

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, MARCH 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, March 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 Hazardous Materials Response Team.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Hazardous Materials Response Team Premium Pay Assignment examination consisting of a Written Exam (100%). Staff is requesting approval for a two-year eligible list.

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Revised Class Specification for Deputy City Attorney II.**

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Deputy City Attorney II and forward it to the City Council for approval.

**8. HEARINGS**

**8A. Appeal of Discipline of a Reprographics Specialist.**

*Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.*

**9. CLOSED SESSION**

No Business to Consider.

**10. COMMISSION ORAL COMMUNICATIONS**

**11. ADJOURNMENT**

**11A.** Adjournment of Civil Service Commission Meeting to Monday, April 3, 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 HAZARDOUS MATERIALS RESPONSE TEAM**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Hazardous Materials Response Team Premium Pay Assignment examination consisting of a Written Exam (100%). Staff is requesting approval for a two-year eligible list.

**BACKGROUND/ANALYSIS**

There is no current eligible list for the premium pay assignment of Hazardous Materials Response Team. This selection process is to establish an eligible list due to the prior eligible list having been exhausted.

Premium pay for Fire Fighters, Fire Engineers and Fire Captains regularly assigned to the Hazardous Materials Response Team shall receive a hazard premium per Section 3.2E of the Torrance Fire Fighters Association (TFFA) Memorandum of Understanding.

The examination will be based upon existing codes and ordinances, recommended good practices, technical knowledge of the job subject, and departmental rules and practices.

The previous examinations in 2022 and 2018 were weighted as follows: Written (100%). There will be no change to the exam type and weight.

Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Torrance Fire Fighters Association Resolution 2022-96 Section 3.2E and Appendix A

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

### **SECTION 3.1 LONGEVITY PAY**

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

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

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

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

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

### **SECTION 3.2 PREMIUM PAY**

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

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

A. Paramedic Operations

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

If a paramedic does not complete the necessary minimum requirements for education and employment as a paramedic, and such failure is due to the TFD not fulfilling its obligation to provide the necessary means and time to fulfill all paramedic licensing requirements, then unless the employee elects not to participate in the paramedic program any longer, the employee shall not lose any compensation regardless of the employee's status as a paramedic.

If a paramedic does not complete the necessary minimum requirements for education and employment as a paramedic, and such failure is due to the employee, thereby delaying his/her licensing or accreditation, the employee's paramedic premium shall be discontinued until proof of licensure and accreditation are provided to the TFD.

For accountability, the TFD shall create a system for the express purpose of tracking and monitoring the TFD's Paramedic CE Program. The system shall serve to provide documentation to show that both the TFD and employee fulfilled or did not fulfill their respective obligations described herein.

In the event that the TFD requires an employee to attend events off-duty in an effort to meet and maintain licensing or accreditation requirements, the TFD shall compensate the employee.

1. **Firefighter** Firefighters assigned to paramedic training shall receive a premium of 5% when training begins. Upon receiving paramedic license, Los Angeles County accreditation and after being permanently assigned as a paramedic, Firefighter paramedics shall receive a premium of 19%. Such employees shall have been qualified and certified as Paramedics as shown in attached Appendix A.

Licensed and Los Angeles County accredited Firefighter paramedics new to the City of Torrance who have received the paramedic training prior to employment with the Torrance Fire Department will begin receiving the 19% paramedic premium upon permanent assignment as a paramedic.

2. **Fire Engineer/Fire Captain** Effective July 2, 2023, Fire Engineers and Fire Captains who possess a current and valid paramedic accreditation in Los Angeles County, and do not elect to opt out of the paramedic in rank, shall receive a paramedic in rank premium of 10%. Eligible Fire Engineers or Fire Captains may elect to not participate in the paramedic in rank and shall forego the 10% premium. Fire Engineers and Fire Captains permanently assigned to the Hazardous Materials Response Team are not eligible to receive the paramedic in rank premium of 10%.

#### B. Staffer Assignment

Employees who are permanently assigned to the duties of Staffer by the Fire Chief shall receive a premium pay of 5% commencing the first day of the first year, above base hourly pay. Staffers are required to manage the roster and enter TeleStaff to receive the 5% premium. Assignment to this position shall be at the Fire Chief's discretion.

All interested employees will be interviewed and considered by the Fire Chief or designee for Staffer assignment.

