for Account Clerk.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Account Clerk 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.

6B. Approve the Examination for Accountant.

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

6C. Approve the Examination for Assistant Building Regulations Manager.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Assistant Building Regulations Manager 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 Assistant Engineer (Community Development).

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Assistant Engineer (Community Development) 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.

6E. Approve the Examination for Code Enforcement Officer.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Code Enforcement Officer 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.

6F. Approve the Examination for Human Resources Analyst.

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

6G. Approve the Examination for Librarian.

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

6H. 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.

6I. Approve the Examination for Recreation Supervisor.

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

6J. Approve the Examination for Senior Accountant.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Accountant 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.

6K. Approve the Examination for Senior Code Enforcement Officer.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Code Enforcement Officer 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 six-month eligible list.

6L. Approve the Examination for Tree Trimmer.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Tree Trimmer examination on a promotional basis consisting of the following exam components and weights: Performance Exam (50%) and Oral Interview (50%). Staff is requesting approval for a three-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Appoint Member of Employee Relations Committee for Remainder of Fiscal Year 2022-2023.

Recommendation of Civil Service Staff that the Chair appoints a member of the Employee Relations Committee for the remainder of Fiscal Year 2022 – 2023.

7B. Approve Proposed Class Specification for Code Enforcement Officer.

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Code Enforcement Officer and forward it to the City Council for approval.

7C. Approve Proposed Class Specification for Senior Code Enforcement Officer.

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Senior Code Enforcement Officer and forward it to the City Council for approval.

7D. Approve Revised Class Specification for Assistant Building Regulations Manager.

Recommendation of Human Resources Staff that you Honorable Body approve the revised class specification for Assistant Building Regulations Manager and forward it to the City Council for approval.

7E. Approve Revised Class Specification for Tree Trimmer.

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

8. HEARINGS

8A. Appeal of Discipline of a Torrance Police Officer (11).

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

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Torrance Police Officer (8).
- 2) Appeal of Discipline of a Torrance Police Officer (9).
- 3) Appeal of Discipline of a Torrance Police Officer (10).
- 4) Appeal of Discipline of a Torrance Police Sergeant.

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

- 11A.** Adjournment of Civil Service Commission Meeting to Monday, February 27, 2023 at 6:00 p.m.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ACCOUNT CLERK

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Account Clerk 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 Account Clerk. There is one (1) vacancy due to a promotion.

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 attached Class Specification.

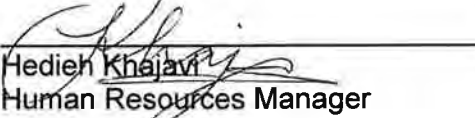
The previous examination in 2022 were weighted as follows: Application Review (Qualifying), Written Test (50%) and Oral Interview (50%). Staff conducted an analysis of the previous exam components and it was determined that the knowledge and abilities required for this position can be assessed using the following weights: Application Review (Qualifying) and Oral Interview (100%).

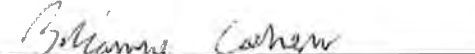
There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Inshirah Mabson
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Account Clerk Class Specification



ACCOUNT CLERK

Class Code:
1211

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Revision Date: Jan 1, 2016

SALARY RANGE

\$21.41 - \$26.69 Hourly
\$3,711.07 - \$4,626.27 Monthly
\$44,532.80 - \$55,515.20 Annually

DEFINITION:

Under general supervision, performs clerical work of average difficulty related to keeping or reviewing financial or statistical records; receives and receipts for money; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

An Account Clerk is distinguished from a Senior Account Clerk in that the incumbent is not responsible for assigning or reviewing the work of others. An Account Clerk is distinguished from an Office Assistant in that the incumbents' typing duties are incidental rather than principal to the position and the statistical records kept by Office Assistants do not involve the knowledge and application of basic accounting techniques.

Receives general supervision from a designated manager or supervisor. May receive functional supervision from a Senior Account Clerk; Incumbents have no responsibility for the supervision of others.

EXAMPLES OF ESSENTIAL DUTIES:

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

ATTACHMENT A

- Accepts cash, checks and credit card payments for City receivables;
- Receives and receipts for money paid over the counter;
- Keeps records of cash transactions and/or receipts issued;
- Balances cash drawer;
- Opens, verifies, balances, or adjusts accounts such as general ledger, payroll, bonds and grants;
- Prepares or checks invoices, time records, requisitions, purchase orders and similar fiscal documents;
- Maintains various financial records requiring the use of some judgment in choosing from a limited number of alternatives;
- Maintains subsidiary ledgers;
- Compares, schedules, indexes, and files bills, vouchers, warrants, bonds and other records;
- Issues, transfers and cancels bonds;
- Posts, assembles, tabulates and compares financial data;
- Makes arithmetical calculations and checks various statistical or accounting tables and reports;
- Assists in preparing and may type accounting statistical reports, payrolls and schedules;
- Enters transactions into various computer programs in order to record transactions and issue receipts;
- Enters data from a variety of sources into departmental and/or City-wide databases; compiles and verifies data for accuracy and completeness; inputs corrections and updates; and generates reports as scheduled and/or requested;
- Verifies and enters data into computer;
- Interacts with other City employees, vendors and the public to answer questions or refer questions to appropriate source;
- Provides customer service, responds to inquiries from the public, resolves routine problems and provides information about the organization;
- Operates office equipment such as adding machines, calculators, and computers.

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 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 two years of experience in one or more of the following areas: accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control; **OR** Associates degree, preferably including or supplemented by courses in accounting or financial record keeping and 1 years of experience in one or more of the following areas: accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control; **OR** Bachelor's degree in Accounting or Finance.

License and/or Certificates

None.

Knowledge of

- Practices of financial record keeping including elementary accounting;
- General office practices and familiarity with the operation of fiscal office equipment;
- English usage, grammar, spelling and punctuation;
- 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;
- Standard office procedures and practices;
- General City operations.

Ability to

- Carry out assigned work without close supervision;
- Make arithmetic calculations quickly and accurately;
- Type accurately;
- Maintain accurate, clear financial and statistical records;
- Maintain attention to detail in a work environment of frequent interruptions;
- Apply, interpret and explain City and Department administrative rules and regulations affecting operations;
- Interact with a wide variety of clientele while retaining a professional work environment;
- Exercise judgment and tact in dealing with the customers in difficult situations;
- Communicate effectively with individuals from diverse socioeconomic, educational and cultural backgrounds;
- Shift priorities as departmental workload demands require;
- Effectively operate a computer and other standard office equipment;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information
- Communicate clearly, both orally and in writing;
- Follow oral and written directions;
- Establish and maintain effective working relationships with other employees, vendors and the public;
- Learn and 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

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 may serve to meet the minimum requirements for promotion to Senior Account Clerk.

ESTABLISHED/REVISED DATE:

Revised Date: January 2016

Dept. Review Date: January 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ACCOUNTANT

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Accountant 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:

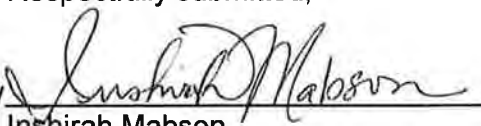
The current eligible list for the classification of Accountant will expire on June 7, 2023 and is nearly exhausted. Per Torrance Municipal Code Section 14.17.3, whenever less than five (5) names are certified for appointment from an open eligible list, or to a department head position, the appointing 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 Minimum Qualifications Guidelines section of attached Class Specification.

The previous examinations in 2022 was weighted as follows: Application Review (Qualifying), Written Test (30%), and Oral Interview (70%). Staff conducted an analysis of the 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%).

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) Accountant Class Specification

6B



ACCOUNTANT

Class Code:
1242

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Revision Date: Apr 1, 2000

SALARY RANGE

\$34.41 - \$43.88 Hourly
\$5,964.40 - \$7,605.87 Monthly
\$71,572.80 - \$91,270.40 Annually

DEFINITION:

Under direction, performs increasingly responsible professional accounting work including preparation and statistical analysis of a variety of financial statements and reports; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

An Accountant is distinguished from a Senior Accountant in that the incumbent is not responsible for a major accounting or auditing function within the Department. Incumbents are distinguished from the Senior Account Clerk in that the incumbents perform professional level accounting work. Incumbents initially work under general supervision progressing to direction as they become able to independently perform the full range of duties associated with this level.

An Accountant receives direction from a Senior Accountant or higher level supervisory position in the department. An Accountant may provide functional supervision to other classifications including but not limited to Secretaries, Account Clerks, and Senior Account Clerks.

EXAMPLES OF ESSENTIAL DUTIES:

ATTACHMENT A

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

- Performs a full range of accounting and reporting for municipal enterprise operations and all governmental fund types.
- Analyzes and verifies financial documents, City revenue receipts and other financial entries for accuracy and compliance with established accounting and auditing procedures.
- Originates journal entries, reconciles bank and investment statements, prepares vouchers, billings, trial balances and maintains a variety of financial schedules, records and files.
- Ensures proper accounting for fixed assets, revenue and expense accruals.
- Analyzes expenditures to proper accounts, analyzes budget variances, projects estimated expenses and prepares adjustments in the maintenance of budgetary controls.
- Develops, implements, and monitors accounting procedures and reports.
- Prepares financial statements, reports and analyses utilizing computer applications.
- Explains and interprets existing accounting and fiscal policies and procedures to City personnel, auditors and general public.
- Performs State and Federal grant accounting and reporting.
- Assists in the preparation of the City's Annual Financial Report.
- Assists in the preparation and recordation of the City's annual operating and capital budgets.
- Performs routine audits of City departments or external entities under the direction of a supervisor.
- Collaborates on the design of forms and the development of procedures for keeping financial records; makes recommendations for changes to established accounting systems.
- Assigns, reviews, coordinates and trains support personnel including providing input on performance evaluations.

Examples of Other Duties

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

- May interpret contracts and/or leasing agreements for billing and collection.
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from an accredited four year college or university with a Bachelor's degree in Accounting; or possession of a Certified Accounting certificate from the State of California or governing agency and one year of experience involving the preparation or maintenance of financial records.

License and/or Certificates

See Education Requirement.

Knowledge of

- Governmental accounting practices, standards and procedures.
- Generally accepted accounting and auditing principles and standards.
- Automated accounting systems.

- Principles of mathematics and basic statistics.
- Spreadsheet, word-processing, and database software applications currently in use by the City.
- Proper English usage, spelling, grammar and punctuation.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- Public relations and customer service techniques, including telephone etiquette.
- City and Department Mission including strategic goals and objectives.
- General City operations.
- Applicable local, State and Federal laws and regulations.

Ability to

- Analyze and interpret fiscal and accounting records.
- Prepare comprehensive and concise accounting, auditing, statistical and narrative reports.
- Design and implement accounting procedures, forms, and systems.
- Exercise independent action and judgment within established guidelines.
- Operate a computer, calculator and a variety of office equipment.
- Communicate effectively both orally and in writing with the public and staff in other agencies/departments.
- Exercise tact and diplomacy relative to public inquiries and requests for information.
- Establish and maintain effective working relationships with those encountered in the course of work internal and external to the City.
- Learn and utilize new skills and information to improve job performance and efficiency.
- Shift priorities as departmental workload demands require.
- Maintain confidentiality and exercise sound judgment.

SPECIAL REQUIREMENTS:

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving stooping and bending, and moving from one area of the office to another including climbing stairs; sufficient hand/eye coordination to perform skilled repetitive movements, such as data entry and/or the use of calculators or other office equipment and supplies. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

May be required to travel to different locations in the course of business including other City work sites or local, state or federal governmental locations.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Senior Accountant or Deputy City Treasurer.

ESTABLISHED/REVISED DATE:

Revised Date: April 2000

Dept. Review; January 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ASSISTANT BUILDING REGULATIONS MANAGER

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Assistant Building Regulations Manager 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 no current eligible list for the classification of Assistant Building Regulations Manager. There is one (1) vacancy due to retirement.

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on February 7, 2023, the revised 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.

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

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

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Manager



Brianne Cohen
Civil Service Manager

Attachment: A) Assistant Building Regulations Manager Class Specification (Pending Approval of February 7, 2023 Council Item)

ASSISTANT BUILDING REGULATIONS MANAGER

Definition

Under general direction, assists the Building Regulations Manager in the administration and enforcement of state laws and City ordinances governing the construction and use of structures, buildings, and mechanical, electrical and plumbing systems on residential, commercial and industrial structures property throughout the City; is responsible for planning, managing and directing the work of Plan Check, Building Inspection, Public Works Development, Public Works Plan Check/Inspection and performs related work as required.

