

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 EMPLOYEE RELATIONS COMMITTEE
(CIVIL SERVICE COMMISSION)
MONDAY, JANUARY 23, 2023
6:00 P.M. IN COUNCIL CHAMBERS
AT 3031 TORRANCE BL.**

**EMPLOYEE RELATIONS COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Committee members Hamada, Herring

2. 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.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

4. 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.

5. 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.

5A. Approve Employee Relations Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Employee Relations Committee minutes of July 11, 2022.

(Minutes provided to Commission members only, copies available in the Personnel Building).

6. ADMINISTRATIVE MATTERS

6A. Elect Chair of Employee Relations Committee for Remainder of Fiscal Year 2022-2023.

Recommendation of the Civil Service Staff that the Employee Relations Committee elect a Chair for the remainder of Fiscal Year 2022-2023

6B. Determine Unit for the New Classification of Code Enforcement Officer.

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Code Enforcement Officer to the Engineers and Torrance Fiscal Employees Association.

6C. Determine Unit for the New Classification of Senior Code Enforcement Officer.

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Senior Code Enforcement Officer to the Engineers and Torrance Fiscal Employees Association.

7. COMMITTEE ORAL COMMUNICATIONS

8. ADJOURNMENT

8A. Adjournment of Employee Relations Committee Meeting to Date to be Determined.

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

Honorable Members:

**SUBJECT: ELECT CHAIR OF EMPLOYEE RELATIONS COMMITTEE FOR REMAINDER
OF FISCAL YEAR 2022 – 2023.**

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

TMC Section 14.8.6(a) requires the Chair of the Civil Service Commission to appoint the members of the Employee Relations Committee. TMC Section 14.8.6(b) provides that, "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."

On July 11, 2022, Civil Service Commission Chair-elect Adelsman appointed Commissioners Hamada, Herring, and Lewis to the Employee Relations Committee. Following appointment of the members to the Employee Relations Committee, the Employee Relations Committee met and Commissioner Lewis was elected as the Employee Relations Committee Chairperson by a unanimous roll call vote.

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 a vacancy of a Chairperson for the Employee Relations Committee.

Respectfully Submitted,

By 
Jennica Chaparro
Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment A: Torrance Municipal Code Section 14.8.6

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 Employee Relations Committee of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF CODE ENFORCEMENT OFFICER

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Code Enforcement Officer to the Engineers and Torrance Fiscal Employees Association.

BACKGROUND

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.

Anticipating approval of the class specification by the Civil Services Commission, a recommendation for unit determination for Code Enforcement Officer is submitted for your approval.

ANALYSIS

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11(f)(2) which states that "the principal criterion shall be whether there is a community of interest among the employees" (Attachment B). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Code Enforcement Officer is Engineers and Torrance Fiscal Employees Association.

- **Fullest Freedom in the Exercise of Rights**

The Code Enforcement Officer will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level, and therefore, share a common interest. They will share common interests within the Engineers and Torrance Fiscal Employees Association which will assure the Code Enforcement Officer the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.

- **History of Employee Relations in the Unit**

The Engineers and Torrance Fiscal Employees Association has traditionally represented classifications that are similar in nature and level, and is therefore appropriate that the Code Enforcement Officer be designated to this unit.

- **Effect on the Efficient Operation to the City**

Designating the Code Enforcement Officer to the Engineers and Torrance Fiscal Employees Association will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Code Enforcement Officer will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.

- **Common Skills, Working Conditions, Job Duties, and Educational Requirements**

The Code Enforcement Officer will work in a setting similar to other classifications in the Engineers and Torrance Fiscal Employees Association.

• **Job Duties**

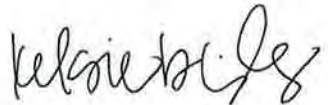
The incumbent in the position will perform duties similar to other classifications in the representation unit, such as:

- 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 prosecutions.


• **Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.**

This does not apply as this classification is proposed to be in a single unit.

Respectfully submitted,

By 

Kelsie B. Winders
Senior Human Resources Analyst



Aram Chaparyan
City Manager

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)
B) Torrance Municipal Code Section 14.8.11(f)(2)
C) Positions Represented by Engineers and Torrance Fiscal Employees Association
D) Resolution

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.

TORRANCE MUNICIPAL CODE

SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.

2. In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:
 - i. which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
 - ii. the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
 - iii. the effect of the unit on the efficient operation of the City and sound employer-employee relations;
 - iv. the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
 - v. the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

Positions Represented by the Engineers and Torrance Fiscal Employees Association

Account Clerk
Accountant
Accounting Technician
Assistant Engineer
Associate Engineer
Building Permit Technician
Electrical Inspector, Sr
Engineering Technician I
Engineering Technician II
Engineering Technician III
Environmental Quality Officer, Sr
Environmental Quality Officer
Fire Prevention Specialist
Housing Specialist
Inspector, Building
Inspector, Mech & Plumbing, Sr
Inspector, Public Works
Inspector, Public Works, Sr
Inspector, Public Works – Capital Projects
Payroll Specialist
Permit Technician I
Permit Technician II
Planning Assistant
Planning Associate
Plans Examiner
Senior Building Inspector
Sr. Fire Prevention Specialist
Supervising Plans Examiner

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF THE
CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE CLASSIFICATION
OF CODE ENFORCEMENT OFFICER TO THE ENGINEERS AND TORRANCE FISCAL
EMPLOYEES ASSOCIATION

WHEREAS, the Employee Relations Committee is responsible for the assignment of all job classifications to an appropriate employee representation unit; and

WHEREAS, the Human Resources Division has created a new Civil Service job classification of Code Enforcement Officer; and

WHEREAS, the City Manager has recommended the classification of Code Enforcement Officer be assigned to the Engineers and Torrance Fiscal Employees Association; and

WHEREAS, the Code Enforcement Officer shares a number of common duties and working conditions with current members of the Engineers and Torrance Fiscal Employees Association; and

WHEREAS, membership in the Engineers and Torrance Fiscal Employees Association will afford the Code Enforcement Officer the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Code Enforcement Officer to the Engineers and Torrance Fiscal Employees Association.