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

C. 40-Hour Staff Assignment

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

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

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

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

D. Temporary 40-Hour Staff Assignments

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

E. Hazard Premium – Hazardous Materials Response Team Assignment

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

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

- b. Upon completion of the State Haz-Mat Technician/Specialist Modules A, B, and two of the four C, D, F, and G modules, the eligible employee shall receive 10% hazard premium above base hourly pay.
  - c. Upon completion of the remaining Haz Mat Technician/Specialist modules necessary for State Certification, the eligible employee shall receive 13% hazard premium above base hourly pay.
- 2. Upon permanent Assignment by the Fire Chief to the Hazardous Materials Response Team, and the employee has completed all required training, including Haz-Mat First Responder Operational State Certificate, Torrance Fire Department Hazardous Materials Basic Training, State Haz-Mat Technician/Specialist Modules A, B, C, D, F and G, the eligible employee shall receive 13% Hazard Premium above base hourly pay, regardless of how long the employee has been assigned to the program.
- 3. Eligible members of the Haz-Mat Staffing Pool will receive compensation for each shift they are utilized as one of the five daily rostered Haz-Mat positions. Compensation will be 5%, 10% or 13%, based upon level of training as outlined in 1.a., 1.b., and 1.c.
  - a. Members are eligible for the Haz-Mat Staffing Pool once successfully passing the Haz-Mat examination process, as shown in Appendix A. Members who have completed Haz-Mat courses as outlined above, who have not participated in the Haz-Mat examination process, can be eligible for the Haz-Mat Staffing Pool at the discretion of the Fire Chief.
- 4. Personnel permanently assigned to the Hazardous Materials Response Team are not eligible to receive the Paramedic in Rank Premium.
- 5. Captains and Engineers who receive the Paramedic in Rank Premium and are members of the Haz-Mat Staffing Pool, will receive an additional premium pay of 3% for each 24-hour shift (or fraction thereof) when utilized as one of the five rostered members of the Hazardous Materials Response Team.
  - a. To be eligible for the premium pay of 3%, members must meet have completed all training in 1.a., 1.b. and 1.c. above.

Employees shall be assigned by the Fire Chief or designee, with the concurrence of the City Manager, from an eligible list developed through selection process as shown in Appendix A.

**F. Hazard Premium– First Responder**

Effective September 11, 2022, this 7% premium was eliminated and is now included in the base hourly grids.

**SECTION 3.3 EDUCATIONAL INCENTIVE PAY**

- A. Upon completion of new hire probation, employees shall receive educational incentive pay for obtaining (while employed or prior to being employed by the City) certain specified course work as follows:

**APPENDIX A**  
**EXAMINATIONS FOR PREMIUM POSITIONS**

**A. GENERAL**

1. Assignment to premium pay positions shall be made from appropriate assignment lists established by competitive selection.
2. Assignment lists will expire at the end of two years from date of establishment.
3. Unless otherwise indicated, the selection process shall consist of a written portion and an oral evaluation portion.
4. The written portion shall be weighted at 40% and the oral portion at 60%.
5. A passing grade must be achieved in each portion of the selection process.
6. The entire selection process shall be conducted by the Civil Service Commission, with monitoring by the Fire Department and the employee representation unit.
7. The scope of the examinations may include existing codes and ordinances, recommended good practices, technical knowledge of the job subject, departmental rules and practices, related skills, self-expression, personal records, educational achievements, personal appearance, and the ability to exercise good judgment under adverse conditions.
8. Wherever practical, the written portion of the examination shall be multiple choice type questions.
9. Oral raters from outside agencies may be utilized in order to gain expertise for certain positions where deemed necessary by the Fire Chief.
10. Members of the oral boards shall be appointed by the Fire Chief.
11. In the event that less than three (3) applications are received for any one of those premium positions normally filled from an eligibility list developed through a written and oral selection process as described in the Appendix, assignments shall be made by the Department Head based upon a review of employee applications and/or employment records. The decision of the Department Head is final and is not grievable.

**B. PARAMEDICS**

1. Assignments to premium pay positions for paramedics is dependent upon their certification upon completion of a training period conducted by an outside authorized agency.
2. The selection of paramedic trainees will be conducted in the manner outlined in the general provisions.