Distinguishing Characteristic

The Assistant Building Regulations Manager is distinguished from the Building Regulations Manager in that the incumbent has responsibility for oversight of the day-to-day operation of the permit, plan check and day to day Public Works functions in the Division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. 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 direction from the Building Regulations Manager; exercises direct supervision over supervisory, professional and technical personnel.

Examples of Essential Duties

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

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Coordinates proposed projects through development review and participates in related meetings to resolve issues or concerns.
- Researches code requirement, new materials, methods of construction that apply to development and Public Works construction.
- Assist in the drafting of code revisions.
- Resolves field and office problems regarding the application or interpretation of codes, regulations and construction practices enforced by the division.
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on related items.
- Prepares and presents oral and written reports on construction, inspection, plan review related Public Improvements and departmental capital projects; develops division procedures and ensures compliance; assists in budgeting and fee review.
- Projects trends in work load activity and assigns work in the most effective and efficient manner to maximize productivity.
- Ensures City building criteria are met; develops and maintains standards for construction methods and materials; oversees the inspection of all public/private buildings and Public Improvements for compliance with Federal, State and Local codes.
- Responds to and resolves difficult and sensitive public inquiries and complaints; provides information on construction regulations, construction techniques and materials.
- Represents the department at various public meetings; meets with a variety of federal, state and private organizations to discuss/negotiate projects.

- Respond to questions and inquiries from the general public other agencies, developers, contractors, engineering professionals, and City staff regarding Public Works and development projects.
- Monitor design criteria and communicate City ordinances, standards, and policies by overseeing and services for consultants, developers, other City departments, utilities, and other outside agencies,

Examples of Other Duties

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

- Participates on interdepartmental and intradepartmental teams, committees and boards as required;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
- Monitors the department customer service request system to ensure effective and efficient public relations,
- Performs other duties as assigned, Qualification Guidelines

Qualifications Guidelines:

Knowledge of:

- Management and supervisory principles and practices;
- Operational characteristics, services and activities of building inspection, permitting, and plan checking program;
- Engineering principles and practices as applied to building construction and Public Improvements, design of public and private structures, water distribution, sewer and drainage systems.
- Federal, State and local laws, codes, environmental and zoning regulations and related ordinances;
- Safety standards and methods of building and Public Works construction;
- Principles and practices of municipal budget preparation and administration;
- Engineering mechanics including stress and strength of building materials;
- Various computer applications utilized in the division including but not limited to word processing, spread sheet and project management programs.
- High quality customer service methodology and principles;
- Safety standards and methods of building construction;
- Safety regulations as required by OSHA and other regulatory agencies.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to:

- Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Review proposed state and federal legislation related to building standards and inspection, Public Works construction and recommend the City's position;
- Interpret and apply federal, state and local policies, laws and regulations;
- Read, understand and interpret technical reports, contracts, plans, and specifications to determine compliance with appropriate codes;
- Manage multiple tasks and projects simultaneously and shift priorities as workload demands require;
- Analyze complex technical and administrative construction and development problems, evaluate solutions and adopt course(s) of action;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;

- Manage project workload and communication across division and/or department lines;
 - Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
 - Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work;
 - Effectively prepare and present clear, concise, accurate and comprehensive studies, reports, recommendations, and agenda items;
 - Work satisfactorily with a team-oriented management style;
 - Exercise good judgment and confidentiality in maintaining information and records.
-

License and/or Certificate

Must possess a valid Class C California Motor Vehicle Operator's License.

Incumbents must obtain one of the following registrations within one year of appointment:

- Professional Civil, Structural, Mechanical or Electrical Engineer from the California Board for Professional Engineers and Land Surveyors;
- Professional Architect with the California Architects Board; or
- Certified Building Official (CBO) from the International Code Council (ICC).

Master Code Professional certification from the International Code Council (ICC) is highly desirable.

Education and/or Experience

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

Graduation with a Bachelor's degree in civil engineering, architecture or a closely related field; and four years of increasingly responsible professional experience in civil or structural engineering, structural design, or plan checking for residential, commercial, and industrial structures which included at least 2 years of supervisory experience.

State of California Environmental and local zoning code enforcement experience is desirable.

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 use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Building Regulations Manager.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ASSISTANT ENGINEER (COMMUNITY DEVELOPMENT)

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Assistant Engineer (Community Development) 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:

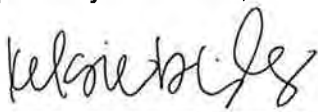
There is no current eligible list for the classification of Assistant Engineer (Community Development). There is one (1) vacancy due to a promotion.

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 2020 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Manager



Brianne Cohen
Civil Service Manager

Attachment: A) Assistant Engineer Class Specification



ENGINEER, ASSISTANT

Class Code:
3131

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Revision Date: Sep 1, 1998

SALARY RANGE

\$36.47 - \$45.48 Hourly
\$6,321.47 - \$7,883.20 Monthly
\$75,857.60 - \$94,598.40 Annually

DEFINITION:

Under direction, performs professional level engineering work in the development, construction and maintenance of the City's public works and traffic projects; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Assistant Engineer is the entry/journey class in the professional level engineering series. Incumbents are distinguished from the Associate Engineer in that the Assistant does not supervise staff and does not have responsibility for managing entire engineering projects and distinguished from technical engineering staff in the level and scope of responsibility exercised and expertise required. Assignments are generally limited in scope and are set within procedural frameworks established by higher level positions. As experience accrues, the incumbent performs with increasing independence. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is necessary. Work is reviewed upon completion for overall results.

Receives direction from assigned Associate Engineer or Division Manager and may provide functional supervision to lower-level employees, but this task is ancillary to the primary focus of the classification.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Designs and develops engineering plans, drawings and specifications, cost estimates, contract provisions, legal descriptions, and maps, ensuring compliance with subdivision policies and local and state codes, ordinances and regulations;
- Maintains accurate and up-to-date project files;
- Prepares general correspondence, reports, newsletters, etc. as required;
- Investigates public complaints and problems and takes appropriate action to resolve complaints and problems;
- Prepares and presents reports and agenda items to the City Council, and City Commissions;
- Coordinates projects with other City departments, agencies and utilities as required;
- Assigns, reviews and coordinates the work of subordinate technical engineering personnel; assists in training lower-level employees;
- Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City engineering projects;

In addition to the above, if assigned to Public Works, performs the following:

- Prepares reports and requests for proposals for design and construction of public works projects;
- Conducts studies and prepares plans for public works projects;
- May develop procedures for the use of engineering computer applications;
- May provide staff training and technical support in the use of engineering computer applications; acts as liaison to other departments for the electronic permitting system;

In addition to the above, if assigned to Traffic Engineering, performs the following:

- Conducts traffic studies and analysis of data related to traffic movement and safety.
- Performs traffic accident analysis related to engineering aspects.
- Prepares plans, estimates and specifications for traffic signal installation, street lighting facilities, intersection channelization, traffic signing and pavement markings, parking facilities and other traffic and transportation projects;
- Reviews plans for roadway construction and off-street development projects for impact on traffic flow and control;
- Prepares reports and requests for proposals for design and construction of traffic engineering projects.

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:

- Receives and responds to public inquiries regarding current or planned projects;
- Attends division and department meetings as required;
- Assists customers at the permit counter as needed;

- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from a college or university with a Bachelor's degree in civil engineering and one to two years of professional engineering office experience; or possession of a valid Engineer-in-Training certificate and four years of responsible engineering experience.

(Experience or training in CAD applications for computers is desired.)

License and/or Certificates

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

A valid certificate of registration issued by the California State Board of Registration for Civil and Professional Engineers is desirable.

Knowledge of

- Engineering computer applications currently in use by the City;
- Computer-aided design and drafting principles and techniques;
- Civil Engineering principles and practices as applied to the field of public works;
- Principles and practices of traffic engineering field and office work;
- Principles of design for physical facilities for controlling traffic movement;
- Mathematics as applied to engineering work, including algebra, geometry, trigonometry and calculus;
- Statistics as applied to traffic engineering data, including compilation, analysis and presentation;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to

- Perform professional design, drafting and mapping with skill, both manually and using GIS/CAD and other automation systems as appropriate;
- Prepare working plans and drawings for traffic signal channelization and striping, street lighting and other traffic installations;
- Compile, analyze and apply engineering data;
- Operate office and other equipment including a computer, scientific calculator, fax machine, blueprint machine, copier, computer tools and drafting instruments, etc;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Exercise tact and diplomacy relative to public inquiries and requests for information;
- Establish and maintain effective relationships with co-workers, other City employees, individuals from outside agencies and the public;
- Read and understand technical reports, maps, drawings, specifications, etc.

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

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Associate Engineer.

ESTABLISHED/REVISED DATE:

Revised Date: September 1998

Department Review Date: July 2022

Department Review Date: January 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR CODE ENFORCEMENT OFFICER

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Code Enforcement Officer 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:

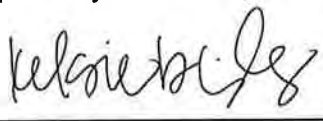
There is no current eligible list for the classification of Code Enforcement Officer.

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on February 7, 2023, the proposed Class Specification will appropriately reflect the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached Class Specification.

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

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

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Code Enforcement Officer Class Specification (Pending Approval of February 7, 2023 Council Item)

CODE ENFORCEMENT OFFICER

Definition

Under general supervision, performs a variety of office and field duties ensuring compliance with codes, rules, and regulations related to the compliance and enforcement of municipal codes, permits, and licenses; reviews building related permit applications to determine proper land usage; inspects properties and investigates complaints to enforce environmental ordinances and zoning codes; issues Notices of Violations, Administrative Citations, corrective notices, and other appropriate documentation; prepares and presents appeal cases to Hearing Officer; assists in preparing legal prosecutions for zoning and environmental code violations; and does related work as required.

Distinguishing Characteristics

Incumbents perform a full range of tasks and work within a framework of established procedures with only occasional instruction or assistance. Distinguished from Building Inspector in that an incumbent does not enforce City and State construction codes. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work involves frequent interpretation of policies, procedures, and guidelines, and may involve the development of recommendations consistent with directives, policies, and regulations.

Supervision Exercised/Received

Supervision is received from the Neighborhood Services Manager. Code Enforcement Officers may receive technical direction from Senior Code Enforcement Officers.

Examples of Essential Duties

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

- Responds to, investigates, and analyzes reported violations of the municipal code such as zoning regulations, noise standards, signage, property maintenance, and environmental ordinances.
- Investigates for violations on private properties and in public areas; schedules and performs all follow-up to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
- Reviews building and other permit applications to determine that zoning and environmental regulations are complied with.
- Determines that buildings and adjacent structures and land usage are in conformance with health, safety, zoning, and environmental regulations.
- Assists builders in correcting plans to comply with the City planning, environmental, and zoning laws and regulations.
- Inspects and monitors new and existing developments to enforce municipal codes and environmental regulations related to matters such as appropriate land use, inoperative vehicles, signs, property maintenance, community and aircraft noise, oil production and air quality.
- Prepares code enforcement case records and reports; maintains a variety of records, reports, logs, memoranda, and files related to field and office investigations and activities.
- Observes, notes and may photograph conditions; operates sound measuring equipment and obtains evidence in order to prepare case records and write reports.
- Prepares and issues notices of violation, administrative citations, corrective notices, orders to comply, stop work orders, or appropriate documentation for non-compliance and counseling of individuals

regarding abatement, nuisance, or other infractions; and discusses requirements and solutions for conformance with responsible parties.

- Recommends prosecution when appropriate and assists the City Attorney's Office in preparing cases involving zoning and environmental violations for prosecution.
- Testifies at hearings or at other legal proceedings when necessary.
- Researches and prepares correspondence, memoranda, and reports for special projects.
- Keeps current with applicable State and Local codes, ordinances, laws, and regulations.
- Serves as field services liaison to the community, establish and maintain an open communication between the City, community, resource organizations, and law enforcement activities in the City.
- Advises the public and personnel of other City departments on environmental, energy conservation and zoning matters.

Examples of Other duties

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

- Attends Commission meetings and other environmental associated meetings, as directed.
- Assists in the training of new and lower classification employees.
- May assist Senior Code Enforcement Officers with more complex cases.
- Performs related duties, as required.

