

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 27, 2023
REGULAR MEETING
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Hamada, Herring, Kohus, Lohnes, Sasaki, Zygielbaum,
Chair Adelsman

2. FLAG SALUTE:

3. REPORT OF STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Wednesday, February 22, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Deputy Public Works Director – City Engineer.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Deputy Public Works Director – City Engineer 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.

6B. Approve the Examination for Office Assistant.

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

6C. Approve the Examination for Recreation Supervisor (Cultural Services).

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Recreation Supervisor (Cultural Services) 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 Telecommunications Technician.

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

7. ADMINISTRATIVE MATTERS

7A. Approve the Reclassification of Incumbent to Supervising Administrative Assistant.

Recommendation of Human Resources Staff that your Honorable Body approve the reclassification of Cynthia Rosell, Senior Administrative Assistant assigned to the Community Services Department, to the classification of Supervising Administrative Assistant.

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, March 13, 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 DEPUTY PUBLIC WORKS DIRECTOR
– CITY ENGINEER**

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Deputy Public Works Director – City Engineer 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 Deputy Public Works Director – City Engineer. There is one (1) vacancy within the Public Works Department due to retirement.

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 2020 was weighted as follows: Application Review (Qualifying) and an 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 
Anaïd Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Deputy Public Works Director – City Engineer Class Specification



PUBLIC WORKS DIRECTOR, DEPUTY - CITY ENGINEER

Class Code:
5343

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Revision Date: Jun 1, 2005

SALARY RANGE

\$12,927.00 - \$15,512.00 Monthly
\$155,124.00 - \$186,144.00 Annually

DEFINITION:

Under general direction, manages the activities of the Engineering division; manages specialized engineering work in the analysis, design and construction of public works infrastructure; acts for and represents the Director in specified areas; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Deputy Public Works Director/City Engineer is distinguished from the Public Works Director in that the incumbent does not have responsibility for the entire department. Distinguished from division managers in that the incumbent is responsible for developing long-range plans for construction functions that cross divisional lines; and acts on behalf of the department head. 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 Public Works Director; provides direct supervision to managers, supervisors and support staff of the department.

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;
- Provides leadership, maintains effective employee relations and works with other department managers in the development and retention of competent personnel;
- Develops, implements and evaluates department plans, policies and procedures to achieve annual goals and objectives;
- Plans, assigns and directs the design and construction of municipal engineering projects;
- Plans, organizes, directs and reviews professional civil engineering work in the areas of development review, geographic imaging systems (GIS), permits and records, public works and water inspection, and utility standards review;
- Manage the administration of subdivisions, vacations, easements and encroachments;
- Reviews and recommends approval of engineering plans and specifications, cost estimates, and contract provisions;
- Plans and develops future infrastructure for community needs;
- Coordinate franchising licensing and grants;
- Supervises field inspections of contract construction work;
- Inspects field work in progress for compliance with policies, procedures, safety guidelines and work specifications;
- Plans, assigns and directs the operations and maintenance of roads, bridges, traffic control devices and other related public infrastructure;
- Develops and administers division budget; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by the Division;
- Develops and implements department programs and capital improvements;
- Develops and recommends a five (5) year Capital Improvement Program (CIP) of Public infrastructure projects and provides project management; conducts CIP and non-CIP review as required;
- Conducts project and non-project field review;
- Acts as the department liaison with internal and external teams and committees and other outside agencies including local and State officials and utility companies, the community, and other interested groups;
- Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City Public Works or infrastructure projects;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or department;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and makes recommendations for City Council and commission agenda items;
- 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:

- Receives and responds to public inquiries and requests for assistance regarding current or planned projects and takes appropriate action to resolve problems;
- Develops and reviews reports and other documents submitted by subordinates;
- Participates in EOC operations as needed;
- 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 of obtaining the necessary knowledge and abilities is:

Bachelor's degree from a college or university in Civil Engineering or a related field and eight (8) years of progressively responsible professional civil engineering experience involving the design and construction of a variety of public works projects, which includes at least five (5) years of management or supervisory experience.

License and/or Certificates

Must possess and maintain the following:

- An appropriate, valid California driver's license.