INTRODUCED, APPROVED AND ADOPTED this _____ day of January 2023.

Chair, Employee Relations Committee

ATTEST:

Brienne Cohen
Civil Service Manager

APPROVED AS TO FORM:

PATRICK Q. SULLIVAN
CITY ATTORNEY

By _____
Jeanne-Marie K. Litvin

ATTACHMENT D

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

Honorable Members:

SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF SENIOR CODE ENFORCEMENT OFFICER

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Senior Code Enforcement Officer to the Engineers and Torrance Fiscal Employees Association.

BACKGROUND

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.

Anticipating approval of the class specification by the Civil Services Commission, a recommendation for unit determination for Senior Code Enforcement Officer is submitted for your approval.

ANALYSIS

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11(f)(2) which states that "the principal criterion shall be whether there is a community of interest among the employees" (Attachment B). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Senior Code Enforcement Officer is Engineers and Torrance Fiscal Employees Association.

• **Fullest Freedom in the Exercise of Rights**

The Senior Code Enforcement Officer will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level, and therefore, share a common interest. They will share common interests within the Engineers and Torrance Fiscal Employees Association which will assure the Senior Code Enforcement Officer the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.

• **History of Employee Relations in the Unit**

The Engineers and Torrance Fiscal Employees Association has traditionally represented classifications that are similar in nature and level, and is therefore appropriate that the Senior Code Enforcement Officer be designated to this unit.

• **Effect on the Efficient Operation to the City**

Designating the Senior Code Enforcement Officer to the Engineers and Torrance Fiscal Employees Association will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Senior Code Enforcement Officer will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.

• **Common Skills, Working Conditions, Job Duties, and Educational Requirements**

The Senior Code Enforcement Officer will work in a setting similar to other classifications in the Engineers and Torrance Fiscal Employees Association.

• **Job Duties**


The incumbent in the position will perform duties similar to other classifications in the representation unit, 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.

• **Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.**

This does not apply as this classification is proposed to be in a single unit.

Respectfully submitted,

By 

Kelsie B. Winders
Senior Human Resources Analyst


Aram Chaparyan
City Manager

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)
B) Torrance Municipal Code Section 14.8.11(f)(2)
C) Positions Represented by Engineers and Torrance Fiscal Employees Association
D) Resolution

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.

TORRANCE MUNICIPAL CODE

SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.

2. In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:
 - i. which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
 - ii. the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
 - iii. the effect of the unit on the efficient operation of the City and sound employer-employee relations;
 - iv. the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
 - v. the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

Positions Represented by the Engineers and Torrance Fiscal Employees Association

Account Clerk
Accountant
Accounting Technician
Assistant Engineer
Associate Engineer
Building Permit Technician
Electrical Inspector, Sr
Engineering Technician I
Engineering Technician II
Engineering Technician III
Environmental Quality Officer, Sr
Environmental Quality Officer
Fire Prevention Specialist
Housing Specialist
Inspector, Building
Inspector, Mech & Plumbing, Sr
Inspector, Public Works
Inspector, Public Works, Sr
Inspector, Public Works – Capital Projects
Payroll Specialist
Permit Technician I
Permit Technician II
Planning Assistant
Planning Associate
Plans Examiner
Senior Building Inspector
Sr. Fire Prevention Specialist
Supervising Plans Examiner

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF THE
CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE CLASSIFICATION
OF SENIOR CODE ENFORCEMENT OFFICER TO THE ENGINEERS AND TORRANCE
FISCAL EMPLOYEES ASSOCIATION

WHEREAS, the Employee Relations Committee is responsible for the assignment of all job classifications to an appropriate employee representation unit; and

WHEREAS, the Human Resources Division has created a new Civil Service job classification of Senior Code Enforcement Officer; and

WHEREAS, the City Manager has recommended the classification of Senior Code Enforcement Officer be assigned to the Engineers and Torrance Fiscal Employees Association; and

WHEREAS, the Senior Code Enforcement Officer shares a number of common duties and working conditions with current members of the Engineers and Torrance Fiscal Employees Association; and

WHEREAS, membership in the Engineers and Torrance Fiscal Employees Association will afford the Senior Code Enforcement Officer the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Senior Code Enforcement Officer to the Engineers and Torrance Fiscal Employees Association.

INTRODUCED, APPROVED AND ADOPTED this _____ day of January 2023.

Chair, Employee Relations Committee

ATTEST:

Brienne Cohen
Civil Service Manager

APPROVED AS TO FORM:

PATRICK Q. SULLIVAN
CITY ATTORNEY

By _____
Jeanne-Marie K. Litvin

ATTACHMENT D