

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE EMPLOYEE RELATIONS COMMITTEE  
(CIVIL SERVICE COMMISSION)  
MONDAY, APRIL 10, 2023  
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER  
AT 3031 TORRANCE BL.**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Committee members Hamada, Herring, Zygielbaum

**2. REPORT OF STAFF ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, April 6, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**4. ORAL COMMUNICATIONS (Limited up to a 15 minute period)**

*This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.*

**5. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**5A. Approve Employee Relations Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Employee Relations Committee minutes of January 2023.

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

**6. ADMINISTRATIVE MATTERS**

**6A. Determine Unit for the New Classification of Lead Ranger.**

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Lead Ranger to the Torrance Municipal Employees – AFSCME, Local 1117.

**7. COMMITTEE ORAL COMMUNICATIONS**

**8. ADJOURNMENT**

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

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

**Honorable Members:**

**SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF LEAD RANGER**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Lead Ranger to the Torrance Municipal Employees - AFSCME, Local 1117.

**BACKGROUND**

The Lead Ranger proactively enforces public park rules as well as compliance with laws pertaining to dogs and other animals. Issues administrative citations; responds to public inquiries about animal control issues including aggressive and wild animals; patrols City parks; and provides support to the public for park and building reservations.

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

**ANALYSIS**

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11(f)(2) which states that "the principal criterion shall be whether there is a community of interest among the employees" (Attachment B). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Lead Ranger is the Torrance Municipal Employees - AFSCME, Local 1117.

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

The Lead Ranger will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level, and therefore, share a common interest. They will share common interests within the Torrance Municipal Employees - AFSCME, Local 1117 which will assure the Lead Ranger the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.

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

The Torrance Municipal Employees - AFSCME, Local 1117 has traditionally represented classifications that are similar in nature and level, and is therefore appropriate that the Lead Ranger be designated to this unit.

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

Designating the Lead Ranger to the Torrance Municipal Employees - AFSCME, Local 1117 will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Lead Ranger will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.

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

The Lead Ranger will work in a setting similar to other classifications in the Torrance Municipal Employees - AFSCME, Local 1117.

• **Job Duties**


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

- Reviews daily public reporting on animal control issues.
- Responds to service requests; maintains daily log of activities; completes other reports as directed.
- Receives and responds to inquiries and complaints involving animals throughout the City.
- Patrols City to conduct proactive enforcement of animal control, park use, and parking ordinances and laws.
- Conducts and supports preliminary investigations of animal abuse and neglect; provides follow up support and expertise in ongoing investigations to the Torrance Police Department.
- Maintains records of violation notices, barking, nuisance and dangerous dog reports, and lost and found animals.
- Provides humane education and resources to the public regarding the requirements for pet licensing and vaccinations.
- Captures both domestic and wild animals, using equipment and methods appropriate for animal abatement and control; may require running and climbing fences.
- Rescues trapped and injured animals; impounds animals, collects, and disposes of dead animals.
- Develops and prepares reports, correspondence, and other materials that relate to functions being performed.
- Assists in the training of new and subordinate personnel.
- Responds to emergency calls during work and after normal working hours.

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

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

Respectfully submitted,

By 

Kelsie B. Winders  
Senior Human Resources Analyst

  
Aram Chaparyan  
City Manager

CONCUR:



Hedieh Khajavi  
Human Resources Director



Brianne Cohen  
Civil Service Manager

- Attachment: A) Lead Ranger Class Specification (Pending Approval of April 25, 2023 Council Item)  
B) Torrance Municipal Code Section 14.8.11(f)(2)  
C) Positions Represented by Torrance Municipal Employees - AFSCME, Local 1117  
D) Resolution

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## LEAD RANGER

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### Definition:

Under general supervision of the Ranger Supervisor, proactively enforces public park rules as well as compliance with laws pertaining to dogs and other animals. Issues administrative citations; responds to public inquiries about animal control issues including aggressive and wild animals; patrols City parks; provides support to the public for park and building reservations; performs related work as required.

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### Distinguishing Characteristics:

Distinguished from the Ranger Supervisor in that the incumbent is not responsible for the overall management of the City's Ranger Program. This is the journey level in the Ranger series, and is primarily responsible for enforcement of State laws and City ordinances dealing with the treatment, licensing, and nuisances and impounding of dogs and other animals within the City. Incumbents receive relevant animal control training; work with occasional instruction or assistance; work is reviewed upon completion for overall results. Work involves frequent interpretation of policies, procedures, and guidelines, and may involve the development of recommendations consistent with directives, policies, and regulations.