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

Knowledge of

- Civil Engineering principles and practices as applied to the field of public works, design, construction and operations including street and highway, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology, planning and development, inspections and GIS;
- Professional, technical, legal and financial issues involved in municipal engineering programs;
- Project management methods and practices, including methods of preparing designs, plans, specifications, estimates, reports and recommendations;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Applicable Federal, State and local regulations;
- High quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and safety principles involved in the construction and maintenance of public infrastructure;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Manage the work of subordinates including coaching, training, assigning, monitoring and evaluating work, counseling and disciplining staff, and resolving grievances;
- Plan, organize, assign, coordinate and manage the activities of professional, support staff, and outside contractors;
- Develop and monitor the division budget and establish budgetary controls;
- Evaluate projects and determine cost-effective approaches;
- 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;
- 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, other department heads, staff, private and community organizations 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;

- Communicate effectively orally and in writing;
- Read and understand technical reports, maps, drawings, contracts and specifications;
- Operate office equipment including a computer, calculator, copier, and related systems such as Supervisory Control and Data Acquisition (SCADA).

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 in addition to training and course work may serve towards meeting the minimum requirements for promotion to Public Works Director.

ESTABLISHED/REVISED DATE:

Revised Date: June 2005

Reviewed Date: February 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR OFFICE ASSISTANT

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

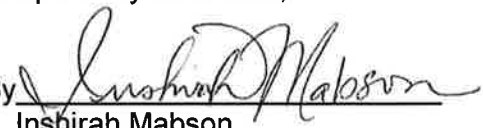
There is no current eligible list for the classification of Office Assistant. There is one (1) vacancy due to a promotion.

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: Written Test (50%), Oral Interview (50%), and Performance Test (Qualifying). 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), Written Test (50%) and Oral Interview (50%).

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) Office Assistant Class Specification



OFFICE ASSISTANT

Class Code:
1122

Bargaining Unit: Torrance City
Employees Association

CITY OF TORRANCE
Revision Date: Nov 1, 2014

SALARY RANGE

\$18.01 - \$22.98 Hourly
\$3,121.73 - \$3,983.20 Monthly
\$37,460.80 - \$47,798.40 Annually

DEFINITION:

Under immediate supervision, performs general clerical, customer service, office support required to support the ongoing operations of an assigned function, program and/or work unit; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Office Assistant is the entry level within the office and administrative support series. Incumbents perform a full range of minimal to moderately complex customer service, general clerical and/or office support duties that may require some knowledge of technical concepts and department-specific terminology within a framework of established policies and procedures. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the classification of Administrative Assistant in that incumbents in the latter classification perform more difficult and complex clerical and administrative support duties for the management, staff and operations of an assigned division; work assignments require a higher level of administrative and/or operational knowledge and experience and incumbents exercise a higher level of independent judgment and initiative.

Receives general supervision from a Supervising Administrative Assistant, Senior

Administrative Assistant or a designated manager; incumbents have no responsibility for the supervision of others.

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.

- Answers phones and greets visitors; responds to general inquiries and/or complaints pertinent to City and/or departmental programs, facilities, services, policies or procedures; and/or refers them to appropriate department or staff member according to established policies and procedure;
- Provides front counter assistance; screens office visitors, responds to requests for information, distributes appropriate forms and instructions and/or assists visitors in locating appropriate information and materials;
- Types and proofreads a variety of routine to moderately complex materials including correspondence, forms, memos and reports using a standard format, from verbal instruction, rough draft, dictation or other source documents using a personal computer or typewriter;
- Sorts, codes, files, tracks, locates and maintains a variety of logs, records and documents using standard manual or automated filing systems and databases;
- Processes various forms such as time and leave records; personnel forms, purchase requisitions, invoices and other forms specific to work assignment;
- 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;
- Opens, sorts, and distributes incoming and outgoing mail;
- Monitors, requisitions and maintains inventory of forms and office supplies for assigned area; may monitor supplies budget to ensure adequate funds balance; and may submit requests for service to maintain office equipment;
- Performs other routine clerical tasks including copying/scanning, collating and appropriately distributing a variety of documents and scheduling and setting up meeting rooms and equipment;
- Effectively operates a variety of office equipment including a personal computer, typewriter, calculator, telephone, copier, facsimile machine, and adding machine;
- Serves as back up to other clerical positions and assists others with a variety of support assignments or special projects on an as needed basis.