Qualification Guidelines

Knowledge of

- Principles, practices, methods, and techniques of code violation investigation, enforcement, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.
- Methods and procedures used in code enforcement including citation issuance procedures, and principles used to prepare legal documents.
- Applicable State and Local codes, ordinances, laws, and regulations pertaining to building, zoning, planning, environmental, housing, nuisance abatement, health and safety, and related areas.
- Proper written and spoken English including spelling, grammar, and punctuation.
- Basic math to include practical application of fractions, percentages, proportions, and calculating square footage and angles.
- Occupational hazards and standard safety practices necessary in the area of code enforcement.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Public relations related to obtaining cooperation and compliance.
- Techniques for providing a high level of customer service by effectively dealing with the public, those contacted in the course of the work, public officials, outside agencies, and City staff.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

- Make field and office investigations and inspections to ascertain facts and ensure compliance with applicable codes, ordinances, and regulations.
- Research, interpret, explain, and apply applicable codes, ordinances, and regulations.
- Enforce pertinent codes ordinances, laws and regulations with impartiality and efficiency.
- Read and interpret plans, specifications, and drawings.
- Interact firmly yet diplomatically with the public in order to assure compliance with applicable codes, ordinances, and regulations.

- Prepare recommendations and reports; make presentations to commissions, committees, and City Council concerning codes, ordinances, and regulations.
- Operate equipment such as sound level measuring equipment, camera, and audio/visual equipment.
- Operate a vehicle safely and properly.
- Work independently.
- Establish and maintain effective working relationships with City employees, other City departments, those contacted in the course of the work, public officials, outside agencies, and the general public.
- Learn occupational hazards and standard safety practices necessary in the area of code enforcement.
- Follow verbal and written instructions and procedures.
- Provide effective customer service.
- Communicate effectively both orally and in writing.

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:

Graduation from high school or equivalent and two years of public contact work experience relating to the interpretation and enforcement of municipal rules and regulations, complaints procedures, zoning enforcement, code enforcement, or related field. *Experience in code enforcement in a governmental agency or closely related field of an investigative nature is preferred.*

License or Certificates

Must possess and maintain a California Class C driver's license.

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

- California Peace Officer Standards and Training (POST) PC 832 Arrest and Firearms Course.
- California Association of Code Enforcement Officers (CACEO) Basic Level module certificate.

Special Requirements

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

Must be able and willing to work rotating shifts, weekends, and evenings.

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment. Requires the ability to drive to various locations; work outdoors and possible exposure to variable weather conditions; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull up to 25 pounds; and work at heights above 10 feet when performing field inspections. Requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices.

Career Ladder Information

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Senior Code Enforcement Officer.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR HUMAN RESOURCES ANALYST

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:


There is no current eligible list for the classification of Human Resources Analyst. There is one (1) vacancy due to retirement.

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

The previous examinations in 2019 and 2016 were weighted as follows: Application Review (Qualifying), Written Test (Qualifying), Performance Test (50%), and Oral Interview (50%). For this examination process there will be a change to the exam components. The written test will not be administered since the level of expertise can be better assessed through the performance test.

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

Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Human Resources Analyst Class Specification



HUMAN RESOURCES ANALYST

Class Code:
1317

Bargaining Unit: Certain Full-Time
Salaried and Hourly Employees

CITY OF TORRANCE
Established Date: Feb 1, 1999

SALARY RANGE

\$34.92 - \$51.60 Hourly
\$6,052.80 - \$8,944.00 Monthly
\$72,633.60 - \$107,328.00 Annually

DEFINITION:

Under direction, performs professional level work in one or more personnel functions and human resources programs including classification and compensation, employee relations, benefits, training and professional development and recruitment and selection; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This classification encompasses the entry/journey level to the senior level. Assignments at the entry/journey level are generally limited in scope and are set within procedural frameworks established by higher level positions. Work requires the incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is necessary. Work is reviewed upon completion for overall results. As experience accrues, the incumbent performs with increasing independence.

Assignments at the senior level perform a full range of complex tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Work is reviewed upon completion for overall results. Work involves frequent interpretation of policies, procedures and guidelines, and may involve the development of recommendations consistent with directives, policies and regulations.

Receives direction from a Division Manager or Department Head and may provide functional

Attachment A

supervision to lower-level employees, but this task is ancillary to the primary focus of the classification.

EXAMPLES OF ESSENTIAL DUTIES:

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

When assigned to entry/journey level positions:

- Conducts job analysis for classification studies, prepares revised and new class specifications and makes recommendations regarding compensation; and prepares agenda items for review and approval by the Civil Service Commission and City Council;
- Conducts compensation and benefit surveys and gathers other related information; and responds to requests for compensation and benefit information from other agencies;
- Advises employees, staff, supervisors and managers on application and interpretation of personnel policies, practices, procedures, rules, benefits, programs, and memoranda of understanding;
- Performs research, prepares reports, and recommends action on a variety of personnel and employee relations matters;
- Assists in employee benefit activities and programs and makes recommendations regarding systems and procedures;
- Conducts new employee orientation program;
- Prepares and analyzes data for negotiations with employee organizations and may participate as a member of the City management negotiating team;
- Assists in conducting investigations and makes recommendations regarding discipline and grievance matters, and harassment and discrimination complaints;
- Participates in the development, implementation, and evaluation of personnel policies and programs;
- Assists in developing and coordinating training programs for City employees;
- Conducts job analysis for selection and recruitment activities; makes recommendations regarding examination components and weights; prepares written, oral and performance tests; and conducts item analysis;
- Prepares recruitment bulletins, and develops recruitment sources and other recruiting materials;
- Instructs raters in selection policies and procedures and may conduct interviews;
- Advises employees and applicants on testing qualifications and requirements and examination procedures;
- Responds to appeals and protests by candidates or employee groups including presentation of management's recommendations to the Civil Service Commission;
- Prepares responses to Unemployment Insurance claims and may represent the City at Unemployment Insurance hearings.

In addition to the duties listed above, incumbents at the senior level perform the following:

- Represents the Department at Civil Service Commission meetings, administrative hearings and presents management's recommendations;
- Prepares and analyzes data, makes recommendations regarding personnel matters and procedures for negotiations with employee organizations and participates as a member of the City management negotiating team;
- Coordinates activities related to employee benefit programs;
- Develops written, oral, and performance tests; and conducts content and empirical validation studies;
- Coordinates and develops comprehensive training programs for City employees;
- Prepares and administers professional contracts for services and approves payment for services and use of allocated funds;

- Conducts or coordinates investigations in discipline and grievance matters, and harassment and discrimination complaints;
- Develops, implements and evaluates personnel policies, procedures and programs;
- Makes recommendations regarding departmental systems and procedures, goals and objectives, and short and long range planning;
- May assign, review and coordinate the work of Human Resources staff; and train other staff members in a variety of areas;
- Participates as a member on interdepartmental teams and committees as required;
- Keeps abreast of current personnel principles and practices, laws and regulations, and literature.

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:

- Processes employee benefits at separation;
- Monitors performance evaluations;
- Assists in the preparation of the City newsletter;
- Participate on external committees, boards and task forces etc., as appropriate;
- Attends meetings, workshops and seminars as required or appropriate.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from a college or university with a Bachelor's degree in industrial/organizational psychology, public or business administration, political science, or a related field and two years of experience in one or more of the following personnel areas: classification and compensation, benefits, employee relations, recruitment and selection, training, and personnel policy and procedure development.

License and/or Certificates

None.

Knowledge of

- Principles and practices of personnel administration and employee relations including relevant legislation and case law;
- Principles and practices of public or business administration;
- Principles and practices of social science and human behavior strategies that can be used to improve organizational performance;
- Principles and practices of supervision and training;
- Employee benefit components and programs and the Public Employees Retirement System (PERS);
- Applicable local, State and Federal laws and regulations;
- Job analysis methods and techniques;
- Principles and practices of test development including written, performance and oral components of tests;
- Mathematics as applied to personnel work including calculation of percentages, averages, medians, and statistics used in testing;
- Research and report writing methods and techniques;
- Computer software applications related to data analysis and report preparation;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;

- Public relations and customer service techniques, including telephone etiquette;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to

- Collect, analyze and interpret data including classification and salary and benefit information;
- Develop and prepare clear, concise, and comprehensive studies, reports, and agenda items;
- Identify critical elements of occupations and translate those into test items;
- Perform mathematical computations including calculation of percentages, averages, medians, and apply and interpret statistics used in testing;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Research, evaluate and recommend policies and programs to comply with state laws and regulations;
- Communicate effectively orally and in writing including making effective oral presentations to City Commissions, the City Council and other groups;
- Establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations and the public;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Exercise judgment and tact in the application of rules, regulations, policies, and procedures in dealing with others in difficult or sensitive situations;
- Shift priorities as departmental workload demands require;
- Maintain confidentiality and exercise sound judgment.

SPECIAL REQUIREMENTS:

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communications ability.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Administrator or Civil Service Administrator.

ESTABLISHED/REVISED DATE:

Revised Date: February 1999

Department Review Date: January 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR LIBRARIAN

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Librarian 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:

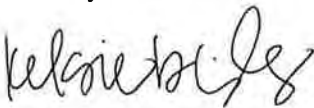
There is no current eligible list for the classification of Librarian. There are multiple vacancies due to promotions and separations.

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 2018 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

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

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Librarian Class Specification



LIBRARIAN

Class Code:
1623

Bargaining Unit: Torrance Library
Employees Association

CITY OF TORRANCE
Revision Date: Oct 1, 1998

SALARY RANGE

\$29.31 - \$38.40 Hourly
\$5,080.40 - \$6,656.00 Monthly
\$60,964.80 - \$79,872.00 Annually

DEFINITION:

Under direction, performs professional level library work in a branch library or a specialized library function within the main library and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Librarian is the journey level class in the professional librarian series. The Librarian is distinguished from the Senior Librarian in that the incumbent is not primarily responsible for the supervision of subordinate staff or primarily responsible for the entire operation of a branch library or a specialized library function. The Librarian is distinguished from the Library Assistant II in the level and scope of responsibility exercised and expertise required. Incumbents 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. Work involves frequent interpretation of policies, procedures and guidelines, and may involve development of recommendations consistent with directives, policies and regulations.

Receives direction from the Senior Librarian. May provide functional supervision to new or lower-level employees, but this task is ancillary to the primary focus of the classification.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Provides reference and reader's advisory service and instruction in the use of the library to patrons;
- Prepares bibliographies;
- Surveys library holdings and maintains certain subject areas of the materials collection and special collections; makes recommendations for purchase of materials, weeding and replacement as appropriate;
- Selects and orders audiovisual materials;
- Reviews and recommends books and other materials for collection;
- May perform original cataloging of library materials, including determination of subject entries, classification, form of author entry and suitable explanatory notes;
- May present storytelling, booktalks and other special public programs; may conduct class orientations, school visits or tours of the library;
- Prepares oral and written book reviews;
- Develops displays, exhibits, brochures and news releases promoting library materials and services;
- Participates in cooperative projects with outside organizations, schools, libraries, etc.;
- Reconciles cash received by Library department, processes paperwork and forwards to Finance Department;
- Prepares monthly reports and statistics on library use;
- Interacts with patrons in a courteous and professional manner and defuses potentially volatile or sensitive situations to ensure quality customer service.
- Registers patrons; handles reserves and performs other routine library work as necessary;
- May assume responsibility for a Branch library or section of the library in the absence of Senior Librarian;
- May assign, review and coordinate the work of subordinate personnel; assists in training lower-level personnel.

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 workshops and meetings as required;
- Keeps abreast of changing trends and technology in public library operations;
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

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

A Master of Library Science degree from an ALA accredited college or university, or a Bachelor's degree plus twenty-four units of graduate work in Library Science, or a Bachelor's degree plus three years of professional library experience. Assignments as a Cataloger or Youth Services Librarian must have either an academic concentration or experience in that respective field.

License and/or Certificate

None required.

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 light work involving stooping and bending, and carrying items weighing up to 10lbs; moving from one area of the office to another; sufficient hand/eye coordination to perform skilled repetitive movements, such as the use of calculators or other office equipment and supplies. May require the ability to climb ladders or step stools, push or pull book carts, lift and carry books or move boxes of materials of considerable weight from one location to another. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Knowledge of

- Principles and practices of public librarianship;
- Cataloging procedures and practices;
- Principles of classification;
- Bibliographies and reference materials;
- Non-print materials, audio-visual procedures and techniques;
- Tools and methods for evaluating and selecting books and other library materials for general audiences, and for youth, if applicable;
- Reading guidance techniques for a public library;
- Withdrawal and weeding of library materials;
- Inter-library systems;
- Library programs appropriate for all segments of the community;
- Automation techniques applicable to library operations;
- Modern office practices and equipment;
- City policies and procedures affecting library operations;
- Public relations and customer service techniques;
- Developments in childhood education and library involvement, if applicable;
- Methods of conducting storytelling, book talks and instruction in library use for youth, if applicable;
- Library services to and materials for children with special needs, if applicable.

