

**CIVIL SERVICE COMMISSION AGENDA
FEBRUARY 6, 2023
SPECIAL MEETING
6:00 P.M. – REGULAR BUSINESS
IN HUMAN RESOURCES BUILDING AT 3231 TORRANCE BL.**

**NOTICE OF SPECIAL MEETING
CIVIL SERVICE COMMISSION**

TO: Chair Jean Adelsman
Vice Chair Marianne Hamada
Commissioner Cinda Herring
Commissioner Julie Kohus
Commissioner Laura Lohnes
Commissioner Hana Sasaki
Commissioner David Zygielbaum

[Daily Breeze]

NOTICE IS HEREBY GIVEN that the Torrance Civil Service Commission will conduct a special meeting beginning at 6:00 p.m. on 6th day, of February, 2023, in the Human Resources Building, 3231 Torrance Blvd., Torrance, California 90503.

Said special meeting shall be for the purpose of consideration of two orderings of examination, as described in the attached agenda.

Dated this 2nd day of February, 2023



Jean Adelsman, Chair

I, Rebecca Poirier, City Clerk of the City of Torrance, do hereby certify, under penalty of perjury, under the laws of the State of California, that the aforementioned notice of special meeting was delivered to each member of the Torrance Civil Service Commission, and sent by e-mail to each member of the press listed in the aforementioned notice at least 24 hours prior to the time set for the special meeting.

Dated this 2nd day of February, 2023



Rebecca Poirier, City Clerk, MMC

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, FEBRUARY 6, 2023
SPECIAL MEETING
6:00 P.M. IN HUMAN RESOURCES BUILDING
AT 3231 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, February 2, 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 Building Maintainer.

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

6B. Approve the Examination for Engineering Manager.

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

7. ADMINISTRATIVE MATTERS

No business to consider.

8. HEARINGS

No business to consider.

9. CLOSED SESSION

No business to consider.

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 BUILDING MAINTAINER

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

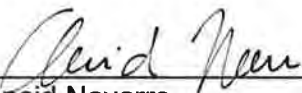
There is no current eligible list for the classification of Building Maintainer. There is one (1) vacancy within the General Services Department due to retirement.

The class specification has been reviewed by the General 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.

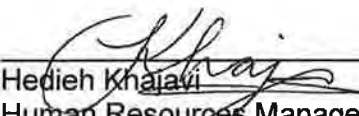
The previous examination in 2021 was weighted as follows: Application Review (Qualifying), Performance Test/Job Simulation (60%), and an Oral Interview (40%). There will be no change to the exam types and weights.


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

Respectfully submitted,

By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Building Maintainer Class Specification



BUILDING MAINTAINER

Class Code:
5541

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Nov 1, 1983

SALARY RANGE

\$24.57 - \$28.43 Hourly
\$4,258.80 - \$4,927.87 Monthly
\$51,105.60 - \$59,134.40 Annually

DEFINITION:

Under general supervision, performs skilled plumbing, carpentry, and heating, ventilation and air conditioning work as part of the general alteration, repair and occasional new construction of equipment and structures; and does other general building maintenance work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Plumbing: Distinguished from Senior Utility Maintainer in that the incumbent does not supervise other Building Maintainers. Distinguished from a Semi-Skilled Laborer in that the incumbent is assigned to the more skilled tasks associated with plumbing.

Carpentry: Distinguished from Senior Utility Maintainer in that the incumbent does not supervise other Building Maintainers. Distinguished from a Semi-Skilled Laborer in that the incumbent is assigned to the more skilled tasks associated with carpentry.

Mechanical Systems: Distinguished from Senior Utility Maintainer in that the incumbent does not supervise other Building Maintainers. Distinguished from the Air Conditioning and Heating Maintainer in that the incumbent does not act in a lead capacity and the repair and maintenance of air conditioning units greater than 10 ton or gas heating equipment greater than 200,000 btu input is not a primary work assignment. Distinguished from Semi-Skilled Laborer in that the incumbent is assigned to the more skilled tasks associated with mechanical systems.

ATTACHMENT A

EXAMPLES OF ESSENTIAL DUTIES:

Plumbing:

- Installs water piping;
- Repairs and replaces pipes, valves, fittings, ballcocks, and other fixtures;
- Packs faucets (i.e. Leaking faucets);
- Wipes and flushes joints;
- Cleans out drains and obstructions in water systems;
- May provide guidance to helpers as necessary;
- Performs other Building Maintainer work as required (i.e. Carpentry, heating and air conditioning work).

Carpentry:

- Alters, repairs, or constructs articles and structures of wood, such as room additions, partitions, counters, benches, tables, forms and fences;
- Maintains and repairs woodwork of buildings;
- Lays and repairs floors and roofs, including work with cork, asphalt tile and other composition materials;
- Fits doors, windows and sashes; operates power saws, jointers, and other woodworking machinery;
- Does cement, brick or plaster work;
- May provide guidance to helpers as necessary;
- Does other Building Maintainer work as required (i.e. Plumbing, heating and air conditioning work).

Mechanical Systems:

- Inspects, tests, repairs, maintains and services heating (200,000 btu input and less), ventilation and air conditioning (10 ton & less) units;
- Replaces valves, fans, motors, gaskets, filters, and belts;
- Pumps down units;
- Adds refrigerants and oil;
- Uses various testing devices to locate defective parts;
- Adjusts and installs switches, gauges, thermostats, valves, tubing, fans, controllers and other parts as needed;
- Makes pipe connections and electrical repairs;
- Checks and tests before installation HVAC components and makes necessary gas line connections, makes condensate line connections;
- May provide guidance to helpers as necessary;
- Performs a variety of Building Maintainer work as required (i.e. Plumbing and carpentry).