Examples of Other Duties

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

- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- Upon request, may deliver documents and or packages on an urgent or as needed basis to locations within the City limits;
- On an urgent basis, attends meetings for the purpose of preparing minutes, notes or other documentation of actions;
- May perform routine clerical accounting duties such as balancing and posting payments received, verifying and entering time and leave data, entering requisitions, reconciling invoices and maintaining related routine financial records to support the processing of payroll, accounts receivable, and accounts payable functions for work unit;
- May assist in updating and maintaining the web page on the City's public and intra-city websites for assigned program or work unit.

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:

Graduation from high school or equivalent and one (1) year of experience performing general clerical and customer service work requiring the use of a personal computer and other standard office equipment; specialized training in office skills and effective use of standard office software is highly desirable.

License and/or Certificates

Possession of a valid California class C driver license and safe driving record may be required for assignment to some positions in the classification.

Knowledge of

- Standard office procedures and practices;
- Telephone etiquette and principles of effective public relations;
- Proper written and spoken English including spelling, grammar and punctuation;
- Basic principles of business correspondence and report preparation;
- Standard filing and record keeping methods;
- Operation of a personal computer and other standard office equipment.

Ability to

- Communicate tactfully and effectively in person and on the phone;
- Understand and follow oral and written instructions;
- Learn and effectively apply the policies and procedures of assigned work unit;
- Maintain attention to detail in a work environment of frequent interruptions;
- Effectively operate a computer and other standard office equipment;
- Accurately type a variety of documents from printed materials, rough draft and/or as dictated;
- Spell correctly, use proper English and accurately make basic arithmetic calculations;
- Maintain accurate files and records;
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, and the general public;
- Shift priorities as departmental workload demands require;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information;
- Learn City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Learn City and Department Mission including strategic goals and objectives;
- Learn General City operations.

SPECIAL REQUIREMENTS:

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 the classification of Office Assistant may serve to meet minimum qualifications for promotion to the Administrative Assistant.

ESTABLISHED/REVISED DATE:

Revised Date: October 2014

Reviewed Date: February 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR RECREATION SUPERVISOR (CULTURAL SERVICES)

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Recreation Supervisor (Cultural Services) 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 (Cultural Services). There is one (1) vacancy due to a separation.

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 examinations in 2023 and 2021 were 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 TELECOMMUNICATIONS TECHNICIAN

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

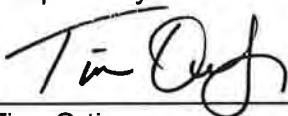
There is no current eligible list for the classification of Telecommunications Technician. There is currently one vacancy due to resignation of the incumbent.

The class specification has been reviewed by the Communications and Information Technology 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), Written Test (50%) and Oral Interview (50%). The examination in 2021 consisted of an oral interview (100%) as staff had conducted an exam analysis which determined that the technical knowledge and safety practices required for this position could be assessed through an oral interview. Therefore, there will be no changes in the exam components and weights for this current examination process.

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) Telecommunications Technician Class Specification

6D



TELECOMMUNICATIONS TECHNICIAN

Class
Code:
5534

Bargaining Unit: Torrance Municipal Employees
(AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Mar 1, 2001

SALARY RANGE

\$25.53 - \$31.03 Hourly
\$4,425.20 - \$5,378.53 Monthly
\$53,102.40 - \$64,542.40 Annually

DEFINITION:

Under general supervision, performs on-going duties involving the installation, modification, maintenance, repair and removal of the City's telephone systems and LAN network cabling and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Communications Supervisor–Telecommunications or Communications Supervisor-Wireless in that the incumbent does not supervise the operation, installation or maintenance of the City's telephone or radio communications systems. Distinguished from the Wireless Technician in that the incumbent does not perform technical work requiring wireless skills. At this level, incumbents work with only occasional instruction or assistance; work is reviewed upon completion for overall results.

Receives direction from the Communications Supervisor – Telecommunications. May provide functional supervision to outside contractors and vendors.

EXAMPLES OF ESSENTIAL DUTIES:

Attachment A

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

- Installs, modifies, maintains and removes cabling and cabling components required to support the City's local area network and telephone network and related equipment;
- Installs, modifies, maintains and removes single line and multi-line analog and digital telephone instruments and related equipment;
- Identifies, troubleshoots and repairs common problems with telephone and voicemail equipment and cabling;
- Performs preventive maintenance on the telephone systems and related equipment and maintains records;
- Receives and processes requests for repair and change orders involving telephones and LAN cabling;
- Works closely with vendors, contractors and other departments as required during projects, repairs and change orders;
- Periodically trains users in the basic operation of the telephones, telephone system features and voicemail;
- Makes recommendations as required for the on-going improvement of the City's telephone network and local area network cabling;

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.