Ability to

- Prepare extensive bibliographies;
- Use specialized reference and research materials to respond to research inquiries;
- Prepare and present public library programs for adults and/or youth;
- Prepare and present accurate and timely reports;
- Evaluate books and non-print materials for adults and youth;
- Catalog, classify and assign subject headings, if applicable;
- Establish and maintain effective working relationships with City employees, public officials, private and community organizations, and the public;
- Communicate effectively both orally and in writing;
- Establish rapport and work effectively with children of all ages and ability levels, if applicable;
- Utilize a computer and a variety of office machinery;
- Follow oral and written instructions;

- Learn and utilize new skills and information to improve job performance and efficiency.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Senior Librarian.

ESTABLISHED/REVISED DATE:

Revised Date: October 1998

Department Review Date: January 2023

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:

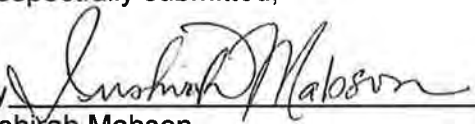
There is no current eligible list for the classification of Pest Control Technician. There is one (1) current vacancy in the Parks Services Division due to retirement.

The class specification has been reviewed by the Park Services Division and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of the 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.

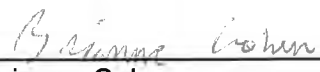
There is not a sufficient pool of internal candidates to qualify; therefore, an open recruitment is recommended.

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

6H



PEST CONTROL TECHNICIAN

Class Code:
5713

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Mar 1, 2009

SALARY RANGE

\$24.70 - \$28.56 Hourly
\$4,281.33 - \$4,950.40 Monthly
\$51,376.00 - \$59,404.80 Annually

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.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

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.

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

ATTACHMENT A

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.

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.

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 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.

License and/or Certificates

Possess and maintain a valid California class C driver's license; and possess and maintain a valid Qualified Applicator Certificate.

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.

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.

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.

ESTABLISHED/REVISED DATE:

Revised Date: March 2009

Dept. Review: January 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR RECREATION SUPERVISOR

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Recreation Supervisor 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 no current eligible list for the classification of Recreation Supervisor. There is one (1) vacancy due to a promotion.

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

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


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

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Recreation Supervisor Class Specification



RECREATION SUPERVISOR

Class Code:
9023

Bargaining Unit: Torrance Professional
Park & Recreation Employees
Organization

CITY OF TORRANCE
Revision Date: Dec 1, 2000

SALARY RANGE

\$27.09 - \$33.79 Hourly
\$4,695.60 - \$5,856.93 Monthly
\$56,347.20 - \$70,283.20 Annually

DEFINITION:

Under supervision (tasks and work assignment), plans, organizes and conducts recreation programs and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Senior Recreation Supervisor in that the incumbent is not accountable for the total operation of a section within a division including budget preparation and implementation; does not have direct accountability for the assessment of community program needs; does not supervise other full time personnel. Distinguished from seasonal recurrent in that the incumbent is not a paraprofessional part time employee.

EXAMPLES OF ESSENTIAL DUTIES:

- Conducts recreation programs and supervises part time employees involved in such programs;
- Engages in direct contact with program participants and the general public;
- Trains recurrent personnel and evaluates staff performance;
- Enforces safety standards;

- Schedules recreation activities at appropriate facilities; initiates program publicity;
- Makes recommendations to supervisors regarding community needs;
- Conducts studies and writes reports; makes budget recommendations and assists in budget implementation;
- Recommends the purchase of necessary equipment and supplies.

QUALIFICATION GUIDELINES:

Education and Experience

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

No specific minimum of experience.

License Required

A valid California Motor Vehicle Operators Class 3 License.

Knowledge of

- Theories and principles of supervised recreation activities;
- Methods and means of identifying recreation resources and neighborhood interests;
- Recreational and leisure time activities for all age groups;
- Training, counseling and selection methods;
- First aid.

Ability to

- Organize and conduct recreational activities for groups and individuals;
- Train and supervise part time employees and volunteers;
- Render first aid;
- Keep records;
- Establish and maintain effective working relationships with the public and with other City personnel.

ESTABLISHED / REVISED DATE:

Revised Date: December 2000

Department Review Date: July 2021

Department Review Date: January 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR ACCOUNTANT

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Accountant 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 no current eligible list for the classification of Senior Accountant. There is one (1) current vacancy due to resignation.

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 Minimum Qualifications Guidelines section of attached Class Specification.

The previous examination in 2018 was weighted as follows: Application Review (Qualifying), Performance Test (30%), and Oral Interview (70%). Staff conducted an analysis of the 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%).

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

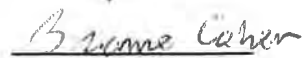
Respectfully submitted,


BY Inshirah Mabson

Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Senior Accountant Class Specification



ACCOUNTANT, SENIOR

Class Code:
1243

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Revision Date: Jan 1, 2001

SALARY RANGE

\$40.22 - \$51.32 Hourly
\$6,971.47 - \$8,895.47 Monthly
\$83,657.60 - \$106,745.60 Annually

DEFINITION:

Under direction, performs responsible auditing and accounting and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

A Senior Accountant is distinguished from an Accountant in that the incumbent is in charge of a major accounting or auditing function within the Finance Department and may supervise an Accountant. The Senior Accountant is distinguished from the Assistant Finance Director in that the incumbent is not responsible for a division of the Finance Department nor does the incumbent normally act as department head in the absence of the Finance Director.

Receives immediate supervision from higher level supervisory and/or management.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Verifies and appraises the reliability of accounting records and statistical data in various departments of the City using generally accepted auditing procedures;
- Reviews and/or audit postings, payroll, utility billing and license systems, leases and other revenues, debt service and other accounting activities for accuracy and conformance with generally Accepted Accounting Principles;
- Examines and recommends changes in various phases of the City's fiscal and statistical operations;
- Participates in the evaluation, selection and maintenance of the department's automated record-keeping systems;
- Interprets, audits, corrects, and authorizes changes to major automated accounting subsystems in his/her assigned area, oversees the design, development, installation and implementation of these systems under the direction of the Finance Officers, including identification of critical elements and recommendation to accept the system, prepares financial statements;
- Assists in preparation of City's annual budget;
- Provides departments with requested financial information and consults with them on the maintenance of City and departmental record coordinates, sets priorities, monitors and evaluates work of assigned personnel;
- Interacts with consultants, attorneys, business leaders, and bank officials regarding financial issues;
- Represents department on various committees including but not limited to those involving bonds, redevelopment, and license review;
- Ensures compliance with provisions of Federal, State, County, and City statutes relating to financial matters;
- Interprets accounting fiscal policies in accordance with Governmental Financial Reporting Standards and Practices;
- Administers contracts with vendors, including insurance requirements and compliance with contract specifications;
- Makes journal entries and maintains ledgers.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from an accredited college or university with a degree in Accounting or a related Field (such as Business Administration or Public Administration) which includes a minimum of 24 semester units in accounting courses required by accounting majors; **OR**

Possession of a Certified Public Accountant certificate for the State of California; **OR** Have passed the CPA qualifying test that is recognized by the American Institute of Certified Public Accountants, and;

Three years of recent and responsible accounting or auditing experience, preferably for a government agency or in the performance of financial audits of local government entities.

License and/or Certificate

None.

Knowledge of

- Governmental auditing, reporting and accounting principles and procedures;
- Federal and State laws and requirements placed on municipal accounting organizations;
- Automated accounting systems;
- Personal Computers and spreadsheets;

- Supervisory principles and practices; and employee relations.

Ability to

- Design, implement and maintain accounting systems;
- Perform present value analysis;
- Communicate clearly and concisely both orally and in writing;
- Prepare accounting, auditing and administrative reports designed to be informative to lay persons as well as those possessing an accounting background;
- Interpret Federal, State, and local statutes/provisions;
- Establish and maintain effective interpersonal relations with the public and other employees, consultants and representative from other agencies;
- Supervise the work of subordinate staff including, coordinating, assigning, scheduling, monitoring, and evaluating work; hiring and training, counseling and disciplining staff; and processing grievances.

SPECIAL REQUIREMENTS:

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to training and acquisition of additional skills may serve to meet the minimum requirements for promotion to Accounting Manager.

ESTABLISHED/REVISED DATE:

Revised Date: January 2001

Dept. Review: January 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR CODE ENFORCEMENT OFFICER

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Code Enforcement Officer 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:

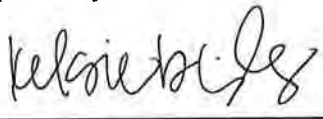
There is no current eligible list for the classification of Senior Code Enforcement Officer.

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on February 7, 2023, the proposed Class Specification will appropriately reflect the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached Class Specification.

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


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

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Senior Code Enforcement Officer Class Specification (Pending Approval of February 7, 2023 Council Item)

6K

SENIOR CODE ENFORCEMENT OFFICER

Definition

Under supervision, performs a variety of complex office and field duties ensuring compliance with codes, rules, and regulations related to the interpretation, compliance, and enforcement of municipal codes, permits, and licenses; issues Notices of Violations, Administrative Citations, corrective notices, and other appropriate documentation; prepares and presents appeal cases to Hearing Officer; performs administrative and/or training duties as assigned; and does related work as required.

Distinguishing Characteristics

Distinguished from the Code Enforcement Officer in that the incumbent performs the more complex and sensitive duties requiring greater independent judgment and decision-making; and is responsible for administrative and/or training tasks. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work involves frequent interpretation of policies, procedures, and guidelines, and may involve the development of recommendations consistent with directives, policies, and regulations.

Supervision Exercised/Received

Supervision is received from the Neighborhood Services Manager. Senior Code Enforcement Officers may provide technical direction to Code Enforcement Officers and lower-level classifications.

Examples of Essential Duties

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

- Conducts the more complex, sensitive, or lengthy environmental zoning, and land use studies related to enforcement, and which involve office and field research, coordination with other agencies, and analysis and interpretation of data.
- Responds to, investigates, and analyzes reported violations of the municipal code such as zoning regulations, noise standards, signage, substandard housing, property maintenance, business licenses, and environmental ordinances.
- Investigates for violations on private properties and in public areas; schedules and performs all follow-up to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
- Prepares and issues notices of violation, administrative citations, corrective notices, orders to comply, stop work orders, or appropriate documentation for non-compliance and counseling of individuals regarding abatement, nuisance, vandalism, or other infractions; and discusses requirements and solutions for conformance with responsible parties.
- Prepares comprehensive reports regarding enforcement on environmental issues, land use hazardous waste, airport noise, and other topics to be submitted to commissions and City Council, including preparation of charts and graphic materials, and makes related oral presentations.
- Participates in administrative hearings and appeals before commissions and City Council by preparing and defending departmental positions both orally and in writing.
- Reviews acoustical reports submitted by consultants for accuracy, completeness, and conformance to standards; conducts first level of adjudication on environmental cases.
- Recommends prosecution when appropriate and assists the City Attorney's Office in preparing cases, including coordinating with State and County agencies on oil spills and other hazardous waste matters.

- Reviews recommendations for prosecution submitted by Code Enforcement Officers for completeness and oversees the Officer testifying and gives input into the performance evaluation of Code Enforcement Officers; assists in the preparation of the Code Enforcement Unit budget.
- Responds to inquiries from the public over the telephone, in person, and in writing.
- Keeps current with applicable State and Local codes, ordinances, laws, and regulations.

Examples of Other Duties

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

- May serve as field services liaison to the community, establish and maintain an open communication between the City, community, resource organizations, and law enforcement activities in the City
- Attends Commission meetings and other environmental associated meetings, as directed.
- Assists in the training of new and lower classification employees.
- Performs related duties, as required.

Qualification Guidelines

Knowledge of

- Principles, practices, methods, and techniques of code violation investigation, enforcement, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.
- Methods and procedures used in code enforcement including citation issuance procedures, and principles used to prepare legal documents.
- Applicable State and Local codes, ordinances, laws, and regulations pertaining to building, zoning, planning, environmental, housing, nuisance abatement, vehicle codes, health and safety, and related areas.
- Principles, practices, methods, and techniques of code violation investigation, enforcement, administration, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.
- Proper written and spoken English including spelling, grammar, and punctuation.
- Basic math to include practical application of percentages, fractions, proportions, square footage, and angles;
- Occupational hazards and standard safety practices necessary in the area of code enforcement.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Public relations related to obtaining cooperation and compliance.
- Techniques for providing a high level of customer service by effectively dealing with the public, those contacted in the course of the work, public officials, outside agencies, and City staff.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

- Make field and office investigations and inspections to ascertain facts and ensure compliance with applicable codes, ordinances, and regulations.
- Research, interpret, explain, and apply applicable codes, ordinances, and regulations.
- Enforce pertinent codes ordinances, laws and regulations with impartiality and efficiency.
- Read and interpret plans, specifications, and drawings.
- Interact firmly yet diplomatically with the public in order to assure compliance with applicable codes, ordinances, and regulations.
- Prepare recommendations and reports; make presentations to commissions, committees, and City Council concerning codes, ordinances, and regulations.