QUALIFICATION GUIDELINES:

All Subclassifications:

Education and Experience

Four years of work in general building maintenance and construction. No specific education minimum.

License and/or Certificates

A valid Class 3 California Drivers License.

Plumbing

Knowledge of

- Standard methods, materials and equipment used in plumbing work and in other building trades.

Ability to

- Use the required tools and equipment skillfully and safely, such as pipe threader, plumber's snake, acetylene and map gas torch, pipe vise, and pipe wrenches;
- Read and interpret blueprints and schematics;
- Follow oral and written instructions;
- Establish and maintain effective working relationships with other employees.

Carpentry

Knowledge of

- Standard methods, materials and equipment used in carpentry and cement work and in the other building trades.

Ability to

- Use the required tools and equipment skillfully and safely, such as circular, hand, table and miter saws; cement finishing tools, sledge and claw hammers, drills and wrenches;
- Read and interpret blueprints and schematics;
- Follow oral and written instructions;
- Establish and maintain effective working relationships with fellow employees.

Mechanical Systems

Knowledge of

- Standard methods, materials and equipment used in heating, ventilation and air conditioning work and in the other building trades.

Ability to

- Use the required tools and equipment skillfully and safely, such as, volt-ohm ampere test meter, gauge manifold, refrigerant leak detectors, sling psychrometer and air velocity meter;
- Read and interpret blueprints and schematics;
- Follow oral and written instructions;
- Establish and maintain effective working relations with fellow employees.

ESTABLISHED/REVISED DATE:

Revised Date: November 1983

Reviewed Date: January 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ENGINEERING MANAGER

RECOMMENDATION:

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

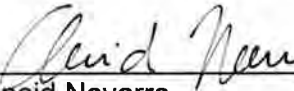
There is no current eligible list for the classification of Engineering Manager. There is one (1) vacancy within the Public Works Department due to a separation.

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


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

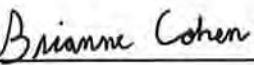
There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager



ENGINEERING MANAGER

Class Code:
3140

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Established Date: Nov 1, 2007

SALARY RANGE

\$10,804.00 - \$12,965.00 Monthly
\$129,648.00 - \$155,580.00 Annually

DEFINITION:

Under general direction, manages complex engineering work including the planning, design, construction and administration of public works projects; performs specialized engineering work in the analysis, design and construction of public works; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Engineering Manager is distinguished from the Deputy Public Works Director/City Engineer in that the incumbent does not have responsibility of the entire Engineering Division. Distinguished from the Associate Engineer in the level and scope of supervision and responsibility exercised. 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.

Receives general direction from the Deputy Public Works Director/City Engineer; exercises direct supervision over professional and technical engineering personnel.

EXAMPLES OF ESSENTIAL DUTIES: ATTACHMENT A

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

- Manages the work of professional engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline;
- Monitors staff's performance and coaches for improvement and development;
- Develops and administers project budgets; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by division;
- Develops, reviews and recommends approval of engineering plans and specifications, cost estimates, contract provisions, etc.;
- Prepares Requests for Proposals (RFP's) for engineering consultants and administers contracts;
- Implements department programs and capital improvements;
- Prepares reports, recommendations and correspondence on current and proposed projects;
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on engineering-related items;
- Communicates and resolves conflicts with departmental personnel and the public;
- Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City engineering projects including current developments in legislation and trends, which may affect the City and/or department;
- Implements and maintains Federal, State and local mandates;
- Reviews and edits reports prepared by support staff;
- Coordinates projects with other City departments, agencies and utilities as required;
- Attends and conducts meetings as required.

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:

- Coordinates projects involving multiple divisions within the Public Works Department;
- Reviews land development cases and sets conditions on behalf of the Public Works Department;
- Participates on interdepartmental and intradepartmental teams, committees and boards as required;
- Assists in establishing departmental disaster plan as part of the City-wide disaster plan;
- Performs Emergency Operations Committee (EOC) functions as needed;
- Other duties as assigned.

QUALIFICATION GUIDELINES:

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 from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience involving the design and construction of a variety of public works projects, at least two of which must deal directly with managing municipal projects for any combination of the following systems: highway, sewer, drainage and water.

License and/or Certificate

Must possess and maintain the following:

Registration as Civil Engineer in the State of California and an appropriate, valid California driver's license.

Knowledge of

- Civil Engineering principles and practices as applied to the field of public works, including traffic engineering, street and highway design, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology;
- Professional, technical, legal and financial issues involved in municipal engineering programs;
- Public works and construction methods and operations;
- Consultant and construction contract administration;
- Project management techniques, including methods of preparing designs, plans, specifications, estimates, reports and recommendations;
- Budget preparation principles;
- Various types of funding sources for municipal projects;
- Management and supervisory principles and practices;
- Various computer applications including word processing, spreadsheet and project management programs;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations;
- High quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards.

Ability to

- Manage the work of subordinates including coaching staff for improvement 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;
- Manage multiple tasks and projects simultaneously;
- Perform difficult engineering design and analysis for public works systems;
- Negotiate project or maintenance contracts on behalf of the division;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Plan, organize, assign, coordinate and manage the activities of outside contractors;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- 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;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Ensure safety and professional work standards are met;
- Apply computer technology to project scheduling and design, public works systems, and records management;
- Read, understand and interpret technical reports, drawings, specifications, contracts, and graphs.

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 Deputy Public Works Director/City Engineer.

ESTABLISHED/REVISED DATE:

Established Date: November 2007

Reviewed Date: January 2023