- Evaluates and makes recommendations involving the acquisition of new equipment and technologies;
- Maintains documentation as required for reference;
- Performs pre-fields and site visits to evaluate user requests and makes recommendations;
- Meets and works with local telephone company personnel to resolve installation and repair issues;
- Assigns, reviews and coordinates the work of outside contractors and vendors and orients them to the City's campus and associated telephone, data equipment and facilities;
- Follows up on work performed to confirm end user satisfaction;
- Performs other 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 high school diploma or equivalent, and three years of experience installing voice and data cabling in a commercial environment, one of which included hands-on experience working with PBX equipment or electronic key telephone systems and telephones.

License or Certificate

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

Knowledge of

- Common and special tools and equipment used in the installation and on-going maintenance of telephone systems, cabling and local area network cabling;
- Procedures and guidelines for the installation of analog and digital telephones and equipment, cabling and services;
- Types and applications of voice and data cabling;

- Principles and practices of PBX and electronic key telephone systems in a commercial environment;
- Different types of building construction in regards to the installation of voice and data cabling;
- Telephone services provided by the local telephone companies and their specific applications;
- Public relations and customer service techniques;
- City policies and procedures affecting departmental operations;
- General City operations;
- Applicable local, State and Federal laws and regulations.

Ability to

- Read and understand telephone system manuals, equipment manuals and schematics, wiring diagrams and building blueprints and floor plans;
- Draw rough floor plans and schematics when necessary to assist the division in the course of a project;
- Operate a personal computer, printer and modem;
- Use Microsoft software programs such as Word, Excel, and Email;
- Communicate with end users to determine their voice and data needs;
- Safely climb ladders and work in required environments during the installation and maintenance of voice and data equipment;
- Operate hand and shop power tools including but not limited to hand drills, drill press, grinders, band saws, and vacuums;
- Make technical decisions and take appropriate action in the installation, maintenance and repair of telephone equipment and services;
- Follow oral and written instructions accurately;
- 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;
- Maintain confidentiality and exercise sound judgment;
- Work independently, manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.

SPECIAL REQUIREMENTS:

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

Requires the ability to perform heavier physical tasks such as walking long distances (less than ½ mile), standing (maximum 60 minutes), climbing, lifting and carrying objects of moderate weight (20 to 40 lbs.). Operate Class C motor vehicles, basic office equipment, shop and hand tools in which hand/eye coordination are important ingredients of safe and productive operation. May be subject to uncomfortable working conditions such as performing work in confined spaces.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to additional training and coursework may serve to meet qualification guidelines for Communications Supervisor-Telecommunications.

Revised Date: March 2001
Dept. Reviewed Date: February 2023

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

Honorable Members:

**SUBJECT: APPROVE THE RECLASSIFICATION OF INCUMBENT TO SUPERVISING
ADMINISTRATIVE ASSISTANT**

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve the reclassification of Cynthia Rosell, Senior Administrative Assistant assigned to the Community Services Department, to the classification of Supervising Administrative Assistant.

BACKGROUND:

The Community Services Director requested a review of the Senior Administrative Assistant position to determine the appropriate classification level. Over time, as staffing changes occurred, the incumbent Senior Administrative Assistant gained more technical knowledge, expertise, and direction exercised, and has been performing duties identified in the Supervising Administrative Assistant class specification.

At their February 7, 2023 meeting, the City Council approved a reorganization of the Community Services Department, which upgraded 1.0 Senior Administrative Assistant position to 1.0 Supervising Administrative Assistant position.

In reviewing the scope and level of responsibility, it was determined that the Senior Administrative Assistant position should be reclassified to Supervising Administrative Assistant position to denote the nature and scope of the job. In reviewing the reporting structure, it was determined that this Senior Administrative Assistant position has satellite supervision over office support staff consisting of Administrative Assistants and Office Assistants, and offers guidance and training while delegating work assignments and implementing the assessment of goal and objective development. This position is also responsible for office operations and administrative support for the Community Services Department, as well as budget administration. Therefore, Human Resources Staff recommends that the incumbent, Cynthia Rosell, be reclassified from Senior Administrative Assistant to Supervising Administrative Assistant

The Senior Administrative Assistant position is assigned to the Supervisory unit represented by Torrance Professional & Supervisory Association (TPSA), who has been advised of this action and concurs with this recommendation.