**C. HAZARDOUS MATERIALS RESPONSE TEAM**

1. The selection process for hazardous materials response team assignment may include a practical examination.

**D. TEMPORARY STAFF ASSIGNMENTS**

1. Employees assigned to temporary staff assignments shall be assigned by the Fire Chief.
2. The justification of assignments shall be based solely upon the judgment of the Fire Chief.

**E. MAINTENANCE OF ELIGIBILITY LISTS**

Development of a required eligibility list for a premium pay position will be initiated 90 days prior to an anticipated vacancy in such a position.

**APPENDIX B**  
**CATASTROPHIC LEAVE PROGRAM**  
**(REVISED)**

**Purpose**

The purpose of this Catastrophic Leave Program is to allow employees to assist another employee during times of personal crisis when serious illness or injury has incapacitated him/her or a family member and the employee is therefore unable to work. It can also be used for employees who suffer catastrophic illness or injury who must undergo intermittent medical treatment such as chemotherapy. This program is solely for employees whose accrued leave balances have been exhausted.

**Policy**

The Catastrophic Leave Program allows an employee to transfer eligible leave hours (vacation, sick leave, compensatory time and/or administrative leave) to another employee when a catastrophic illness or injury occurs. A catastrophic illness or injury is defined as a serious health condition which substantially incapacitates an employee or qualifying family member, or which forces the employee or family member to undergo ongoing or lengthy substantial medical treatment. The illness or injury further creates a financial hardship because the employee has or will exhaust all leave time. For the purpose of the Catastrophic Leave Program, qualifying family member shall mean an employee's parents, step parents, spouse, children, step children, and registered domestic partner.

An employee will not be eligible for catastrophic leave until he/she has exhausted all leave time, including sick leave, vacation, compensatory time and administrative leave.

Donated hours may be used under the following situations:

- To cover the elimination period before short-term and/or long-term disability benefits begin
- To supplement short-term and/or long-term disability benefits

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

Honorable Members:

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR DEPUTY CITY  
ATTORNEY II**

**RECOMMENDATION**

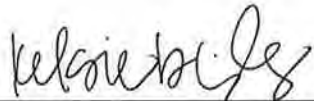
Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Deputy City Attorney II and forward it to the City Council for approval.

**BACKGROUND AND ANALYSIS**

The class specification for Deputy City Attorney II was last revised in 1995. The City Attorney requested that staff review the Duties section of the class specification for Deputy City Attorney II to ensure that it accurately reflects the duties of the position. Staff determined that changes to the class specification are required to reflect the needs of the position. The **Supervision Exercised/Received** and **Duties** sections were revised to address the lead capacity and training functions of the position.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Kelsie B. Winders  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment    A) Revised Class Specification Deputy City Attorney II  
                  B) Existing Class Specification Deputy City Attorney II  
                  C) Organizational Chart of the City Attorney's Office

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## DEPUTY CITY ATTORNEY II

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### Definition

Under general direction, performs a wide variety of duties involving infractions and misdemeanors, civil litigation, general municipal practice. Positions in this classification may be assigned to one or more specialized areas of legal practice.

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### Distinguishing Characteristics

Deputy City Attorney II is the journey-level class in the professional legal series. Distinguished from the Deputy City Attorney I class in that the Deputy City Attorney I is the entry-level class in the professional legal series and requires regular supervision and training. Distinguished from the Deputy City Attorney III class, in that the Deputy City Attorney III is assigned supervisory ~~and training~~ responsibilities over a program or a division, and is a specialist in one or more challenging areas of legal practice.

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### Supervision Exercised/Received

~~The Deputy City Attorney II will typically be working under the supervision of a Deputy City Attorney III or an Assistant City Attorney.~~

Receives general direction from the Assistant City Attorney or Deputy City Attorney III; may serve as a lead and provide training to professional and support staff.