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### Supervision Exercised/Received:

Receives general supervision from the Ranger Supervisor. May provide technical supervision, which includes assigning, reviewing, coordinating and training for lower-level employees but this task is ancillary to the primary focus of the classification. Lead Ranger may also assist in City special event support.

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### Examples of Essential Duties:

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

- Responds to service requests; maintains daily log of activities; completes other reports as directed.
- Reviews daily public reporting on animal control issues.
- Receives and responds to inquiries and complaints involving animals throughout the City.
- Patrols City to conduct proactive enforcement of animal control, park use, and parking ordinances and laws.
- Conducts and supports preliminary investigations of animal abuse and neglect; provides follow up support and expertise in ongoing investigations to the Torrance Police Department.
- Prepares and issues notices of violation, administrative citations, corrective notices, orders to comply, or appropriate documentation for non-compliance and counseling of individuals regarding violations, nuisance, or other infractions with animals; and discusses requirements and solutions for conformance with responsible parties.
- Maintains records of violation notices, barking, nuisance and dangerous dog reports, and lost and found animals.
- Provides humane education and resources to the public regarding the requirements for pet licensing and vaccinations.
- Captures both domestic and wild animals, using equipment and methods appropriate for animal abatement and control; may require running and climbing fences.
- Rescues trapped and injured animals; impounds animals, collects, and disposes of dead animals.
- Develops and prepares reports, correspondence, and other materials that relate to functions being performed.
- Assists in the training of new and subordinate personnel.

- Performs daily safety inspections of equipment.
- Responds to emergency calls during work and after normal working hours.
- Assists with City and Department sponsored community events, including event patrol, parking control, and set-up/break-down work.
- Uses computerized database to enter or retrieve case information, such as nuisance reporting, animal license, ownership, quarantine, or bite records.
- Reports criminal activity and/or vandalism to the Torrance Police Department.
- Provides support to other City departments with animal issues.
- Assists with daily briefings.

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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:

- May be called upon to testify in an administrative hearing, mediation, or court proceeding.
- Performs related duties as required.

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**Qualification Guidelines****Knowledge of:**

- General principles and practices of park security.
- Community Services policies and procedures, regulations, codes, and ordinances as they relate to park usage.
- Methods and procedures used in citation issuance procedures, and principles used to prepare legal documents.
- Basic principles of supervision and training techniques.
- Customer relations and public relations techniques.
- State and local laws and ordinances related to animals.
- Animal behaviors, habits, care, feeding and shelter of various wild and domestic animals.
- Common infectious and contagious diseases of animals, their symptoms and first aid treatment.
- Equipment and methods appropriate for wildlife abatement and control.
- Types and uses of equipment carried on an animal control vehicle for various types of field calls.
- Report writing techniques.
- Effective interviewing techniques.
- Operate modern office equipment, computers, and software applications.
- Effective safety principles and practices.
- City and department mission, including strategic goals and objective.
- General City operations.

**Ability to:**

- Respond to calls, questions, and complaints in a courteous and professional manner.
- Handle domestic and wild animals of various sizes and temperaments properly and humanely.
- Quickly assess a situation and take appropriate action under stressful and emergency conditions.
- Work independently under adverse condition including dangerous locations and in proximity to sick and injured animals and agitated-citizens.
- Make field and office investigations and inspections to ascertain facts and ensure compliance with applicable codes, ordinances, and regulations.
- Research, interpret, explain, and apply applicable codes, ordinances, and regulations.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Operate a City vehicle.

- Ride a bike.
  - Use a two-way radio.
  - Utilize handheld electronic hardware and software for animal control case management.
  - Consistently maintain composure and exercise sound judgment, especially under stressful conditions.
  - Learn about City attractions and services.
  - Learn and utilize new skills and information to improve job performance and efficiency.
  - Use first aid to procedures and treatments.
  - Identify and describe various types and breeds of domestic and wild animals.
  - Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.
  - Interact firmly yet diplomatically with the public in order to assure compliance with applicable codes, ordinances, and regulations.
  - Read maps to locate field calls.
  - Compose, compile, and maintain correspondence and reports.
  - Follow verbal and written instructions and procedures.
  - Provide effective customer service.
  - Communicate effectively both orally and in writing.
  - Establish and maintain tactful, cooperative, and effective working relationships with those contacted in the course of work.
  - Assist with City and Department sponsored community events, including event supervision, patrol, parking control, and set-up/break-down work.
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### **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 or equivalent.