ANALYSIS:

The methodology of the study included an analysis of the level of responsibility and knowledge, skills and ability requirements in the performance of the duties. An analysis of each factor relative to the reclassification of the incumbent to this classification is explained below in accordance with the Transfer of Incumbent Employees Without Examination Policy (Attachment C). The Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination establishes six criteria for considering a transfer of incumbents to positions that are reclassified or reallocated.

Criterion #1

"Determination of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required."

The incumbent is performing the duties and has the experience and education required of the proposed classification of Supervising Administrative Assistant.

Criterion #2

"That the incumbents have been in the position for a sufficient period of time to have become proficient in performing the duties of the new class."

Cynthia Rosell was hired as a Customer Service Representative in 2003. She was promoted to Administrative Assistant (formerly Secretary) in 2006, then to Permit Technician I in 2010, Human Resources Technician (formerly Personnel Technician) in 2012, Permit Technician I in 2013, and ultimately to Senior Administrative Assistant in 2014. The position of Senior Administrative Assistant has assumed responsibility for the overall management of the Community Services Department's administrative support, and currently performs duties of Supervising Administrative Assistant.

Criterion #3

"That the change of duties has occurred gradually over time."

The incumbent currently performs the full range of duties as required. Ms. Rosell has assumed the higher-level duties and responsibilities while working in the Community Services Department.

Criterion #4

"That there is no evidence the change was created as a subterfuge to circumvent the examination process."

The study revealed that the change of duties described in this report has occurred with no intent to circumvent the examination process. The incumbent duties changed as the structure of the Department and the functions within the Department changed.

Criterion #5

"That the salary level of the new position is a consideration in making a determination."

The salary range for the classification of Senior Administrative Assistant is \$27.01 at the first step and \$32.83 at the top step. The following chart shows the salary relationships between the existing classification and the new classification with respect to the top step.

Classification	Top Step of Senior Administrative Assistant	Top Step of Supervising Administrative Assistant	% Difference vs. Top Step Proposed
Pay Comparison	\$32.83	\$36.47	11%

Criterion #6

"That no current eligible list exists for the new class."


There is currently no eligible list for the classification of Supervising Administrative Assistant.

SUMMARY:

Based on analysis of the factors, it is clearly demonstrated that all of the factors have been adhered to in consideration of the allocation of the incumbent to the proposed classification without examination.

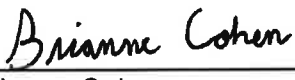
In addition, Torrance Municipal Code Section 14.2.3, Allocation of New Positions; Reallocations (Attachment D), states that Human Resources Staff, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission.

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

- Attachment: A) Class Specification – Senior Administrative Assistant
B) Class Specification – Supervising Administrative Assistant
C) Policy on Transfer of Incumbent Employees without Examination
D) Torrance Municipal Code Section 14.2.3
E) Community Services Department Organization Chart



ADMINISTRATIVE ASSISTANT, SENIOR

Class Code:
1134

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Established Date: Oct 1, 2009

SALARY RANGE

\$27.01 - \$32.83 Hourly
\$4,681.73 - \$5,690.53 Monthly
\$56,180.80 - \$68,286.40 Annually

DEFINITION:

Under direction, provides administrative and secretarial support to a department head or executive manager; uses independent judgment and initiative in the planning, organization and performance of responsible and confidential secretarial work; serves as point of contact for the department coordinating communication, information, schedules and activities, tracking activities to ensure appropriate response and/or timely completion; may supervise or provide lead direction to clerical and/or secretarial support staff; performs other duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Senior Administrative Assistant reports directly to a department head or executive manager. Incumbents exercise a high degree of discretion and independent judgment in the performance of duties. This classification is distinguished from lower level administrative support positions by a higher level of administrative knowledge and experience required for successful performance of the full range of assigned duties; supervisory and/or lead responsibility for clerical and/or secretarial staff; a greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and a potential for greater impact of erroneous decisions on operating costs and schedules of a City department.

The Senior Administrative Assistant is distinguished from the Supervising Administrative Assistant as the latter classification has full responsibility for planning and administering department office operations and administrative support activities, budget administration and direct supervision of departmental clerical, secretarial and administrative staff.