- Operate equipment such as sound level measuring equipment, camera, and audio/visual equipment.
- Operate a vehicle safely and properly.
- Work independently.
- Establish and maintain effective working relationships with City employees, other City departments, those contacted in the course of the work, public officials, outside agencies, and the general public.
- Learn occupational hazards and standard safety practices necessary in the area of code enforcement.
- Train and instruct others in performing Code Enforcement duties and gives input into the performance evaluation process.
- Follow verbal and written instructions and procedures.
- Provide effective customer service.
- Communicate effectively both orally and in writing.

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:

Graduation from high school or equivalent and four years of public contact work experience relating to the interpretation and enforcement of municipal rules and regulations, including complaints procedures or two years of experience comparable to that of a Code Enforcement Officer.

License and/or Certificates

Must possess and maintain a Class C California Driver's License.

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

- California Peace Officer Standards and Training (POST) PC 832 Arrest and Firearms Course.
- California Association of Code Enforcement Officers (CACEO) Basic Level module certificate.

Special Requirements

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

Must be able and willing to work rotating shifts, weekends, and evenings.

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment. Requires the ability to drive to various locations; work outdoors and possible exposure to variable weather conditions; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull up to 25 pounds; and work at heights above 10 feet when performing field inspections. Requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices.

Career Ladder Information

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Neighborhood Services Manager.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR TREE TRIMMER

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Tree Trimmer examination on a promotional basis consisting of the following exam components and weights: Performance Exam (50%) and Oral Interview (50%). Staff is requesting approval for a three-month eligible list.

BACKGROUND/ANALYSIS:

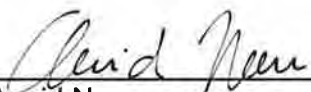
There is no current eligible list for the classification of Tree Trimmer. There are multiple vacancies within the Public Works Department due to promotions and separations.

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on February 7, 2023, the revised 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 the attached Class Specification.

The previous examination in December 2016 was weighted as follows: Performance Test (50%) and Oral Interview (50%). 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 
Anaïd Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Tree Trimmer Class Specification (Pending Approval of February 7, 2023 Council Item)

TREE TRIMMER

Definition

Under general supervision, trims, shapes, and cares for street trees; performs basic tree surgery; and performs related work as required.

Distinguishing Characteristics

This is a journey level classification involving basic work in tree care requiring tree care knowledge and regular tree care and trimming assignments.

Distinguished from the Maintenance Worker classification as incumbents in the latter classification perform a variety of duties to maintain the general appearance of the City and 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 by their assigned area.

Distinguished from the advanced-journey lead classification of Lead Maintenance Worker in that the incumbents in the latter classification 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.

Supervision Exercised/Received:

Receives general supervision from the Public Works Supervisor; may receive technical or functional supervision from the higher-level staff typically in a lead capacity.

Examples of Essential Duties

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

- Maintains and cares for the City's street trees to ensure public safety.
- Prepares work site for tree trimming activities; sets up and removes traffic and pedestrian safety devices including cones, flags, signs, barricades, and caution tape.
- Trims, removes, and maintains street trees from the ground, using aerial lifts, and through proper tree rigging procedures; plants and stakes street trees.
- Operates and maintains vehicles, equipment, and tools including aerial lifts, tractors, chipper units, and chipper trucks; operates various power and hand tools.
- Cleans work site, hauls away brush and debris, and chips tree clippings, as required.
- Responds to emergency calls for tree removal and trimming and takes appropriate action. Follows applicable safety rules and regulations.
- Performs other related duties, as assigned.

Qualification Guidelines

Knowledge of:

- Materials, equipment, and methods used in tree pruning, removal, planting, transplanting, cultivation, trimming, and general care of trees.
- Performance standards and safety practices to manage trees, shrubs, and other woody plants.
- Tree species, tree diseases, and pests.
- Basic mathematics.
- Effective customer service techniques.

Ability to:

- Safely operate a variety of tree trimming tools and related equipment including power saws and hand tools; trucks and heavy equipment including aerial lift trucks, chippers, and tractors.
- Tie knots and perform proper tree removal techniques and/or riggings.
- Apply proper pruning and tree removal techniques and procedures.
- Perform tasks requiring physical and manual dexterity.
- Perform basic mathematics.
- Follow oral and written instructions.
- Respond to public inquiries in a courteous and effective manner.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with City employees and the public.
- Provide effective customer service.

License or Certificate

Must possess and maintain a valid California Class B Commercial Driver's License (CDL).

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 high school or the equivalent and at least one year of paid work experience in tree care. At least one year performing tree maintenance duties including trimming and removing trees using an aerial lift truck and planting trees preferred.

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 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 arm's 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

The essential duties of this classification require the ability to perform work outdoors, in a variety of weather conditions involving slippery surfaces, high elevations, cramped positions, moving objects, vibrations, noise, odors, and may encounter high voltage wires. Work is performed daily 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, and frequently work in confined spaces.

May be required to respond to emergencies and/or work a varied schedule, which may include days, evenings, weekends, and holidays.

Reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to Lead Maintenance Worker.

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

Honorable Members:

**SUBJECT: APPOINT MEMBER OF EMPLOYEE RELATIONS COMMITTEE FOR
REMAINDER OF FISCAL YEAR 2022 – 2023.**

RECOMMENDATION:

Recommendation of Civil Service Staff that the Chair appoints a member of the Employee Relations Committee for the remainder of Fiscal Year 2022 – 2023.

BACKGROUND/ANALYSIS:

Section 14.8.6 of the Torrance Municipal Code (TMC) requires the Chair of the Civil Service Commission appoint members of the Employee Relations Committee. On July 11, 2022, Chair-elect Adelsman appointed Commissioners Hamada, Herring, and Lewis to the Employee Relations Committee. At its Special Meeting on August 31, 2022, the City Council appointed Bridgett Lewis to fill the Council seat vacated by former Councilman George Chen, when he was elected Mayor, creating a vacancy on the Civil Service Commission and the Employee Relations Committee.

Respectfully Submitted,

By Jennica Chaparro
Jennica Chaparro
Human Resources Analyst

CONCUR:

Brianne Cohen
Brianne Cohen
Civil Service Manager

TORRANCE MUNICIPAL CODE SECTION 14.8.6

14.8.6 EMPLOYEE RELATIONS COMMITTEE.

There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.

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

Honorable Members:

SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR CODE ENFORCEMENT OFFICER

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Code Enforcement Officer and forward it to the City Council for approval.

BACKGROUND

On June 14, 2022, City Council adopted Ordinance No. 3903 adjusting the available penalties for violation of the Torrance Municipal Code under Sections 11.2.1, 11.2.6, 92.35.6, and 92.43.040, and adding Article 8 entitled "Administrative Citations and Fines" to Chapter 2 of Division 1 of the Torrance Municipal Code. This allows for the adjudicating of a citation in-house, rather than through established courts, and includes the need to create a Code Enforcement Series. Addition of the proposed Code Enforcement Officer position will allow the ability to issue administrative citations for violation of City codes, agreements, and regulations. The proposed Class Specification for Code Enforcement Officer is submitted for your review and approval.

ANALYSIS

The Code Enforcement Officer performs a variety of office and field duties ensuring compliance with codes, rules, and regulations related to the compliance and enforcement of municipal codes, permits, and licenses; reviews building related permit applications to determine proper land usage; inspects properties and investigates complaints to enforce environmental ordinances and zoning codes; issues Notices of Violations, Administrative Citations, corrective notices, and other appropriate documentation; prepares and presents appeal cases to Hearing Officer; assists in preparing legal prosecutions for zoning and environmental code violations.

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

- Responds to, investigates, and analyzes reported violations of the municipal code such as zoning regulations, noise standards, signage, property maintenance, and environmental ordinances.
- Investigates for violations on private properties and in public areas; schedules and performs all follow-up to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
- Determines that buildings and adjacent structures and land usage are in conformance with health, safety, zoning, and environmental regulations.
- Assists builders in correcting plans to comply with the City planning, environmental, and zoning laws and regulations.
- Inspects and monitors new and existing developments to enforce municipal codes and environmental regulations related to matters such as appropriate land use, inoperative

vehicles, signs, property maintenance, community and aircraft noise, oil production and air quality.

- Prepares code enforcement case records and reports; maintains a variety of records, reports, logs, memoranda, and files related to field and office investigations and activities.
- Observes, notes and may photograph conditions; operates sound measuring equipment and obtains evidence in order to prepare case records and write reports.
- Prepares and issues notices of violation, administrative citations, corrective notices, orders to comply, stop work orders, or appropriate documentation for non-compliance and counseling of individuals regarding abatement, nuisance, or other infractions; and discusses requirements and solutions for conformance with responsible parties.
- Recommends prosecution when appropriate and assists the City Attorney's Office in preparing cases involving zoning and environmental violations for prosecution.

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

Knowledge of

- Principles, practices, methods, and techniques of code violation investigation, enforcement, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.
- Methods and procedures used in code enforcement including citation issuance procedures, and principles used to prepare legal documents.
- Applicable State and Local codes, ordinances, laws, and regulations pertaining to building, zoning, planning, environmental, housing, nuisance abatement, health and safety, and related areas.

Ability to

- Make field and office investigations and inspections to ascertain facts and ensure compliance with applicable codes, ordinances, and regulations.
- Research, interpret, explain, and apply applicable codes, ordinances, and regulations.
- Enforce pertinent codes ordinances, laws and regulations with impartiality and efficiency.
- Read and interpret plans, specifications, and drawings.
- Interact firmly yet diplomatically with the public in order to assure compliance with applicable codes, ordinances, and regulations.
- Prepare recommendations and reports; make presentations to commissions, committees, and City Council concerning codes, ordinances, and regulations.

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

Must possess and maintain a California Class C driver's license.

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

- California Peace Officer Standards and Training (POST) PC 832 Arrest and Firearms Course.
- California Association of Code Enforcement Officers (CACEO) Basic Level module certificate.

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:

Graduation from high school or equivalent and two years of public contact work experience relating to the interpretation and enforcement of municipal rules and regulations, complaints procedures, zoning enforcement, code enforcement, or related field. Experience in code enforcement in a governmental agency or closely related field of an investigative nature is preferred.

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 Code Enforcement Officer
 B) Fiscal Year 2022-23 Amended Community Development Department Functional Organization Chart

CODE ENFORCEMENT OFFICER

Definition

Under general supervision, performs a variety of office and field duties ensuring compliance with codes, rules, and regulations related to the compliance and enforcement of municipal codes, permits, and licenses; reviews building related permit applications to determine proper land usage; inspects properties and investigates complaints to enforce environmental ordinances and zoning codes; issues Notices of Violations, Administrative Citations, corrective notices, and other appropriate documentation; prepares and presents appeal cases to Hearing Officer; assists in preparing legal prosecutions for zoning and environmental code violations; and does related work as required.

Distinguishing Characteristics

Incumbents perform a full range of tasks and work within a framework of established procedures with only occasional instruction or assistance. Distinguished from Building Inspector in that an incumbent does not enforce City and State construction codes. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work involves frequent interpretation of policies, procedures, and guidelines, and may involve the development of recommendations consistent with directives, policies, and regulations.

Supervision Exercised/Received

Supervision is received from the Neighborhood Services Manager. Code Enforcement Officers may receive technical direction from Senior Code Enforcement Officers.

Examples of Essential Duties

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

- Responds to, investigates, and analyzes reported violations of the municipal code such as zoning regulations, noise standards, signage, property maintenance, and environmental ordinances.
- Investigates for violations on private properties and in public areas; schedules and performs all follow-up to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
- Reviews building and other permit applications to determine that zoning and environmental regulations are complied with.
- Determines that buildings and adjacent structures and land usage are in conformance with health, safety, zoning, and environmental regulations.
- Assists builders in correcting plans to comply with the City planning, environmental, and zoning laws and regulations.
- Inspects and monitors new and existing developments to enforce municipal codes and environmental regulations related to matters such as appropriate land use, inoperative vehicles, signs, property maintenance, community and aircraft noise, oil production and air quality.
- Prepares code enforcement case records and reports; maintains a variety of records, reports, logs, memoranda, and files related to field and office investigations and activities.
- Observes, notes and may photograph conditions; operates sound measuring equipment and obtains evidence in order to prepare case records and write reports.
- Prepares and issues notices of violation, administrative citations, corrective notices, orders to comply, stop work orders, or appropriate documentation for non-compliance and counseling of individuals

regarding abatement, nuisance, or other infractions; and discusses requirements and solutions for conformance with responsible parties.

