

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, APRIL 24, 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 Thursday, April 20, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Equipment Operator.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Equipment Operator examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (70%), and Oral Interview (30%). Staff is requesting approval for a three-month eligible list.

6B. Approve the Examination for Fire Prevention Specialist.

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

6C. Approve the Examination for Information Technology Analyst (Police Department).

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Information Technology Analyst (Police Department) 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 Paramedic (Premium Pay Assignment).

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Paramedic Premium Pay Assignment examination consisting of a Written Exam (40%) and Oral Interview (60%). Staff is requesting approval for a two-year eligible list.

6E. Approve the Examination for Police Services Supervisor.

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

6F. Approve the Examination for Senior Administrative Assistant.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Administrative Assistant examination on a promotional 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 Revised Class Specification for Police Services Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Police Services Supervisor and forward it to the City Council for approval.

7B. Deny Protest of Eligible List for Code Enforcement Officer.

Recommendation of the Human Resources Director that your Honorable Body deny the protest of the Eligible List for Code Enforcement Officer.

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, May 8, 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 EQUIPMENT OPERATOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Equipment Operator examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (70%), and Oral Interview (30%). Staff is requesting approval for a three-month eligible list.

BACKGROUND/ANALYSIS:

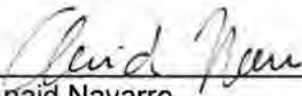
There is no current eligible list for the classification of Equipment Operator. There are two (2) current vacancies within the Public Works Department due to one promotion and one transfer.

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 2019 was weighted as follows: Application Review (Qualifying), Performance Test (70%), and Oral Interview (30%). There will be no change to the exam types and weights.

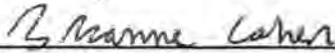
There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Equipment Operator Class Specification



EQUIPMENT OPERATOR

Class Code:
5210

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Revision Date: Oct 1, 2016

SALARY RANGE

\$24.90 - \$27.43 Hourly
\$4,316.00 - \$4,754.53 Monthly
\$51,792.00 - \$57,054.40 Annually

DEFINITION:

Under general supervision, safely drives and operates heavy equipment, trucks and tractor/trailer combination vehicles for assigned street maintenance and repair projects; loads, transports and unloads materials and equipment to and from work sites; cleans and ensures proper maintenance of assigned vehicles, equipment and tools; may provide technical supervision and training less experienced operators; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Lead Maintenance Worker classification as incumbents are not responsible for supervising the work of an assigned crew involved in maintaining and repairing City streets. Distinguished from the Maintenance Worker classification by the performance of specialized duties requiring higher levels of skill, such as the daily operation of heavy trucks and equipment.

Receives general supervision from the Public Works Supervisor; may provide technical or functional supervision to Maintenance Workers.

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.

- Safely drives and operates a broad range of trucks and equipment including heavy construction and maintenance equipment to support the maintenance and repair of City streets, including truck/trailer combination vehicles, track and rubber-tire front-end loaders, loader with an asphalt zipper, grader, dump trucks, skip loaders, tractors, rollers, backhoes, berm machines, knuckle boom trucks, and pavers;
- Uses equipment to dig holes and ditches, to move dirt and heavy loads; to transport and dump loads; and to break and load concrete and asphalt and haul to dump sites;
- Safely, loads, secures and transports materials, equipment and supplies to and from worksites; delivers and spreads materials;
- Conducts and documents pre and post-trip inspections of assigned trucks;
- Safely operates hand-held power driven equipment and tools such as chain saws, asphalt and concrete saws, and jack hammers and assists in resurfacing, oiling and patching roads;
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor;
- Provides instruction to less experienced operators on the safe operation and maintenance of vehicles and equipment;
- Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew;
- Operates construction equipment on an emergency, relief or training basis.

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 provide occasional direction to crew members during normal course of work;
- May oversee crews during the absence of the Lead Maintenance Worker;
- Performs related duties and responsibilities as required.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and one year of responsible experience in operating construction equipment and/or commercial vehicles.

License and/or Certificates

Possess and maintain a valid Class A California Driver's License with appropriate

endorsements.

Knowledge of

- Safe and proper operation of assigned vehicles, equipment and tools used in the maintenance and repair of City streets and rights of ways;
- Methods, practices and materials used in street maintenance and repair projects;
- Principles and practices of street construction including asphalt paving and patching;
- Preventive maintenance practices to perform minor operational adjustments on vehicles and equipment;
- Safety rules and procedures related to the operation of assigned vehicles and equipment;
- Safe driving practices and applicable State and local laws and regulations.

Ability to

- Effectively and safely operate heavy vehicles and equipment on public streets and work sites;
- Perform minor operating adjustments on assigned vehicles, equipment and tools;
- Understand and apply applicable safety procedures;
- Follow oral and written instructions;
- Complete routine written reports;
- Perform physical labor for extended periods of time;
- Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS:

Physical Requirements

On a daily basis, the essential duties of this classification require repetitive use of feet and hands to operate vehicles and/or equipment; the ability to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to climb, stoop, kneel, crouch, crawl, reach, stand, walk and/or sit for long periods of time; to lift and carry objects weighing up to 60 pounds, to push and pull objects weighing up to 30 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment.

Work Environment

Essential duties of this classification are performed primarily in a field environment in all weather conditions. While performing essential duties of the job, incumbents work in an environment of constant noise, are exposed to dust, fumes, smoke, gases, oil, grease, solvents and chemicals, work on uneven and slippery surfaces, work around moving vehicles and equipment and on equipment with moving parts and are subject to continuous vibration.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum qualifications for promotion to the classification of Lead Maintenance Worker or Public Works Supervisor.