Receives direction from a department head or executive manager; may provide direct supervision and/or lead direction to a small clerical and/or administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Coordinates, designs, revises and maintains overall office systems for records and documents related to departmental operations;
- Establishes and maintains confidential files, materials and information;
- Schedules and coordinates appointments, conferences, meetings and maintains appointment calendar for department head and/or executive; tracks a variety of matters referred by the City Manager and information and actions requested by the City Council to ensure that deadlines are met;
- Receives, screens, and responds to requests, queries and complaints, received by phone, mail, email or in person from visitors, other City departments and the public relative to departmental and City policies, procedures and regulations;
- Screens and distributes incoming correspondence to department head, executive and/or staff members;
- Performs routine but specialized administrative duties related to departmental operations including data research, report writing, coordination of special events, and development and maintenance of tracking systems for budget expenditures;
- Researches and completes a variety of documents regarding personnel matters and departmental operations, coordinating activities with other departments as appropriate, and ensuring timely submittal to appropriate department for processing;
- Independently, composes letters, memos and other written communications on routine matters;
- Edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation, syntax and grammar;
- Prepares correspondence, such as letters, memos, reports, Commission and Council items and other materials on a variety of general and technical topics from rough drafts and other sources;
- As assigned, purchases and maintains office supply inventory; receives cash receipts and administers related budget and reports;
- As assigned, provides supervision and/or lead direction to departmental clerical and/or secretarial staff.

Examples of Other Duties

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

- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- Performs special projects as assigned and related work 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:

Graduation from high school or equivalent and three years of increasingly responsible secretarial and/or administrative support experience; courses in office administration and business occupations and experience in a lead capacity are desirable.

License and/or Certificates

Possession of a valid California class C driver license and safe driving record may be required for assignment to some positions in the classification.

Knowledge of

- Standard office procedures and practices;
- General knowledge of City operations;
- English usage, spelling, grammar, syntax and punctuation and business math;
- Modern office equipment and software applications;
- Advanced principles and methods of business correspondence and report preparation;
- Advanced record keeping methods;
- General methods of budget preparation and financial record keeping;
- Telephone etiquette and principles of effective public relations;
- Modern supervisory principles and practices;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Work independently, exercise good judgment in making decisions and in performing assigned duties;
- Perform multiple and concurrent detailed tasks often under time constraints and/or in an environment of frequent interruptions;
- Interpret, explain and enforce departmental and City policies and procedures;
- Establish and maintain complex and confidential records, files and documents;
- Perform highly skilled administrative and secretarial work;
- Proofread and detect errors in typing, spelling, syntax and punctuation and make accurate mathematical computations;
- Communicate clearly and concisely, both orally and in writing;
- Collect, interpret and exercise judgment in organizing data and compiling reports;
- Type a variety of materials to, include letters, memos, reports, legal documents, Commission and Council items from rough drafts and other sources;
- Understand and accurately follow brief oral and written instructions;
- Effectively operate a computer and peripheral office equipment;
- Supervise or Lead the work of subordinate staff including planning, organizing, prioritizing, assigning, reviewing, monitoring and evaluating work, as assigned;
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, and the general public;
- Perform multiple and concurrent detailed tasks in an environment of time constraints and frequent interruptions;
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS:

Physical Requirements

Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to

stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 30 pounds; to lift and carry objects weighing up to 15 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office; to see clearly from less than one foot to arms length with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position may require the ability to climb stairs, to kneel and/or crouch to retrieve files and other items.

Work Environment

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

CAREER LADDER INFORMATION:

Experience gained in the classification of Senior Administrative Assistant may serve to meet minimum qualifications for promotion to Supervising Administrative Assistant.

ESTABLISHED/REVISED DATE:

Established Date: October 2009

Dept. Review Date: June 2022



ADMINISTRATIVE ASSISTANT, SUPERVISING

Class Code:
1135

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Established Date: Oct 1, 2009

SALARY RANGE

\$29.98 - \$36.47 Hourly
\$5,196.53 - \$6,321.47 Monthly
\$62,358.40 - \$75,857.60 Annually

DEFINITION:

Under direction, plans, directs and supervises office operations, office support staff and the department's administrative support functions including the processing of payroll, records management and the purchasing and maintenance of office supplies inventory and related records; establishes operating policies and procedures for office operations and areas of functional responsibility; provides administrative and highly complex secretarial support to the department head, managers and staff; serves as point of contact for the department coordinating communication, information, schedules and activities, tracking activities to ensure appropriate and timely response; serves as resource to management and staff on departmental policies, procedures and systems; and performs special projects as assigned and other related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Supervising Administrative Assistant is distinguished from the Senior Administrative Assistant by the level of supervisory responsibility, size of staff, complexity and specialization of work assignments, scope of responsibility and authority exercised and a potential for greater impact of erroneous decisions on departmental operating costs and schedules.