- Recommends prosecution when appropriate and assists the City Attorney's Office in preparing cases involving zoning and environmental violations for prosecution.
- Testifies at hearings or at other legal proceedings when necessary.
- Researches and prepares correspondence, memoranda, and reports for special projects.
- Keeps current with applicable State and Local codes, ordinances, laws, and regulations.
- Serves as field services liaison to the community, establish and maintain an open communication between the City, community, resource organizations, and law enforcement activities in the City.
- Advises the public and personnel of other City departments on environmental, energy conservation and zoning matters.

Examples of Other duties

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

- Attends Commission meetings and other environmental associated meetings, as directed.
- Assists in the training of new and lower classification employees.
- May assist Senior Code Enforcement Officers with more complex cases.
- Performs related duties, as required.

Qualification Guidelines

Knowledge of

- Principles, practices, methods, and techniques of code violation investigation, enforcement, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.
- Methods and procedures used in code enforcement including citation issuance procedures, and principles used to prepare legal documents.
- Applicable State and Local codes, ordinances, laws, and regulations pertaining to building, zoning, planning, environmental, housing, nuisance abatement, health and safety, and related areas.
- Proper written and spoken English including spelling, grammar, and punctuation.
- Basic math to include practical application of fractions, percentages, proportions, and calculating square footage and angles.
- Occupational hazards and standard safety practices necessary in the area of code enforcement.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Public relations related to obtaining cooperation and compliance.
- Techniques for providing a high level of customer service by effectively dealing with the public, those contacted in the course of the work, public officials, outside agencies, and City staff.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

- Make field and office investigations and inspections to ascertain facts and ensure compliance with applicable codes, ordinances, and regulations.
- Research, interpret, explain, and apply applicable codes, ordinances, and regulations.
- Enforce pertinent codes ordinances, laws and regulations with impartiality and efficiency.
- Read and interpret plans, specifications, and drawings.
- Interact firmly yet diplomatically with the public in order to assure compliance with applicable codes, ordinances, and regulations.

- Prepare recommendations and reports; make presentations to commissions, committees, and City Council concerning codes, ordinances, and regulations.
- Operate equipment such as sound level measuring equipment, camera, and audio/visual equipment.
- Operate a vehicle safely and properly.
- Work independently.
- Establish and maintain effective working relationships with City employees, other City departments, those contacted in the course of the work, public officials, outside agencies, and the general public.
- Learn occupational hazards and standard safety practices necessary in the area of code enforcement.
- Follow verbal and written instructions and procedures.
- Provide effective customer service.
- Communicate effectively both orally and in writing.

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:

Graduation from high school or equivalent and two years of public contact work experience relating to the interpretation and enforcement of municipal rules and regulations, complaints procedures, zoning enforcement, code enforcement, or related field. *Experience in code enforcement in a governmental agency or closely related field of an investigative nature is preferred.*

License or Certificates

Must possess and maintain a California Class C driver's license.

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

- California Peace Officer Standards and Training (POST) PC 832 Arrest and Firearms Course.
- California Association of Code Enforcement Officers (CACEO) Basic Level module certificate.

Special Requirements

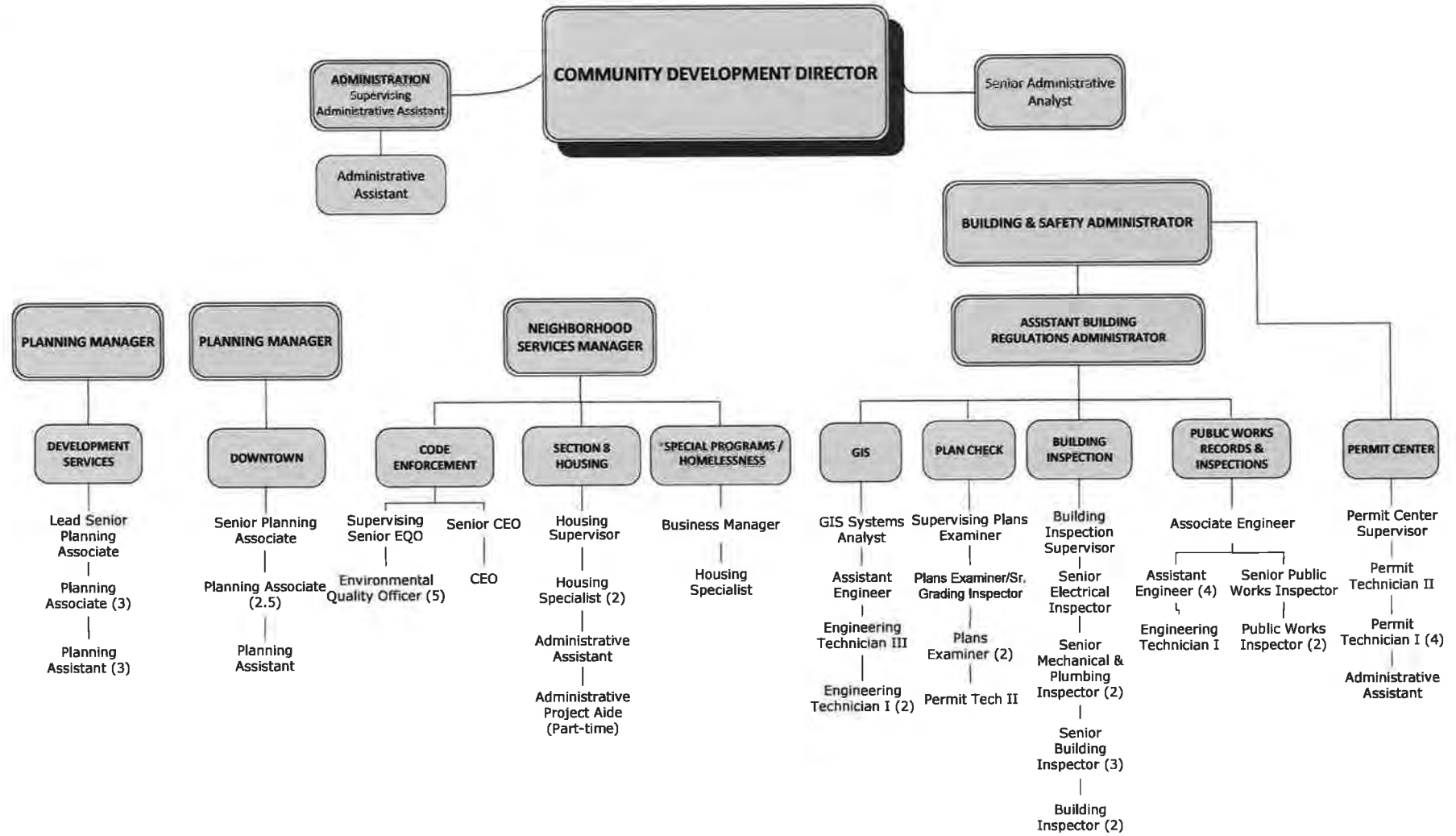
Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Must be able and willing to work rotating shifts, weekends, and evenings.

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment. Requires the ability to drive to various locations; work outdoors and possible exposure to variable weather conditions; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull up to 25 pounds; and work at heights above 10 feet when performing field inspections. Requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices.

Career Ladder Information

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Senior Code Enforcement Officer.



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

Honorable Members:

SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR SENIOR CODE ENFORCEMENT OFFICER

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Senior Code Enforcement Officer and forward it to the City Council for approval.

BACKGROUND

On June 14, 2022, City Council adopted Ordinance No. 3903 adjusting the available penalties for violation of the Torrance Municipal Code under Sections 11.2.1, 11.2.6, 92.35.6, and 92.43.040, and adding Article 8 entitled "Administrative Citations and Fines" to Chapter 2 of Division 1 of the Torrance Municipal Code. This allows for the adjudicating of a citation in-house, rather than through established courts, and includes the need to create a Code Enforcement Series. Addition of the proposed Senior Code Enforcement Officer position will allow the ability to issue administrative citations for violation of City codes, agreements, and regulations. The proposed Class Specification for Senior Code Enforcement Officer is submitted for your review and approval.

ANALYSIS

The Senior Code Enforcement Officer performs a variety of complex office and field duties ensuring compliance with codes, rules, and regulations related to the interpretation, compliance, and enforcement of municipal codes, permits, and licenses; issues Notices of Violations, Administrative Citations, corrective notices, and other appropriate documentation.

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

- Conducts the more complex, sensitive, or lengthy environmental zoning, and land use studies related to enforcement, and which involve office and field research, coordination with other agencies, and analysis and interpretation of data.
- Responds to, investigates, and analyzes reported violations of the municipal code such as zoning regulations, noise standards, signage, substandard housing, property maintenance, business licenses, and environmental ordinances.
- Investigates for violations on private properties and in public areas; schedules and performs all follow-up to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
- Prepares and issues notices of violation, administrative citations, corrective notices, orders to comply, stop work orders, or appropriate documentation for non-compliance and counseling of individuals regarding abatement, nuisance, vandalism, or other infractions; and discusses requirements and solutions for conformance with responsible parties.

- Prepares comprehensive reports regarding enforcement on environmental issues, land use hazardous waste, airport noise, and other topics to be submitted to commissions and City Council, including preparation of charts and graphic materials, and makes related oral presentations.

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

Knowledge of

- Principles, practices, methods, and techniques of code violation investigation, enforcement, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.
- Methods and procedures used in code enforcement including citation issuance procedures, and principles used to prepare legal documents.
- Applicable State and Local codes, ordinances, laws, and regulations pertaining to building, zoning, planning, environmental, housing, nuisance abatement, vehicle codes, health and safety, and related areas.
- Principles, practices, methods, and techniques of code violation investigation, enforcement, administration, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.

Ability to

- Make field and office investigations and inspections to ascertain facts and ensure compliance with applicable codes, ordinances, and regulations.
- Research, interpret, explain, and apply applicable codes, ordinances, and regulations.
- Enforce pertinent codes ordinances, laws and regulations with impartiality and efficiency.
- Read and interpret plans, specifications, and drawings.
- Interact firmly yet diplomatically with the public in order to assure compliance with applicable codes, ordinances, and regulations.
- Prepare recommendations and reports; make presentations to commissions, committees, and City Council concerning codes, ordinances, and regulations.

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

Must possess and maintain a California Class C driver's license.

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

- California Peace Officer Standards and Training (POST) PC 832 Arrest and Firearms Course.
- California Association of Code Enforcement Officers (CACEO) Basic Level module certificate.

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:

Graduation from high school or equivalent and four years of public contact work experience relating to the interpretation and enforcement of municipal rules and regulations, including complaints procedures or two years of experience comparable to that of a Code Enforcement Officer.

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 Senior Code Enforcement Officer
 B) Fiscal Year 2022-23 Amended Community Development Department Functional Organization Chart

SENIOR CODE ENFORCEMENT OFFICER

Definition

Under supervision, performs a variety of complex office and field duties ensuring compliance with codes, rules, and regulations related to the interpretation, compliance, and enforcement of municipal codes, permits, and licenses; issues Notices of Violations, Administrative Citations, corrective notices, and other appropriate documentation; prepares and presents appeal cases to Hearing Officer; performs administrative and/or training duties as assigned; and does related work as required.

Distinguishing Characteristics

Distinguished from the Code Enforcement Officer in that the incumbent performs the more complex and sensitive duties requiring greater independent judgment and decision-making; and is responsible for administrative and/or training tasks. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work involves frequent interpretation of policies, procedures, and guidelines, and may involve the development of recommendations consistent with directives, policies, and regulations.

Supervision Exercised/Received

Supervision is received from the Neighborhood Services Manager. Senior Code Enforcement Officers may provide technical direction to Code Enforcement Officers and lower-level classifications.