ESTABLISHED/REVISED DATE:

Revised Date: October 2016

Reviewed Date: April 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIRE PREVENTION SPECIALIST

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Fire Prevention Specialist. There are two (2) current vacancies due to promotion.

The class specification has been reviewed by the Fire 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 examinations in 2021 and 2018 were weighted as follows: Application Review (Qualifying), Written Test (40%), and an Oral Interview (60%). Due to the current labor market, it has been determined that the following weights were appropriate for this examination: Application Review (Qualifying), Performance Test (40%) and Oral Interview (60%). The performance test and interview will more effectively assess the candidates' preparation for the position, technical skills, and communication skills.

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 Director


Brianne Cohen
Civil Service Manager

Attachment: A) Fire Prevention Specialist Class Specification



FIRE PREVENTION SPECIALIST

Class Code:
3500

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Revision Date: May 1, 2018

SALARY RANGE

\$35.78 - \$43.50 Hourly
\$6,201.87 - \$7,540.00 Monthly
\$74,422.40 - \$90,480.00 Annually

DEFINITION:

Under direction, conducts inspections, plan checks, and tests of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; conducts training sessions for the public in fire prevention; ensures compliance with the City's hazardous materials/waste management, storage tanks, and permits program; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Work is reviewed upon completion and for overall results. Interpretation of general administrative or operational policies is necessary. This is a civilian non-firefighting classification that performs duties related fire prevention or environmental activities and compliance with fire code and environmental statutes and regulations.

Receives direction from the Fire Prevention Manager or other higher level Fire Department staff.

EXAMPLES OF ESSENTIAL DUTIES:

ATTACHMENT A

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

- Conducts inspections and tests of extinguishing systems, and commercial and industrial processes which may involve fire hazards in specified occupancies to insure the level of fire protection is in compliance with applicable codes and standards;
- Issues notices of violations of applicable codes including the issuance of citations for violations of the Municipal Code, Fire Code, Health and Safety Code, Building Code and/or the California Penal Code;
- Interprets various codes, ordinances, and standards for the public and makes recommendations for fire protection systems;
- Checks plans and specifications and conducts site inspections on special hazards operations, fire protection and extinguishing systems, and occupancies under jurisdiction for compliance with Fire Codes and standards;
- Assists fire safety personnel with code interpretation and fire prevention inspections;
- Investigates complaints of Federal, State, County, and City Code violations and hazards; enforces codes to ensure abatement of identified violations and hazards;
- May issue citations or notices of violations of applicable codes;
- Assists in developing and maintaining records, information and statistical data pertinent to Fire Prevention Division activities;
- Provides general information regarding department policies, procedures and regulations, including responding appropriately to complaints, requests for information and requests for service;
- Coordinates and integrates program services and activities with other agencies and City departments;
- Attends and/or participates in meetings and conferences; and serves as a liaison between the City, other agencies and the public;
- Maintains records and databases; prepares correspondence, reports and other public information material;
- Identifies businesses requiring hazardous materials disclosure;
- Conducts safety inspections of selected chemical users and makes recommendations to reduce hazardous materials accidents;
- Visits business sites of hazardous materials users to verify accuracy of business plans and chemical inventories;
- Identifies and categorizes chemicals and other substances which may be hazardous materials.

National Pollution Discharge Elimination System Inspection (NPDES)

- Conducts NPDES facility inspections for regulatory compliance including gas stations, restaurants and commercial/industrial facilities;
- Coordinates the clean-up of NPDES violations with all applicable state, county and local resources as needed;
- Maintains and updates databases and record violations for follow up inspections.

Public Education

- Develops, coordinates, markets and participates in public education and outreach projects within the community via schools and other outreach mediums regarding a variety of fire safety, fire prevention education, disaster preparedness and other related educational programs and services;
- Develops, markets and conducts presentations to community groups, citizens and businesses;
- Coordinates, markets and instructs Emergency Response Team (ERT) academies and refresher drills; develops and maintains curriculum, supplies, paperwork for instructors and volunteers of each academy;
- Maintains, monitors and updates the Fire Department's social media accounts such as Facebook and Twitter;
- Coordinates, markets and conducts a variety of events such as the Holiday Toy Drive, CPR classes, Community Awards in conjunction with other City Departments, public and private entities and community groups;
- Plans, coordinates and implements a variety of department events including scheduling, maintaining supplies, determining location, and related duties.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

Hazardous Materials

- Maintains and coordinates records including manifests, annual permits, required testing and disposal to insure compliance of hazardous materials/waste management and storage tanks with various agencies as related to City facilities;
- Maintains and coordinates permitting for the following: storage tanks, boilers, pressure vessels, and generators; notification and coordination for replacement or retrofitting of equipment in these areas due to changing regulations as related to City facilities;
- Reviews plans for underground storage of chemicals and conducts inspections of underground storage tank installation, modification, and removal for regulatory compliance.

Investigations

- Conducts investigations as to the Origin and Cause of fires occurring in the city in compliance with City policy;
- May assist Senior Fire Prevention Specialists with Arson investigations.

NPDES Coordinator

- Maintains and updates database for annual inspections;
- Provides data on incidents for Annual Report to State Water Board;
- Prepares Monthly report of NPDES inspections, incidents and complaints.

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;
- Distributes notices, flyers, etc. as assigned;
- Responds to emergency incidents to provide assistance, as directed by supervisory personnel;
- Participates in special projects as needed;
- May create and participate in Public Service Announcements with local media outlets;
- Perform related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Equivalent to the completion of high school supplemented by college-level coursework and/or specialized training in fire science; and two years of progressively responsible experience in fire prevention including conducting inspections, plan checking, and testing of hazardous processes and fire protection and extinguishing systems.

Familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is desirable for assignment to Hazardous Materials.

Familiarity with fire safety and disaster preparedness or emergency management and public speaking and training/instructional techniques is desirable for assignment to Public Education.

License and/or Certificates

Valid California Class C Drivers' License

Possession of or ability to obtain the following:

California Penal Code 832 certificate;
Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate;
International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate;
American Red Cross First Aid, American Red Cross or American Heart Association
Cardiopulmonary Resuscitation (CPR) certificate;
Fire Investigator certificate from California State Fire Marshal (CSFM).

The following certifications are desirable:

Certified Stormwater Inspector – Municipal certificate;
ICC Fire Inspector I or II;
ICC Fire Plans Examiner;
CSFM Fire Inspector I or II;
CSFM Community Risk Educator.

Knowledge of

- Applicable Federal, State and local laws, codes and ordinances pertaining to fire safety and enforcement including but not limited to California Health and Safety Code, California Fire Code, California Building Code, State Administrative Code, and NFPA standards and codes;
- Standard fire protection and prevention theory, techniques, and practices;
- Fire prevention principles and procedures;
- Principles of combustion;
- Basic building materials and construction practices;
- Federal, State, County, and City codes and ordinances, rules and regulations affecting Departmental operations;
- Fire sprinkler designs, plans and hydraulic calculations;
- Characteristics of a variety of chemicals and flammable, explosive and similar materials;
- Principles and techniques of structure and building inspection;
- English grammar and methods of report writing and data analysis;
- General City operations;
- Principles and techniques used in the development and implementation of safety education programs;
- Occupational hazards and standard safety practices necessary in the area of fire inspection;
- Public relations related to obtaining cooperation and compliance with fire codes and laws;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff;
- Make sound, independent decision within established policy and procedural guidelines;
- Practices, techniques and equipment used in the storage, handling and use of hazardous materials.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

NPDES Inspector/Coordinator

- Federal, State and local laws, codes and ordinances pertaining or related to National Pollution Discharge Elimination System (NPDES), and Clean Water Act.

Public Education

- CPR and First Aid protocols, methods and procedures;
- Disaster preparedness and emergency management and response procedures.

Hazardous Materials

- Inspection, measurement, and analytical techniques to identify hazardous materials and determine proper handling;
- Manufacturing and other operations that produce or use hazardous materials;
- Chemistry, chemical process and effects of hazardous materials;
- Hazardous materials, chemical safety and health laws and standards;
- Computers and software used in compiling data and preparing reports related to hazardous materials.

Ability to

- Detect and determine proper corrective action for fire hazards found at various buildings and installations;
- Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems;
- Inspect and determine corrective action for regulatory compliance;
- Interpret architectural, mechanical, plumbing, and electrical plans and drawings;
- Read, understand and interpret construction plans, specifications and maps;
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws;
- Analyze and compile technical information on fire protection and safety code violations;
- Prepare clear, effective and accurate reports, correspondence and other written materials;
- Handle calls, questions and complaints in an appropriate manner;
- Respond to complaints or inquiries from citizens, staff and outside organizations;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Deal tactfully and effectively with the public;
- Represent the department and the City effectively in meetings with other departments, the public, community organizations and individuals;
- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Operate office equipment including computer software and hardware (currently in use by the City) and stay current with new technologies utilized by the division.

Hazardous Materials

- Evaluate practices, facilities, and equipment for handling, using, and storing hazardous materials according to appropriate standards and codes and general health and safety criteria;
- Read and interpret piping and instrument diagrams and process flow diagrams;
- Read, interpret and apply Federal, State, County and City codes, laws, and regulations pertaining to hazardous materials;
- Conduct field and office investigations to insure compliance with hazardous materials codes, laws, and regulations;
- Collect, compile, analyze and interpret information and data on chemical processes and hazardous materials.

Public Education

- Evaluate and demonstrate appropriate techniques and procedures for a variety of classes such as CPR, first aid, and search and rescue;
- Interpret and apply Federal, State and local laws, rules and regulations pertaining to ERT academies.

SPECIAL REQUIREMENTS:

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

Work 4/10 work schedule.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements to Senior Fire Prevention Specialist.

ESTABLISHED/REVISED DATE:

Revised Date: May 2018
Revised Date: January 2014
Department Review: April 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR INFORMATION TECHNOLOGY ANALYST (POLICE DEPARTMENT)

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Information Technology Analyst (Police Department) 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:

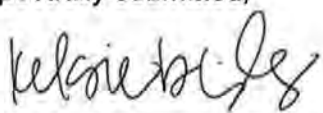
There is no current eligible list for the classification of Information Technology Analyst (Police Department). There is currently a vacancy in the Police Department due to a separation.

The class specification has been reviewed by the Police 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 2022 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

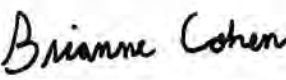
There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Information Technology Analyst Class Specification



INFORMATION TECHNOLOGY ANALYST

Class Code:
1525

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Revision Date: Oct 1, 2005

SALARY RANGE

\$38.13 - \$51.12 Hourly
\$6,609.20 - \$8,860.80 Monthly
\$79,310.40 - \$106,329.60 Annually

DEFINITION:

Under direction, performs professional and technical duties in one of the following areas: 1) Applications and Programming, 2) Network Operations, 3) IT User Support, 4) IT Network Support.

Applications and Programming supports multiple computer application subsystems including system analysis, computer program implementations, support and maintenance of subsystems, enhancement of ongoing systems, and development of computer logic flowcharts for analysis and integration into a computer program.

Network Operations maintains, tests, monitors, troubleshoots and provides "on-call" technical support of the City's Local and Wide Area Networks (LANs and WANs), and all related network software and hardware.