Two years of recent, paid work experience providing interactive customer service duties with at least one year of experience in law enforcement or security or one year of experience performing animal care, maintenance, or control of domestic or wild animals and dealing with the public. Experience which includes recognition of animal behavior and disease and first aid treatment of animals is preferred.

Lead or supervisory experience is highly desirable.

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### **Licenses and Certificates**

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

*Incumbents must complete the following requirements within one year of appointment:*  
California Peace Officer Standards and Training (POST) PC 832 Arrest and Firearms Course.

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### **Special Requirements**

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

Required to wear a uniform on duty and to comply with appearance standards.

Must be available to work weekends, holidays, and evening hours as scheduled. Must be available to work overtime or extended hours when needed.

Work is generally performed outside in seasonal climate and weather conditions and where noise, dust, dirt and odors are encountered. Physical demands include: walking; riding a bicycle and standing for prolonged periods of time.

Requires the ability to frequently drive to specific locations; work outdoors and possible exposure to variable weather conditions. Frequently required to walk, stand, stoop, kneel and use arms, legs, and back to lift and or move up to 50 pounds. Requires use of arms to reach and carry and use of hands to operate and handle objects and controls. Requires color and visual perception and discrimination; as well as oral communications ability. Requires the ability to accurately perceive sounds. May be exposed to sick, injured, and dead wild and domestic animals, moving equipment and machinery, agitated citizens, extreme weather, moving traffic, uneven terrain, infectious diseases and air and water borne pathogens.

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**Career Ladder Information:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Ranger Supervisor.

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## **TORRANCE MUNICIPAL CODE**

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

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



**Positions Represented by the TORRANCE MUNICIPAL EMPLOYEES - AFSCME, LOCAL 1117**

Air Conditioning & Heating Technician  
Airport Worker  
Animal Control Officer  
Apprentice Relief Bus Operator  
Building Maintainer  
Building Maintainer, Sr  
Bus Operator  
Cement Finisher  
Computer Operations Technician  
Custodian  
Custodian, Sr  
Electrician  
Electrician Helper  
Equipment Attendant  
Equipment Operator  
Irrigation Systems Technician  
Lead Airport Worker  
Lead Maintenance Worker  
Maintenance Worker  
Mechanic  
Mechanic, Sr  
Pest Control Technician  
Police Services Officer  
Public Safety Dispatcher  
Relief Bus Operator  
Sanitation Equipment Operator  
Senior Transit Mechanic  
Storekeeper  
Storekeeper, Auto Parts  
Telecommunications Technician  
Traffic Painter  
Traffic Signal Technician  
Transit Dispatcher  
Transit Equipment Attendant  
Transit Mechanic  
Tree Trimmer  
Wastewater Technician  
Water Service Intern  
Water System Operator I  
Water System Operator II  
Water System Operator III  
Welder, Senior  
Wireless Technician

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF  
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE CLASSIFICATION  
OF LEAD RANGER TO TORRANCE MUNICIPAL EMPLOYEES - AFSCME, LOCAL 1117

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

WHEREAS, the Human Resources Department has created a new Civil Service job classification of Lead Ranger; and

WHEREAS, the City Manager has recommended the classification of Lead Ranger be assigned to the Torrance Municipal Employees - AFSCME, Local 1117; and

WHEREAS, the Lead Ranger shares a number of common duties and working conditions with current members of the Torrance Municipal Employees - AFSCME, Local 1117; and

WHEREAS, membership in the Torrance Municipal Employees - AFSCME, Local 1117 will afford the Lead Ranger the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Lead Ranger to the Torrance Municipal Employees - AFSCME, Local 1117.

INTRODUCED, APPROVED AND ADOPTED this \_\_\_\_\_ day of April 2023.

\_\_\_\_\_  
Chair, Employee Relations Committee

ATTEST:

\_\_\_\_\_  
Brienne Cohen  
Civil Service Manager

APPROVED AS TO FORM:

PATRICK Q. SULLIVAN  
CITY ATTORNEY

By \_\_\_\_\_  
Jeanne-Marie K. Litvin