Receives direction from a department head within a framework of broad policies and general objectives; exercises direct supervision over a centralized unit of office support staff.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees and implementing employee discipline. Providing training, advice and assistance as needed;
- Directs, coordinates and reviews the work plan for the department; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures;
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the department head, implements improvements;
- Coordinates, designs, revises and maintains overall office systems for records and documents related to departmental operations;
- Establishes and maintains a variety of confidential files, materials and information;
- Schedules and coordinates appointments, conferences, meetings and maintains appointment calendar for department head; tracks a variety of matters and actions requested by the City Council to ensure that deadlines are met;
- Receives, screens, and responds to requests, queries and complaints, received by phone, mail, email or in person from visitors, other City departments and the public relative to departmental and City policies, procedures, programs and regulations;
- Purchases and maintains office supply inventory; receives cash receipts and administers related budgets and reports;
- Ensures the effective maintenance of various personnel records and databases, including employee time and leave balances and required DOT, Workers Compensation and OSHA files; oversees and/or maintains training databases and training history files and tracks license, insurance and certification requirements and notifies employees when re-certification is due;
- Performs routine but specialized administrative duties related to departmental operations including data research, report writing, coordination of special events, and development and maintenance of tracking systems for budget expenditures;
- Researches and completes a variety of documents regarding personnel matters and departmental operations, coordinating activities with other departments as appropriate, and ensuring timely submittal to appropriate department for processing;
- Composes correspondence and prepares special studies, statistical analyses and various reports;
- Edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation, syntax and grammar;
- Oversees and/or types correspondence, such as letters, memos, reports, Commission and Council items and other materials on a variety of general and technical topics from rough draft and other sources.

Examples of Other Duties

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

- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- Performs special projects as assigned and related work 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:

Graduation from high school or equivalent and four years of highly responsible executive secretarial and/or administrative work and complex office administration duties within a public agency, which includes at least one year of experience in a lead or supervisory position; courses in office administration and secretarial practices are desirable.

License and/or Certificates

Possession of a valid California class C driver license and safe driving record may be required for assignment to some positions in the classification.

Knowledge of

- Principles, practices, and procedures of effective office operations;
- Principles and practices of effective supervision, employee development and performance management;
- Departmental policies, procedures, systems, programs and functions;
- English usage, spelling, grammar, syntax and punctuation and business math;
- Purchasing and inventory maintenance methods;
- Modern office equipment and software applications used by the department;
- Advanced principles and methods of business correspondence and report preparation;
- Advanced record keeping methods recordkeeping methods applicable to the maintenance of a variety of administrative, personnel, payroll, statistical and financial records;
- Telephone etiquette and principles of effective public relations;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Work independently, exercise good judgment in making decisions and in performing assigned duties;
- Plan, organize, and manage departmental office operations and assigned functions;
- Recommend and implement goals, objectives and practices for effective and efficient operations;
- Effectively delegate authority and responsibility;
- Select, supervise, train, motivate assign and evaluate the work performance of subordinate personnel;
- Provide administrative and professional leadership and direction for functional areas of responsibility;
- Analyze problems, identify alternative solutions and potential consequences and implement recommendations to support goals and objectives;
- Establish and accurately maintain a variety of filing systems, including maintenance of specialized payroll and fiscal records;
- Interpret, explain and enforce departmental and City policies and procedures;
- Perform multiple and concurrent detailed tasks often under time constraints and/or in an environment of frequent interruptions;
- Proofread and detect errors in typing, spelling, syntax and punctuation and make accurate mathematical computations;
- Communicate clearly and concisely, both orally and in writing;
- Type a variety of materials to, include letters, memos, reports, legal documents, Commission and Council items from rough drafts and other sources;
- Effectively operate a computer and peripheral office equipment;
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, and the general public;

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

SPECIAL REQUIREMENTS:

Physical Requirements

Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and often under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 50 pounds; to lift and carry objects weighing up to 10 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office; to see clearly from less than one foot to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position may require the ability to climb stairs, and to kneel and/or crouch to retrieve files and other items.