IT User Support supervises staff and coordinates the installation, testing, implementation, and maintenance for all reported IT hardware and software problems, or system problems and training.

IT Network Support coordinates the maintenance, testing, monitoring, security and troubleshooting for all centralized server IT hardware and software.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Systems Analyst in the level and complexity of the systems and projects assigned, the scope of work performed, and the assigned area of responsibility. Assignments at this level are generally limited in scope and are set within procedural frameworks established by higher level positions. Work requires the incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is necessary. Work is reviewed upon completion for overall results.

Receives direction from Systems Analyst or management staff. May provide direct supervision to Information Technology Specialist staff.

EXAMPLES OF ESSENTIAL DUTIES:

The following describes the principal responsibilities and functions; however, they may vary depending upon assignment, and are not all-inclusive.

- Assist in the analysis of client requirements for new and existing systems, makes subsequent recommendations, and designs appropriate systems to improve automation of City processes and client productivity.
- Plans and conducts training sessions for users and CIT staff as needed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide the highest level of customer service to our users.
- Maintains up-to-date, accurate maintenance records of all information technology and network components and an inventory of all system hardware and software including charges for labor and parts.
- Implements, maintains, and updates backup and recovery programs to ensure system recovery can be achieved in the event of a serious failure, to include backing up and storing of backup storage data medium as required by department and legal standards.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

Applications and Programming

- Prepares specifications for revision of existing computer programs, including operating procedures for users and computer operating personnel.
- Prepares test materials for each program and reviews the results.
- Analyzes problems and prepares concept design specifications for existing system; trouble-shoots existing and new program applications.
- Researches, recommends and implements application upgrades, enhancements, and required modifications to keep current and meet the end-user needs.
- Prepares detailed documentation and flow charts.

Network Operations

- Maintains and configures Local Area Networks (LANs) and Wide Area Networks (WANs) utilizing various network management applications and common industry diagnostic tools and technologies;
- Acts proactively and reactively to monitor network activity, in order to maintain optimum performance, minimize down-time, and insure optimum network performance and security.
- Installs, configures and maintains network equipment such as, but not limited to, routers, switches, hubs, and other related equipment and cabling schemes.

IT User Support

- Plans and directs the work of staff. Instructs, assigns, plans and reviews work, coordinates activities, maintains standards, allocates personnel and provides input on performance evaluations. Assists in the selection of new employees, acts on employee problems, recommends and implements employee discipline.
- Provides training, advice and assistance as needed.
- Handles non-routine or complex installation, testing, implementation, and maintenance for all reported IT hardware and software problems, network or system problems and training.
- Provides technical user support and training.
- Monitors computer activity to maintain optimum performance.
- Performs regular security audits, to safeguard equipment and system.
- Manages and administers user passwords.

IT Network Support

- Handles non-routine or complex maintenance, testing, monitoring, security and troubleshooting and technical support for all centralized and server IT hardware and software.
- Administers and maintains email accounts, internet access, and server room.
- Monitors computer use activity to maintain optimum performance.
- Performs security audits to safeguard equipment and system.
- Assists in the research of new technical solutions to improve the City's network functions.
- When assigned as supervisor, coordinates day-to-day operations including assignment of work, training, advice and assistance as needed.

Examples of Other Duties

The following are duties generally performed by incumbents in this position but are not considered to be the principal job duties:

- May serve as project leader for user or department specific information technology or network requirements.
- 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 to obtain the knowledge and skills would be:

An Associate's degree in Data Processing or Computer Sciences or a Certificate in Data Processing;

Applications and Programming:

Three years of progressively responsible information technology experience consisting of systems design, program design, coding, testing, implementing and documenting business application systems currently in use by the City.

Network Operations:

Three years of journey level related experience LAN/WAN and telecommunications in an information technology organization with at least two years of professional technical experience working with network operations and equipment currently in use by the City.

IT User Support:

Three years of journey level related experience in technical computer support with at least two years of professional technical experience working with computer equipment and software currently in use by the City.

IT Network Support:

Three years of journey level experience in computer support with at least two years of professional technical experience working with computer equipment and network software currently in use by the City.

Licenses and/or Certificates

Must possess and maintain an appropriate California driver's license. Professional certification in applications, hardware and systems used by the City is highly desirable.

Knowledge of

- Data modeling, process modeling, form design, and control procedures.
- Project organization necessary to achieve objectives, controls resources, and report status.
- Data input methods and control techniques used for computer processing.
- Proper English usage, spelling, grammar and punctuation.
- Federal, State, County, and Municipal laws, regulations, rules, policies, and procedures pertaining to department operations.
- General City operations.
- LAN, WAN, Internet, and Intranet networking characteristics, protocols, technologies, applications, and integration concepts;

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

Application and Programming

- Computer systems and applications.
- Computer programming and control languages currently in use by the City of Torrance.
- Database organization, access, and retrieval techniques.
- Principles of conducting a business system analysis, design, and specifications including the analysis of office procedures, equipment and methods.
- Forms design and report layouts.
- Application and data security.

Network Operations

- Contemporary network environments, hardware platforms, topologies and operating structures, and related equipment and tools;
- Current Federal, State and local legislation pertaining to network technology;
- Routing, switching and hub concepts, circuit and packet switching, broadcast vs. collision domains, network address translation and configurations, and firewall technology;
- Network traffic variances, performance parameters, traffic collisions, packet types and network security/privacy procedures.

IT User Support

- Computer integration to communication devices, control systems, and other computerized devices.
- Computer security, software flaws, and patches.
- Helpdesk technologies.