Examples of Essential Duties

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

- Conducts the more complex, sensitive, or lengthy environmental zoning, and land use studies related to enforcement, and which involve office and field research, coordination with other agencies, and analysis and interpretation of data.
- Responds to, investigates, and analyzes reported violations of the municipal code such as zoning regulations, noise standards, signage, substandard housing, property maintenance, business licenses, and environmental ordinances.
- Investigates for violations on private properties and in public areas; schedules and performs all follow-up to gain compliance including letters, inspections, calls, meetings, and discussions to ensure compliance with appropriate codes and ordinances.
- Prepares and issues notices of violation, administrative citations, corrective notices, orders to comply, stop work orders, or appropriate documentation for non-compliance and counseling of individuals regarding abatement, nuisance, vandalism, or other infractions; and discusses requirements and solutions for conformance with responsible parties.
- Prepares comprehensive reports regarding enforcement on environmental issues, land use hazardous waste, airport noise, and other topics to be submitted to commissions and City Council, including preparation of charts and graphic materials, and makes related oral presentations.
- Participates in administrative hearings and appeals before commissions and City Council by preparing and defending departmental positions both orally and in writing.
- Reviews acoustical reports submitted by consultants for accuracy, completeness, and conformance to standards; conducts first level of adjudication on environmental cases.
- Recommends prosecution when appropriate and assists the City Attorney's Office in preparing cases, including coordinating with State and County agencies on oil spills and other hazardous waste matters.

- Reviews recommendations for prosecution submitted by Code Enforcement Officers for completeness and oversees the Officer testifying and gives input into the performance evaluation of Code Enforcement Officers; assists in the preparation of the Code Enforcement Unit budget.
- Responds to inquiries from the public over the telephone, in person, and in writing.
- Keeps current with applicable State and Local codes, ordinances, laws, and regulations.

Examples of Other Duties

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

- May serve as field services liaison to the community, establish and maintain an open communication between the City, community, resource organizations, and law enforcement activities in the City
- Attends Commission meetings and other environmental associated meetings, as directed.
- Assists in the training of new and lower classification employees.
- Performs related duties, as required.

Qualification Guidelines

Knowledge of

- Principles, practices, methods, and techniques of code violation investigation, enforcement, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.
- Methods and procedures used in code enforcement including citation issuance procedures, and principles used to prepare legal documents.
- Applicable State and Local codes, ordinances, laws, and regulations pertaining to building, zoning, planning, environmental, housing, nuisance abatement, vehicle codes, health and safety, and related areas.
- Principles, practices, methods, and techniques of code violation investigation, enforcement, administration, and documentation, including but not limited to, researching, interviewing, fact finding, and report writing.
- Proper written and spoken English including spelling, grammar, and punctuation.
- Basic math to include practical application of percentages, fractions, proportions, square footage, and angles;
- Occupational hazards and standard safety practices necessary in the area of code enforcement.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Public relations related to obtaining cooperation and compliance.
- Techniques for providing a high level of customer service by effectively dealing with the public, those contacted in the course of the work, public officials, outside agencies, and City staff.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

- Make field and office investigations and inspections to ascertain facts and ensure compliance with applicable codes, ordinances, and regulations.
- Research, interpret, explain, and apply applicable codes, ordinances, and regulations.
- Enforce pertinent codes ordinances, laws and regulations with impartiality and efficiency.
- Read and interpret plans, specifications, and drawings.
- Interact firmly yet diplomatically with the public in order to assure compliance with applicable codes, ordinances, and regulations.
- Prepare recommendations and reports; make presentations to commissions, committees, and City Council concerning codes, ordinances, and regulations.

- Operate equipment such as sound level measuring equipment, camera, and audio/visual equipment.
- Operate a vehicle safely and properly.
- Work independently.
- Establish and maintain effective working relationships with City employees, other City departments, those contacted in the course of the work, public officials, outside agencies, and the general public.
- Learn occupational hazards and standard safety practices necessary in the area of code enforcement.
- Train and instruct others in performing Code Enforcement duties and gives input into the performance evaluation process.
- Follow verbal and written instructions and procedures.
- Provide effective customer service.
- Communicate effectively both orally and in writing.

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:

Graduation from high school or equivalent and four years of public contact work experience relating to the interpretation and enforcement of municipal rules and regulations, including complaints procedures or two years of experience comparable to that of a Code Enforcement Officer.

License and/or Certificates

Must possess and maintain a Class C California Driver's License.

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

- California Peace Officer Standards and Training (POST) PC 832 Arrest and Firearms Course.
- California Association of Code Enforcement Officers (CACEO) Basic Level module certificate.

Special Requirements

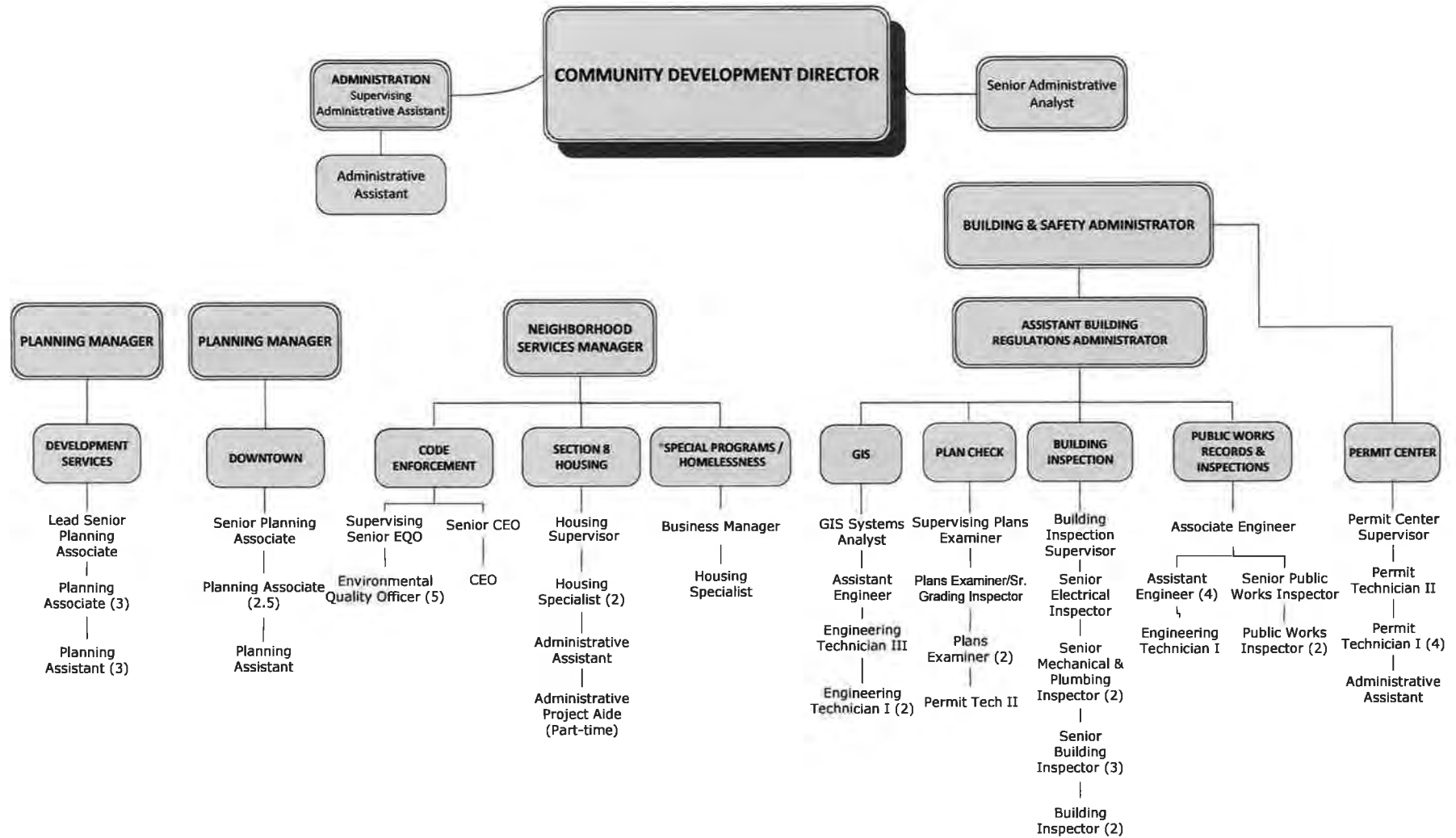
Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Must be able and willing to work rotating shifts, weekends, and evenings.

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment. Requires the ability to drive to various locations; work outdoors and possible exposure to variable weather conditions; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull up to 25 pounds; and work at heights above 10 feet when performing field inspections. Requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices.

Career Ladder Information

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Neighborhood Services Manager.



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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR ASSISTANT BUILDING REGULATIONS MANAGER

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Assistant Building Regulations Manager and forward it to the City Council for approval.

BACKGROUND

The class specification for Assistant Building Regulations Manager was created in 2018. The Community Development Director requested that staff review the License and/or Certificate section of the class specification for Assistant Building Regulations Manager. Staff determined that a minor change to the class specification is required to reflect the needs of the position.

ANALYSIS

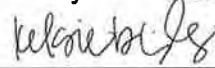
The current class specification states that the Assistant Building Regulations Manager must possess and maintain registration as one of the following:

- Professional Civil, Structural, Mechanical or Electrical Engineer from the California Board for Professional Engineers and Land Surveyors;
- Professional Architect with the California Architects Board; or
- Certified Building Official (CBO) from the International Code Council (ICC).

The **License and/or Certificate** section was revised to add the requirement that incumbents must obtain one of the listed registrations within one year of appointment.

It is recommended that the class specification be revised allowing candidates to submit proof of successful registration of one of the listed registrations within one year of appointment. Staff reviewed the certificate requirement and determined that it is feasible to obtain any of the listed registrations within 12 months. There are a limited number of qualified candidates that meet the license and/or certificate requirements, and revision to the requirement would allow a greater number of qualified candidates to meet the minimum qualifications at the time of application.

Respectfully submitted,


By 

Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager

NOTED:


Brianne Cohen
Civil Service Manager

Attachment A) Revised Class Specification Assistant Building Regulations Manager
 B) Existing Class Specification Assistant Building Regulations Manager

7D

ASSISTANT BUILDING REGULATIONS MANAGER

Definition

Under general direction, assists the Building Regulations Manager in the administration and enforcement of state laws and City ordinances governing the construction and use of structures, buildings, and mechanical, electrical and plumbing systems on residential, commercial and industrial structures property throughout the City; is responsible for planning, managing and directing the work of Plan Check, Building Inspection, Public Works Development, Public Works Plan Check/Inspection and performs related work as required.

Distinguishing Characteristic

The Assistant Building Regulations Manager is distinguished from the Building Regulations Manager in that the incumbent has responsibility for oversight of the day-to-day operation of the permit, plan check and day to day Public Works functions in the Division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. 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 direction from the Building Regulations Manager; exercises direct supervision over supervisory, professional and technical personnel.

Examples of Essential Duties

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

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Coordinates proposed projects through development review and participates in related meetings to resolve issues or concerns.
- Researches code requirement, new materials, methods of construction that apply to development and Public Works construction.
- Assist in the drafting of code revisions.
- Resolves field and office problems regarding the application or interpretation of codes, regulations and construction practices enforced by the division.
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on related items.
- Prepares and presents oral and written reports on construction, inspection, plan review related Public Improvements and departmental capital projects; develops division procedures and ensures compliance; assists in budgeting and fee review.
- Projects trends in work load activity and assigns work in the most effective and efficient manner to maximize productivity.
- Ensures City building criteria are met; develops and maintains standards for construction methods and materials; oversees the inspection of all public/private buildings and Public Improvements for compliance with Federal, State and Local codes.
- Responds to and resolves difficult and sensitive public inquiries and complaints; provides information on construction regulations, construction techniques and materials.
- Represents the department at various public meetings; meets with a variety of federal, state and private organizations to discuss/negotiate projects.

- Respond to questions and inquiries from the general public other agencies, developers, contractors, engineering professionals, and City staff regarding Public Works and development projects.
- Monitor design criteria and communicate City ordinances, standards, and policies by overseeing and services for consultants, developers, other City departments, utilities, and other outside agencies,

Examples of Other Duties

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

- Participates on interdepartmental and intradepartmental teams, committees and boards as required;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
- Monitors the department customer service request system to ensure effective and efficient public relations,
- Performs other duties as assigned, Qualification Guidelines

Qualifications Guidelines:

Knowledge of:

- Management and supervisory principles and practices;
- Operational characteristics, services and activities of building inspection, permitting, and plan checking program;
- Engineering principles and practices as applied to building construction and Public Improvements, design of public and private structures, water distribution, sewer and drainage systems.
- Federal, State and local laws, codes, environmental and zoning regulations and related ordinances;
- Safety standards and methods of building and Public Works construction;
- Principles and practices of municipal budget preparation and administration;
- Engineering mechanics including stress and strength of building materials;
- Various computer applications utilized in the division including but not limited to word processing, spread sheet and project management programs.
- High quality customer service methodology and principles;
- Safety standards and methods of building construction;
- Safety regulations as required by OSHA and other regulatory agencies.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to:

- Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Review proposed state and federal legislation related to building standards and inspection, Public Works construction and recommend the City's position;
- Interpret and apply federal, state and local policies, laws and regulations;
- Read, understand and interpret technical reports, contracts, plans, and specifications to determine compliance with appropriate codes;
- Manage multiple tasks and projects simultaneously and shift priorities as workload demands require;
- Analyze complex technical and administrative construction and development problems, evaluate solutions and adopt course(s) of action;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;

- Manage project workload and communication across division and/or department lines;
 - Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
 - Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work;
 - Effectively prepare and present clear, concise, accurate and comprehensive studies, reports, recommendations, and agenda items;
 - Work satisfactorily with a team-oriented management style;
 - Exercise good judgment and confidentiality in maintaining information and records.
-

License and/or Certificate

Must possess a valid Class C California Motor Vehicle Operator's License.