Work Environment

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

CAREER LADDER INFORMATION:

Experience gained in the classification in addition to related work experience, training and course work may serve to meet minimum qualifications for promotion to an administrative manager or supervisor classification.

ESTABLISHED/REVISED DATE:

Established Date: October 2009

Dept. Review Date: March 2022

POLICY OF THE CIVIL SERVICE COMMISSION

SUBJECT: POLICY ON TRANSFER OF INCUMBENT EMPLOYEES WITHOUT EXAMINATION

The following criteria shall be adhered to by the Civil Service Commission when considering requests for transfers of incumbents when positions are reclassified or reallocated under the provisions of Torrance Municipal Code Section 14.2.3.

1. Determinations of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.
2. That the incumbent has been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.
3. That the change of duties has occurred gradually over time.
4. That there is no evidence the change was created as a subterfuge to circumvent the examination process.
5. That the salary level of the new position is a consideration in making a determination.
6. That no current eligible list exists for the new class.

Adopted July 12, 1982
Modified May 12, 1997
Modified May 24, 2021

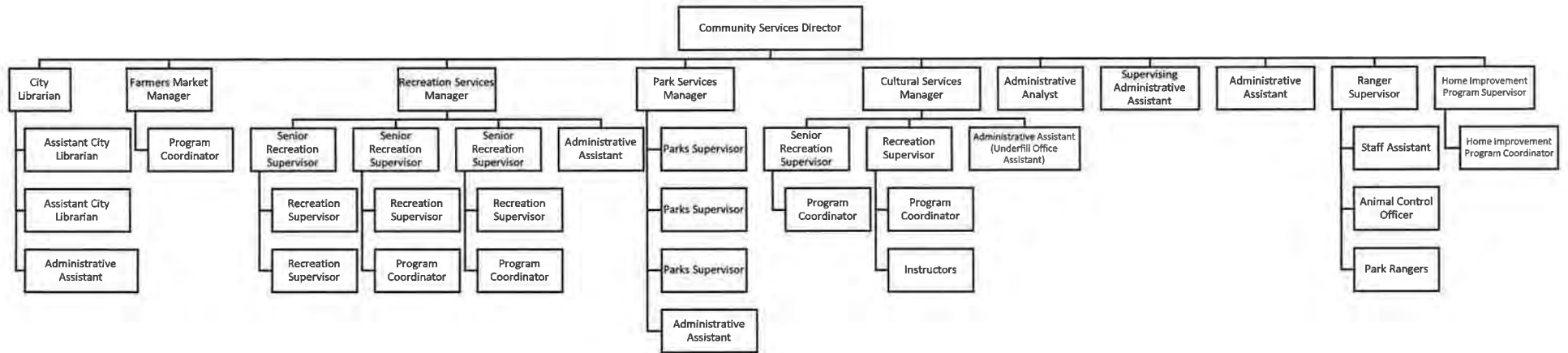
SECTION 14.2.3. - ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.

(Amended by O-3486)

The Personnel Director, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission. The Commission shall submit its action on such recommendation to the City Council. The City Council shall make the final decision.

- a) Any employee shall have the right to the consideration of any request he may have with respect to a change in the classification of his position. He shall submit his request in writing to his department head, who shall make recommendations and comments as to what action should be taken. The request, with departmental recommendations, shall be submitted to the Personnel Director for review with a copy of such recommendation returned to the employee.
- b) A department head or a representative of a recognized employee organization may initiate a request for a study of an individual position or positions by submitting such request to the Personnel Director for review and recommendation.
- c) When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Civil Service Commission shall allocate or re-allocate the affected positions in the same manner as the original allocations are made. When the classification or allocation of a position is changed in accordance with this rule and the new status of the position is approximately equal to its former status, the Civil Service Commission may approve the transfer of the incumbent of the position in its former status to the position in its new status. When the new status of such a position is higher than the former status, the Civil Service Commission may approve the promotion of the incumbent of the position in its former status to the position in its new status if the employee passes successfully a promotional examination of the same degree of difficulty as an open competitive examination for the same class.

COMMUNITY SERVICES DEPARTMENT



ATTACHMENT E