IT Network Support

- Computer integration to communication devices, control systems, and other computerized devices.
- Computer security, software flaws, and patches.
- Centralized computer hardware design, fault tolerance, and capacity planning.

Ability to

- Understand and carry out complex oral and written instructions; comprehend and make inferences from written material.
- Anticipate problems, develop solutions, to implement a plan of action; reason both logically and creatively.
- Follow-through on assignments including providing feedback and continual refinement.
- Exercise independent action and judgment within established guidelines.
- Learn and utilize new skills and information to improve job performance and efficiency.
- Perform several tasks simultaneously, prioritize and meet deadlines.
- Establish rapport quickly and effectively with groups and individuals and maintain effective working relationships with those encountered in the course of work both internal and external to the City.
- Communicate effectively orally and in writing.
- Deal tactfully and effectively with the public.

SPECIAL REQUIREMENTS:

Performance of the essential duties of this class includes the following physical demands and/or working conditions.

Requires the ability to perform data or information entry into a keyboard device and the ability to remain in a sitting position for extended periods of time. Also requires some walking and climbing, some lifting and carrying objects of moderate weight (up to 50 pounds) and/or the operation of vehicles or tools in which manipulative skills and sufficient hand/eye coordination to perform semi-skilled repetitive movements are used. Tasks require sound and visual perception and discrimination. Tasks are regularly performed without exposure to adverse environmental conditions.

Must be available to respond emergency call outs during and after normal work hours.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to training and course work may serve to meet the qualification guidelines for Systems Analyst, Information Technology Manager or Communications Manager.

ESTABLISHED/REVISED DATE:

Revised Date: October 2005
Department Review Date: May 2019
Department Review Date: April 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PARAMEDIC (PREMIUM PAY ASSIGNMENT)

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Paramedic Premium Pay Assignment examination consisting of a Written Exam (40%) and Oral Interview (60%). Staff is requesting approval for a two-year eligible list.

BACKGROUND/ANALYSIS

There is no current eligible list for the premium pay assignment of Paramedic. This selection process is to establish an eligible list due to the expiration of the prior eligible list.

Premium pay for Fire Fighter Paramedics shall receive a premium per Section 3.2A1 and will be qualified and certified as Paramedics as shown in Appendix A 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.

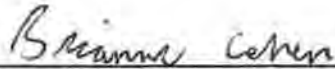
The previous examinations in 2016 and 2014 were weighted as follows: Written (40%) and Panel Interview (60%). There will be no change to the exam type and weight.

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 2019-83 Section 3.2A1 and Appendix A

6D

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

ATTACHMENT A

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.

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, California

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR POLICE SERVICES SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Services Supervisor examination on a promotional 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:

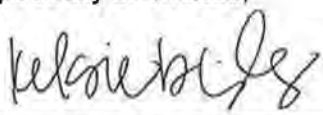
There is no current eligible list for the classification of Police Services Supervisor. There is one (1) vacancy due to a newly budgeted position in the Police Department.

Anticipating approval by the City Council at their meeting on May 9, 2023, the revised Class Specification will appropriately reflect 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 Oral Interview (100%). There will be no change to the exam types and weights.

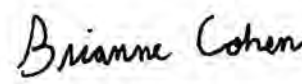
There is a sufficient pool of internal candidates to qualify; therefore, staff recommends conducting the examination for Police Services Supervisor on a promotional basis provided that a minimum of eight (8) applications are filed and accepted from City employees. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open basis.

Respectfully submitted,

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Police Services Supervisor Class Specification (Pending Approval of May 9, 2023 Council Item)

POLICE SERVICES SUPERVISOR

Definition

Under general direction, plans, directs and supervises the operations of the Community Affairs, Jail, Property Room, Police Records, and Traffic, sections of the Police Department, and performs related work as required.

Distinguishing Characteristics

The Police Services Supervisor is distinguished from the Police Sergeant or Police Lieutenant in that the incumbents are civilian and are primarily responsible for administrative functions of an assigned section. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives direction from higher-level staff. Provides direction to lower-level staff such as Police Services Officer, Police Records Technician, Police Cadets, and support staff.

Examples of Essential Duties

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

- Organizes, plans, and oversees the day-to-day operations of an assigned section.
- Supervises staff, including 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, implementing employee discipline, providing training, advice and assistance as needed.
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Participates in the development of related goals, objectives, policies, and procedures.
- Implements and maintains operational procedures consistent with established practices and Government/Penal Code requirements.
- Determines section training needs, develops, implements and coordinates training programs for assigned personnel and oversees training of new staff.
- Institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency.
- Ensures operations are maintained within established budget, and directs the allocation of resources to accomplish objectives.
- Receives and responds to difficult customer service inquiries and complaints.
- Responds to inquiries and provides assistance to department personnel regarding section activities and procedures.
- Acts as a liaison to other law enforcement agencies regarding section related responsibilities; and keeps superiors informed of events that may have an impact on the department or City.
- Completes assigned routine and administrative tasks such as preparing work schedules and completing payroll documents.
- Reviews filed reports and citations prepared to ensure completeness and accuracy, directs necessary corrections, and refers reports to higher level personnel.
- Observes and enforces strict adherence to safety regulations and safe work practices.
- Responds to emergency calls during work and after normal working hours.
- Manages inventory and obtains/compiles bids for goods or services.

In addition to the duties listed above, incumbents assigned to the specific sections listed below perform the following:

Community Affairs

- Coordinates community events and programs;
- Oversees the Volunteer Program; recruits and trains qualified volunteers for various assignments; tracks and evaluates the contribution of volunteers;
- Facilitates the implementation of new volunteer activities and assignments;
- Maintains liaison with other volunteer-utilizing programs in the community and assists in community-wide efforts to recognize and promote volunteering;
- Organizes and assists with programs and activities that create opportunities for department members and community members, including youth, to interact in a positive setting;
- Develops methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe;
- Assists in reviewing the use of department social media to report back on the resources being used, the effectiveness of the content, and trends.