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### Examples of Essential Duties

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

- Marshals facts, conducts legal research and analyzes applicable legal issues.
- Represents a division, a department or the City at departmental, interdepartmental board, committee, commission, council, professional and community meetings.
- Acts as a legal advisor to one or more departments.
- Provides oral and written advice and opinions.
- Drafts, reviews and amends correspondence, memoranda, agenda reports, written opinions, real property transactional documents, ordinances, resolutions, contracts and other legal documents.
- Reviews and checks specifications, special assessment proceedings, and insurance.
- Approves legal documents as to form.
- Reviews claims and complaints; interviews clients and witnesses; and directs factual investigations, in order to formulate defense or to initiate legal action.
- Reviews police reports, traffic accident reports, and requests for complaints to determine sufficiency for issuance of criminal complaints.
- Conducts criminal pretrial and arraignments, tries infractions and misdemeanors; handles appeals and otherwise assists in all phases of criminal prosecutions.
- Prepares and conducts all phases of city litigation; prepares pleadings and law-and-motion, trial and appellate briefs.
- Develops strategy, arguments and evidence in preparation for presentation of case; represents the City in administrative hearings, depositions, arbitration, trials and appeals.
- Maintains calendars and docketing information for litigation and other matters.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time, within assigned areas of responsibility; performs cost-control activities; monitors revenue and expenditures to assure sound fiscal control.
- May lead and direct the work of ~~clerical employees~~ professional and support staff, making detailed work assignments, frequently reviewing work in progress and carefully reviewing completed work.

- May train other staff members in a variety of areas.
- Participates actively in continuing professional education programs relevant to the attorney's practice.
- Prepares a variety of studies, reports and related information for decision making purposes.
- Performs other related duties as assigned.

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### **Examples of Other Duties**

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

- Attends and participates in professional group meetings.
- Receives and responds to and resolves difficult and sensitive inquiries and complaints.
- Reviews reports and other documents submitted by subordinates.
- Performs related duties as required.

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### **Qualification Guidelines**

Knowledge of:

- Substantive law, procedures and rules of evidence applicable to administrative, civil, criminal and general municipal matters;
- Principles, methods and practices of investigation, legal research, legal analysis and drafting;
- IBM-compatible personal computers for computer-assisted legal research, word-processing, data collection and analysis, electronic mail and other purposes;
- Lexis, Westlaw or other computer-assisted legal research services; Windows; Microsoft Office software such as Microsoft Word for Windows, Excel, Access, and Powerpoint; WordPerfect 5.1 or better for DOS or Windows
- Other appropriate office technologies, such as telephone voice mail, telecopiers and copy machines.
- Basic principles and practices of supervision.
- Public administration principles and practices; operations and functions of municipal government.
- Research and report writing methods and techniques.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to:

- Acquire knowledge of local, state and federal law relating to municipal government;
- Define issues; research facts and law; analyze and draw appropriate logical and legal conclusions from statements of fact, law and argument;
- Evaluate alternatives, employ independent judgment and make sound recommendations;
- Draft legal documents;
- Complete work in a timely manner;
- Maintain case files and other recordkeeping systems;
- Present oral and written statements of fact, law and argument in clear and logical form;
- Communicate and persuade effectively orally and in writing;
- Establish and maintain tactful, cooperative and effective working relationships with the public, the judicial system, city officials, all levels of City employees and adversaries;
- Supervise the work of subordinate staff including: coordinating, assigning, monitoring and evaluating work, hiring, training, counseling and disciplining staff; and processing grievances.

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### **License and/or Certificate**

Active membership in the State Bar of California is required.

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

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### **Education and/or Experience**

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

Graduation from an accredited or approved law school with a Juris Doctor degree or equivalent. Three years of full-time experience in the practice of law is required. Trial experience or experience in one or more of the following areas of substantive law: constitutional law; finance; personnel; planning and zoning; public contracts; public works; and tort law is preferred.

~~Familiarity with Lexis, Westlaw or other computer-assisted legal research services; Windows; Microsoft office software, such as Microsoft Word for Windows, Excel, Access, and Powerpoint; WordPerfect 5.1 or better for DOS or Windows.~~

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### **Special Requirements**

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

~~Active membership in the State Bar of California is required.~~

~~A valid California driver's license of the appropriate class or grade may be required depending upon position assignment.~~

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions. May be required to work evenings, weekends and at off-site assignments.

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### **Career Ladder Information**

Experience gained in this classification may serve towards meeting the minimum requirements for promotion to Deputy City Attorney III.



## ATTORNEY II, DEPUTY CITY

Class Code:  
1411

Bargaining Unit: Executive &  
Management Employees

CITY OF TORRANCE  
Revision Date: Sep 1, 1995

### SALARY RANGE

\$11,583.00 - \$13,899.00 Monthly  
\$138,996.00 - \$166,788.00 Annually

#### DEFINITION:

Under general direction, performs a wide variety of duties involving infractions and misdemeanors, civil litigation, general municipal practice. Positions in this classification may be assigned to one or more specialized areas of legal practice.

#### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Deputy City Attorney II is the journey-level class in the professional legal series. Distinguished from the Deputy City Attorney I class in that the Deputy City Attorney I is the entry-level class in the professional legal series and requires regular supervision and training. Distinguished from the Deputy City Attorney III class, in that the Deputy City Attorney III is assigned supervisory and training responsibilities over a program or a division, and is a specialist in one or more challenging areas of legal practice. The Deputy City Attorney II will typically be working under the supervision of a Deputy City Attorney III or an Assistant City Attorney.

#### EXAMPLES OF ESSENTIAL DUTIES:

- Marshals facts, conducts legal research and analyzes applicable legal issues;
- Represents a division, a department or the City at departmental, interdepartmental board, committee, commission, council, professional and community meetings;

- Acts as a legal advisor to one or more departments;
- Provides oral and written advice and opinions;
- Drafts, reviews and amends correspondence, memoranda, agenda reports, written opinions, real property transactional documents, ordinances, resolutions, contracts and other legal documents;
- Reviews and checks specifications, special assessment proceedings, and insurance;
- Approves legal documents as to form;
- Reviews claims and complaints; interviews clients and witnesses; and directs factual investigations, in order to formulate defense or to initiate legal action;
- Reviews police reports, traffic accident reports, and requests for complaints to determine sufficiency for issuance of criminal complaints;
- Conducts criminal pretrial and arraignments, tries infractions and misdemeanors, handles appeals and otherwise assists in all phases of criminal prosecutions;
- Prepares and conducts all phases of city litigation; prepares pleadings and law-and-motion, trial and appellate briefs;
- Develops strategy, arguments and evidence in preparation for presentation of case; represents the City in administrative hearings, depositions, arbitration, trials and appeals;
- Maintains calendars and docketing information for litigation and other matters;
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time, within assigned areas of responsibility; performs cost-control activities; monitors revenue and expenditures to assure sound fiscal control;
- May direct the work of clerical employees, making detailed work assignments, frequently reviewing work in progress and carefully reviewing completed work;
- Participates actively in continuing professional education programs relevant to the attorney's practice;
- Prepares a variety of studies, reports and related information for decision-making purposes;
- Performs other related duties as assigned.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Graduation from an accredited or approved law school with a Juris Doctor degree or equivalent. Three years full-time experience in the practice of law is required. Trial experience or experience in one or more of the following areas of substantive law: constitutional law; finance; personnel; planning and zoning; public contracts; public works; and tort law is preferred.

Familiarity with Lexis, Westlaw or other computer-assisted legal research services; Windows; Microsoft office software, such as Microsoft Word for Windows, Excel, Access, and Powerpoint; WordPerfect 5.1 or better for DOS or Windows.

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

Active membership in the State Bar of California is required.

A valid California driver's license of the appropriate class or grade may be required depending upon position assignment.

### **Knowledge of**

- Substantive law, procedures and rules of evidence applicable to administrative, civil, criminal and general municipal matters;
- Principles, methods and practices of investigation, legal research, legal analysis and drafting;

- IBM-compatible personal computers for computer-assisted legal research, word-processing, data collection and analysis, electronic mail and other purposes;
- Other appropriate office technologies, such as telephone voice mail, telecopiers and copy machines.

**Ability to**

- Acquire knowledge of local, state and federal law relating to municipal government;
- Define issues; research facts and law; analyze and draw appropriate logical and legal conclusions from statements of fact, law and argument;
- Evaluate alternatives, employ independent judgment and make sound recommendations;
- Draft legal documents;
- Complete work in a timely manner;
- Maintain case files and other recordkeeping systems;
- Present oral and written statements of fact, law and argument in clear and logical form;
- Communicate and persuade effectively orally and in writing;
- Establish and maintain tactful, cooperative and effective working relationships with the public, the judicial system, city officials, all levels of City employees and adversaries;
- Provide clear work instructions.

**CAREER LADDER INFORMATION:**

Revised Date: September 1995



CITY OF TORRANCE  
Organizational Chart  
City Attorney

ATTACHMENT C