Incumbents must obtain one of the following registrations within one year of appointment: ~~Must possess and maintain registration as one of the following:~~

- Professional Civil, Structural, Mechanical or Electrical Engineer from the California Board for Professional Engineers and Land Surveyors;
- Professional Architect with the California Architects Board; or
- Certified Building Official (CBO) from the International Code Council (ICC).

Master Code Professional certification from the International Code Council (ICC) is highly desirable.

Education and/or Experience

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

Graduation with a Bachelor's degree in civil engineering, architecture or a closely related field; and four years of increasingly responsible professional experience in civil or structural engineering, structural design, or plan checking for residential, commercial, and industrial structures which included at least 2 years of supervisory experience.

State of California Environmental and local zoning code enforcement experience is desirable.

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 use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Building Regulations Manager.

ASSISTANT BUILDING REGULATIONS MANAGER

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- Respond to questions and inquiries from the general public other agencies, developers, contractors, engineering professionals, and City staff regarding Public Works and development projects.
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Examples of Other Duties

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- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
- Monitors the department customer service request system to ensure effective and efficient public relations,
- Performs other duties as assigned, Qualification Guidelines

Qualifications Guidelines:**Knowledge of:**

- Management and supervisory principles and practices;
- Operational characteristics, services and activities of building inspection, permitting, and plan checking program;
- Engineering principles and practices as applied to building construction and Public Improvements, design of public and private structures, water distribution, sewer and drainage systems.
- Federal, State and local laws, codes, environmental and zoning regulations and related ordinances;
- Safety standards and methods of building and Public Works construction;
- Principles and practices of municipal budget preparation and administration;
- Engineering mechanics including stress and strength of building materials;
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- High quality customer service methodology and principles;
- Safety standards and methods of building construction;
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- General City operations.

Ability to:

- Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
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 - Effectively prepare and present clear, concise, accurate and comprehensive studies, reports, recommendations, and agenda items;
 - Work satisfactorily with a team-oriented management style;
 - Exercise good judgment and confidentiality in maintaining information and records.
-

License and/or Certificate

Must possess a valid Class C California Motor Vehicle Operator's License.

Must possess and maintain registration as one of the following:

Professional Civil, Structural, Mechanical or Electrical Engineer from the California Board for Professional Engineers and Land Surveyors;

Professional Architect with the California Architects Board

Certified Building Official (CBO) from the International Code Council (ICC)

Master Code Professional certification from the International Code Council(ICC) is highly desirable.

Education and/or Experience

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

Graduation with a Bachelor's degree in civil engineering, architecture or a closely related field; and four years of increasingly responsible professional experience in civil or structural engineering, structural design, or plan checking for residential, commercial, and industrial structures which included at least 2 years of supervisory experience.

State of California Environmental and local zoning code enforcement experience is desirable.

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 use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Building Regulations Manager.

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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR TREE TRIMMER

RECOMMENDATION:

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

BACKGROUND:

The classification of Tree Trimmer was established in June 1973 and requires revisions due to the evolving job duties and to meet industry standards. Under general supervision, the Tree Trimmer classification trims, shapes, cares for park and street trees, and performs basic tree surgery.

ANALYSIS:

The Tree Trimmer classification is a journey level position responsible for conducting basic work in tree care and requires specialized knowledge and experience to complete regular tree care and trimming assignments.

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

- Maintains and cares for the City's street trees to ensure public safety.
- Prepares work site for tree trimming activities; sets up and removes traffic and pedestrian safety devices including cones, flags, signs, barricades, and caution tape.
- Trims, removes, and maintains street trees from the ground, using aerial lifts, and through proper tree rigging procedures; plants and stakes street trees.
- Operates and maintains vehicles, equipment, and tools including aerial lifts, tractors, chipper units, and chipper trucks; operates various power and hand tools.
- Cleans work site, hauls away brush and debris, and chips tree clippings, as required.
- Responds to emergency calls for tree removal and trimming and takes appropriate action. Follows applicable safety rules and regulations.
- Performs other related duties, as assigned.

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

Knowledge of:

- Materials, equipment, and methods used in tree pruning, removal, planting, transplanting, cultivation, trimming, and general care of trees.
- Performance standards and safety practices to manage trees, shrubs, and other woody plants.
- Tree species, tree diseases, and pests.
- Basic mathematics.
- Effective customer service techniques.

Ability to:

- Safely operate a variety of tree trimming tools and related equipment including power saws and hand tools; trucks and heavy equipment including aerial lift trucks, chippers, and tractors.
- Tie knots and perform proper tree removal techniques and/or riggings.
- Apply proper pruning and tree removal techniques and procedures.
- Perform tasks requiring physical and manual dexterity.
- Perform basic mathematics.

- Follow oral and written instructions.
- Respond to public inquiries in a courteous and effective manner.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with City employees and the public.
- Provide effective customer service.

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

- Must possess and maintain a valid California Class B Commercial Driver's License (CDL).

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

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 high school or the equivalent and at least one year of paid work experience in tree care. At least one year performing tree maintenance duties including trimming and removing trees using an aerial lift truck and planting trees preferred.

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

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

Respectfully submitted,

By 
 Anaïd Navarro
 Principal Human Resources Analyst

CONCUR:


 Hedieh Khajavi
 Human Resources Manager


 Brianne Cohen
 Civil Service Manager

Attachment: A) Revised Class Specification for Tree Trimmer
 B) Current Class Specification for Tree Trimmer

TREE TRIMMER

Definition ~~DEFINITION~~

Under general supervision, trims, shapes, and cares *for park and*-street trees; performs basic tree surgery; and performs ~~does~~-related work as required.

Distinguishing Characteristics ~~DISTINGUISHING CHARACTERISTICS~~

This is a journey level classification involving basic work in tree care requiring ~~distinguished-~~
~~from Park Caretaker~~ by tree care knowledge and regular tree care and trimming assignments. to
climb and cut. ~~Distinguished from Senior Tree trimmer in not having responsibility for crew-~~
~~performance, safety, production and/or training.~~

Distinguished from the Maintenance Worker classification as incumbents in the latter
classification perform a variety of duties to maintain the general appearance of the City and
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 by their assigned area.

Distinguished from the advanced-journey lead classification of Lead Maintenance Worker in
that the incumbents in the latter classification 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.

Supervision Exercised/Received:

Receives general supervision from the Public Works Supervisor; may receive technical or
functional supervision from the higher-level staff typically in a lead capacity.

Examples of Essential Duties

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

EXAMPLES OF DUTIES

- Maintains and cares for the City's street trees to ensure public safety.
- Prepares work site for tree trimming activities; sets up and removes traffic and pedestrian safety devices including cones, flags, signs, barricades, and caution tape.
- Trims, removes, and maintains street trees from the ground, using aerial lifts, and through proper tree rigging procedures; plants and stakes street trees.
- Operates and maintains vehicles, equipment, and tools including aerial lifts, tractors, chipper units, and chipper trucks; operates various power and hand tools.
- Cleans work site, hauls away brush and debris, and chips tree clippings, as required.
- Responds to emergency calls for tree removal and trimming and takes appropriate action. Follows applicable safety rules and regulations.
- Performs other related duties, as assigned.

- ~~• Trims and shapes trees in the City parks, streets and parkways;~~
- ~~• performs basic tree surgery;~~
- ~~• uses axes, power or hand saws and other basic trimming tools;~~
- ~~• fells and removes trees;~~
- ~~• cultivates, sprays, fertilizes, plants and transplants trees;~~
- ~~• prepares trees for moving; treats tree surfaces;~~
- ~~• cables, ties, stakes and braces trees;~~
- ~~• maintains equipment used in the work;~~
- ~~• does general tree maintenance work as required.~~

MINIMUM QUALIFICATIONS

Qualification Guidelines

Knowledge of:

- Materials, equipment, and general methods used in the tree pruning, removal, planting, transplanting, cultivation, trimming, and general care of trees.
- Performance standards and safety practices to manage trees, shrubs, and other woody plants.
- Tree species, tree diseases, and pests.
- Basic mathematics.
- Effective customer service techniques.

~~Materials, equipment, and general methods used in the planting, transplanting, cultivation, trimming and care of trees.~~

Ability to:

- Safely operate a variety of tree trimming tools and related equipment including power saws and hand tools; trucks and heavy equipment including aerial lift trucks, chippers, and tractors.
- Tie knots and perform proper tree removal techniques and/or riggings.
- Apply proper pruning and tree removal techniques and procedures.
- Perform tasks requiring physical and manual dexterity.
- Perform basic mathematics.
- Follow oral and written instructions.
- Respond to public inquiries in a courteous and effective manner.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with City employees and the public.
- Provide effective customer service.

~~Read and respond in writing to directions relating to spraying, fertilizing, planting, removing or trimming trees and care for mechanical equipment;~~

~~Read, understand and act upon written materials at the high school entrance level.~~

License or Certificate LICENSE REQUIRED

Must possess and maintain a valid California Class B Commercial Driver's License (CDL).
~~Motor Vehicle Operator's License of the appropriate class or grade.~~

Education and Experience 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 high school or the equivalent and at least one year of paid work experience in tree care. At least one year performing tree maintenance duties including trimming and removing trees using an aerial lift truck and planting trees preferred.

~~One year of experience in tree care.~~

EDUCATION

~~None required, however, high school graduation desired.~~

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 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 arm's 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

The essential duties of this classification require the ability to perform work outdoors, in a variety of weather conditions involving slippery surfaces, high elevations, cramped positions, moving objects, vibrations, noise, odors, and may encounter high voltage wires. Work is performed daily 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, and frequently work in confined spaces.

May be required to respond to emergencies and/or work a varied schedule, which may include days, evenings, weekends, and holidays.

Reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions.

Career Ladder Information

City of Torrance
Code: 5711

January 2023
June 1973
(Revised)

Experience gained in this classification may serve to meet the minimum requirements for promotion to Lead Maintenance Worker.



TREE TRIMMER

Class Code:
5711

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Jun 1, 1973

SALARY RANGE

\$22.84 - \$25.15 Hourly
\$3,958.93 - \$4,359.33 Monthly
\$47,507.20 - \$52,312.00 Annually

DEFINITION:

Under supervision, trims, shapes and cares for park and street trees; performs basic tree surgery; does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Basic work in tree care distinguished from Park Caretaker by tree knowledge and regular assignments to climb and cut. Distinguished from Senior Tree trimmer in not having responsibility for crew performance, safety, production and/or training.

EXAMPLES OF ESSENTIAL DUTIES:

- Trims and shapes trees in the City parks, streets and parkways;
- Performs basic tree surgery;
- Uses axes, power or hand saws and other basic trimming tools;
- Fells and removes trees;
- Cultivates, sprays, fertilizes, plants and transplants trees;
- Prepares trees for moving; treats tree surfaces;
- Cables, ties, stakes and braces trees;

ATTACHMENT B

- Maintains equipment used in the work;
- Does general tree maintenance work as required.

QUALIFICATION GUIDELINES:

Education and Experience

One year of experience in tree care. None required, however, high school graduation desired.

License and/or Certificates

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

Knowledge of

- Materials, equipment and general methods used in the planting, transplanting, cultivation, trimming and care of trees.

Ability to

- Read and respond in writing to directions relating to spraying, fertilizing, planting, removing or trimming trees and care for mechanical equipment;
- Read, understand and act upon written materials at the high school entrance level.

Revised Date: June 1973

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

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

The Civil Service Commission will meet in Closed Session for the following purpose:

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Torrance Police Officer (8).
- 2) Appeal of Discipline of a Torrance Police Officer (9).
- 3) Appeal of Discipline of a Torrance Police Officer (10).
- 4) Appeal of Discipline of a Torrance Police Sergeant.

Respectfully submitted,



Brianne Cohen
Civil Service Manager