Jail

- Assists the Services Division Commander to manage the overall operations of the Jail Facility;
- Supervises and monitors the daily operation of the City's Type I Jail Facility;
- Ensures compliance with policies, procedures and regulations as established by the department, the jail manual, the Penal Code, California Standards and Training for Corrections (S.T.C.) operations and training mandates, and other applicable law enforcement codes and regulations;
- Assists in the care and custody of prisoners; monitors jail bookings; photographs and fingerprints prisoners; ensures the proper transfer of in-custodies, and the transfer of appropriate paperwork to other agencies;
- Trains, supervises, and evaluates Police Services Officers in the proper procedures for handling prisoners;
- Maintains accurate records of jail operations;
- Oversees the maintenance of the jail facility and equipment within, including but not limited to routine maintenance of the Livescan and Data Master Breathalyzer systems; coordinates the security, maintenance, and cleanliness of the jail;
- Reviews crime reports taken at the front desk for legal elements, accuracy, and completeness;
- Responds to complaints and conducts initial investigations;
- Recommends improvements to the jail operations and jail manual as appropriate.

Property

- Supervises daily operation of the Property Room;
- Oversees the maintenance of the property facility and equipment within;
- Monitors safety and security of the Property Room and staff;
- Ensures compliance with applicable Federal, State, and Local laws and ordinances;
- Supervises the destruction of narcotics, drugs, and firearms not returned to the owners;
- Prioritizes and assigns work to staff; resolves procedural and work related problems;
- Recommends improvements to Property Room operations.
- Supervises Motor Transport and Court Liaison personnel.

Police Records

- Supervises the daily operation of the Records Division relative to coding, data entry, maintenance, retrieval, purging, sealing, scanning and storing of police records and reports such as crime, arrest, and accident reports;
- Makes recommendations for recordkeeping policies, procedures and systems to improve operations and ensure compliance with new and existing laws;

- Trains staff on proper systems and procedures to ensure compliance with laws, court decisions, rules and regulations relating to the use and confidentiality of police records;
- Approves release or inspection of police reports and monitors collection of fees at public counter;
- Responds to non-routine questions and information requests;
- Compiles or verifies statistical information/reports generated from computerized system;
- Complies with court orders for subpoenaed records;
- Tests and monitors automated recordkeeping programs to ensure accuracy.

Traffic

- Directs and assigns work relating to the Parking Enforcement and crossing guard functions;
- Determines need for services;
- Inspects workstations to observe and evaluate performance;
- Handles public relations, post storage hearings and investigates claims and complaints;
- Maintains time records and logs; prepares a variety of reports;
- May occasionally perform the duties of Police Services Officer (Parking Enforcement) or Crossing Guard;
- Supervises and coordinates special events such as the Armed Forces Day Celebration & Parade and the Fourth of July Celebration.
- Reviews, comments, approves, and/or denies all permits for Special Events, Street Use, and Filming within the City limits.
- Receives and reviews special requests and/or complaints from various platforms including internal and external emails, Accela, and the City's Interactive Communications Officers; assigns work based on need.

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:

- Appears in court when required;
 - Attends division, department, and community meetings as required;
 - Performs special assignments and related duties as required.
-

Qualification Guidelines:

Knowledge of

- Principles of supervision, training and employee relations;
- Police procedures, rules, regulations and terminology and law enforcement codes as related to assigned functions;
- Computerized law enforcement and public safety information systems;
- Modern office equipment including computers and applicable software applications;
- Municipal codes, police policy and procedures, penal code, vehicles codes, health and safety codes and business and professional code;
- Basic English, grammar, spelling, punctuation, vocabulary, and arithmetic;
- Courtroom and hearing practices;
- Report writing techniques;
- Effective interviewing techniques;
- Effective safety principles and practices;
- City policies and procedures affecting departmental operations;
- City, Department, and Division mission, including strategic goals and objectives;
- General City operations.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

Police Records

- Penal, government and other laws and codes pertaining to the management, reporting and dissemination of criminal and related records and other information.
- County and municipal ordinances and procedures relating to records, warrants, and public counter functions.
- Office practices, procedures, and clerical techniques involved in classifying, indexing, processing, filing, retrieving, and controlling a large volume of records and reports.
- State mandated file purging requirements relative to police records.
- Laws pertaining to privacy and security of criminal history records and laws governing the release of crime report information under the Public Records Act to specific public agencies and the general public;
- Uses of automated data or word processing equipment utilized in records systems.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances;
- Supervise and motivate personnel in a high stress environment;
- Analyze and interpret laws, codes, ordinances and administrative rules and regulations;
- Inspire confidence in subordinate personnel and new employees in training;
- Promote cooperative team work and customer service values among employees;
- Deal constructively with conflict and develop effective resolutions;
- Quickly assess a situation and take appropriate action under stressful and emergency conditions;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Communicate effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality.
- Understand and interpret rules, regulations and laws related to assigned function;
- Deal tactfully and effectively with the public;
- Interpret, apply and explain section related laws, codes, regulations, and policies;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports.
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Operate modern office equipment, computers and software applications;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Learn and utilize new skills and information to improve job performance and efficiency.

License and/or Certificates:

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

Complete a basic supervisory course within one year of appointment.

Incumbents assigned to Police Records must complete within one (1) year of appointment:

Police Officer Standards and Training (POST) Records Supervisor Course and Public Records Act Course, CLETS Basic Course, and the CLETS Train and Trainer Course.

Incumbents assigned to Jail must possess:

Corrections Officer Core Course (as described in Section 1020).

STC or POST Supervisory Core Course (as described in Section 181, Title 15, CCR) *within one (1) year of appointment.*

Education and Experience:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a law enforcement environment or similar agency that has provided the knowledge, skills, and abilities necessary in the specific area of assignment.

One year of supervisory or lead work experience is preferred.

An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field, is desirable.

Special Requirements

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

Must be able and willing to work rotating shifts, weekends, and holidays.

Requires the ability to 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 back and leg coordination to stoop, kneel, crouch, bend and crawl. Requires use of arms to reach and carry and use of hands to operate, finger and handle objects and controls. Requires sound and visual perception and discrimination, as well as oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions. Requires the ability to accurately perceive sounds.

Career Ladder Information

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Administrative Services Manager.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR ADMINISTRATIVE ASSISTANT

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Administrative Assistant examination on a promotional 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 Senior Administrative Assistant. There is one (1) vacancy in the Finance Department due to turnover.

Staff recommends conducting the examination for Senior Administrative Assistant on a promotional basis provided that a minimum of eight (8) applications are filed and accepted from City employees. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open basis.

The class specification has been reviewed by the Finance 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 2022 was weighted as follows: Application Review (Qualifying), Written Test (40%), and Oral Interview (60%). Staff conducted an analysis of previous exam components and it was determined that the knowledge and abilities required for this position can be assessed using the following weightings: Application Review (Qualifying) and Oral Interview (100%).

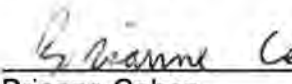
There is a sufficient pool of internal candidates to qualify, therefore, a promotional recruitment is recommended.

Respectfully submitted,

By 
Inshirah Mabson
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Senior Administrative Assistant Class Specification

6F



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.

ATTACHMENT A

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: April 2023

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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR POLICE SERVICES SUPERVISOR

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Police Services Supervisor and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

At their May 24, 2022 meeting, the City Council adopted the proposed Fiscal Year 2022-23 Operating Budget and Capital Improvement Plan, which included a reorganization of the Police Department, reorganizing the Community Affairs Division from having a sworn Police Sergeant to a civilian Police Services Supervisor. This reorganization will also improve employee development and create promotional opportunities for civilian staff.

The class specification for Police Services Supervisor was last revised in 2020 and staff determined that additions and minor changes to the class specification are required to reflect the current duties and responsibilities.

Staff has met and conferred with representatives from Torrance Professional and Supervisory Association (TPSA) who concur in the recommendation before your Honorable Body.

The Definition section was expanded to include the Community Affairs Division.

Addition of duty statements listed below to the Examples of Duties section:

Community Affairs

- Coordinates community events and programs;
- Oversees the Volunteer Program; recruits and trains qualified volunteers for various assignments; tracks and evaluates the contribution of volunteers;
- Facilitates the implementation of new volunteer activities and assignments;
- Maintains liaison with other volunteer-utilizing programs in the community and assists in community-wide efforts to recognize and promote volunteering;
- Organizes and assists with programs and activities that create opportunities for department members and community members, including youth, to interact in a positive setting;
- Develops methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe;

- Assists in reviewing the use of department social media to report back on the resources being used the effectiveness of the content, and trends.

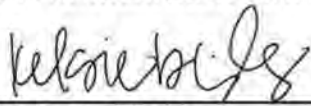
The Education and Experience section was revised to state:

- Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a law enforcement environment that has provided the knowledge, skills, and abilities necessary in the specific area of assignment.

The Animal Control Unit language was removed as the transition from the Police Department to the Community Services Department is complete.

Respectfully submitted,

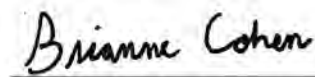
HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

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 Police Services Supervisor
 B) Existing Class Specification Police Services Supervisor
 C) Organizational Chart of the Police Department

POLICE SERVICES SUPERVISOR

Definition

Under general direction, plans, directs and supervises the operations of the **Community Affairs**, Jail, Property Room, Police Records, **and** Traffic, ~~and Animal Control~~ sections of the Police Department, and performs related work as required.

Distinguishing Characteristics

The Police Services Supervisor is distinguished from the Police Sergeant or Police Lieutenant in that the incumbents are civilian and are primarily responsible for administrative functions of an assigned section. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives direction from higher-level staff. Provides direction to lower-level staff such as Police Services Officer, Police Records Technician, Police Cadets, and support staff.

Examples of Essential Duties

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

- Organizes, plans, and oversees the day-to-day operations of an assigned section.
- Supervises staff; including 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, implementing employee discipline, providing training, advice and assistance as needed.
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Participates in the development of related goals, objectives, policies, and procedures.
- Implements and maintains operational procedures consistent with established practices and Government/Penal Code requirements.
- Determines section training needs, develops, implements and coordinates training programs for assigned personnel and oversees training of new staff.
- Institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency.
- Ensures operations are maintained within established budget, and directs the allocation of resources to accomplish objectives.
- Receives and responds to difficult customer service inquiries and complaints.
- Responds to inquiries and provides assistance to department personnel regarding section activities and procedures.
- Acts as a liaison to other law enforcement agencies regarding section related responsibilities; and keeps superiors informed of events that may have an impact on the department or City.
- Completes assigned routine and administrative tasks such as preparing work schedules and completing payroll documents.
- Reviews filed reports and citations prepared to ensure completeness and accuracy, directs necessary corrections, and refers reports to higher level personnel.
- Observes and enforces strict adherence to safety regulations and safe work practices.
- Responds to emergency calls during work and after normal working hours.
- Manages inventory and obtains/compiles bids for goods or services.

In addition to the duties listed above, incumbents assigned to the specific sections listed below perform the following:

Community Affairs

- Coordinates community events and programs;
- Oversees the Volunteer Program; recruits and trains qualified volunteers for various assignments; tracks and evaluates the contribution of volunteers;
- Facilitates the implementation of new volunteer activities and assignments;
- Maintains liaison with other volunteer-utilizing programs in the community and assists in community-wide efforts to recognize and promote volunteering;
- Organizes and assists with programs and activities that create opportunities for department members and community members, including youth, to interact in a positive setting;
- Develops methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe;
- Assists in reviewing the use of department social media to report back on the resources being used, the effectiveness of the content, and trends.

Jail

- Assists the Services Division Commander to manage the overall operations of the Jail Facility;
- Supervises and monitors the daily operation of the City's Type I Jail Facility;
- Ensures compliance with policies, procedures and regulations as established by the department, the jail manual, the Penal Code, California Standards and Training for Corrections (S.T.C.) operations and training mandates, and other applicable law enforcement codes and regulations;
- Assists in the care and custody of prisoners; monitors jail bookings; photographs and fingerprints prisoners; ensures the proper transfer of in-custodies, and the transfer of appropriate paperwork to other agencies;
- Trains, supervises, and evaluates Police Services Officers in the proper procedures for handling prisoners;
- Maintains accurate records of jail operations;
- Oversees the maintenance of the jail facility and equipment within, including but not limited to routine maintenance of the Livescan and Data Master Breathalyzer systems; coordinates the security, maintenance, and cleanliness of the jail;
- Reviews crime reports taken at the front desk for legal elements, accuracy, and completeness;
- Responds to complaints and conducts initial investigations;
- Recommends improvements to the jail operations and jail manual as appropriate.

Property

- Supervises daily operation of the Property Room;
- Oversees the maintenance of the property facility and equipment within;
- Monitors safety and security of the Property Room and staff;
- Ensures compliance with applicable Federal, State, and Local laws and ordinances;
- Supervises the destruction of narcotics, drugs, and firearms not returned to the owners;
- Prioritizes and assigns work to staff; resolves procedural and work related problems;
- Recommends improvements to Property Room operations.
- Supervises Motor Transport and Court Liaison personnel.

Police Records

- Supervises the daily operation of the Records Division relative to coding, data entry, maintenance, retrieval, purging, sealing, scanning and storing of police records and reports such as crime, arrest, and accident reports;
- Makes recommendations for recordkeeping policies, procedures and systems to improve operations and ensure compliance with new and existing laws;
- Trains staff on proper systems and procedures to ensure compliance with laws, court decisions, rules and regulations relating to the use and confidentiality of police records;
- Approves release or inspection of police reports and monitors collection of fees at public counter;
- Responds to non-routine questions and information requests;
- Compiles or verifies statistical information/reports generated from computerized system;
- Complies with court orders for subpoenaed records;
- Tests and monitors automated recordkeeping programs to ensure accuracy.

Traffic

- Directs and assigns work relating to the Parking Enforcement and crossing guard functions;
- Determines need for services;
- Inspects workstations to observe and evaluate performance;
- Handles public relations, post storage hearings and investigates claims and complaints;
- Maintains time records and logs; prepares a variety of reports;
- May occasionally perform the duties of Police Services Officer (Parking Enforcement) or Crossing Guard;
- Supervises and coordinates special events such as the Armed Forces Day Celebration & Parade and the Fourth of July Celebration ~~at Wilson Park.~~
- Reviews, comments, approves, and/or denies all permits for Special Events, Street Use, and Filming within the City limits.
- Receives and reviews special requests and/or complaints from various platforms including internal and external emails, Accela, and the City's Interactive Communications Officers; assigns work based on need.

Animal Control

- ~~Plans, schedules, assigns, and evaluates personnel involved in enforcing ordinances and laws pertaining to animals and issues citations;~~
- ~~Receives and responds to inquiries and complaints from citizens involving animals throughout the City;~~
- ~~Reviews and investigates the more complex cases involving enforcement of animal control regulations requiring knowledge of court decisions or intent of the law;~~
- ~~Assists and advises on the capture of animals requiring the use of a tranquilizer gun;~~
- ~~Institutes necessary legal action for violations of State and City regulations;~~
- ~~Inspects commercial and private kennels, pet stores, and pet and grooming shops to ensure conformance to laws and ordinances; explains violations and need for correction of poor sanitary conditions, inadequate food and over-crowded conditions;~~
- ~~Maintains liaison with public law enforcement and wildlife agencies such as State Department of Fish and Game and other counties, cities, and community groups for the purpose of resolving problems including citizen complaints, level of service response time and interpretation of code sections;~~
- ~~Initiates and maintains an active volunteer programs to support operations.~~

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:

- ~~Requests criminal filings and a~~Appears in court when required;
- Attends division, department, and community meetings as required;

- Performs special assignments and related duties as required.
-

Qualification Guidelines:

Knowledge of

- Principles of supervision, training and employee relations;
- Police procedures, rules, regulations and terminology and law enforcement codes as related to assigned functions;
- Computerized law enforcement and public safety information systems;
- Modern office equipment including computers and applicable software applications;
- Municipal codes, police policy and procedures, penal code, vehicles codes, health and safety codes and business and professional code;
- Basic English, grammar, spelling, punctuation, vocabulary, and arithmetic;
- Courtroom and hearing practices;
- Report writing techniques;
- Effective interviewing techniques;
- Effective safety principles and practices;
- City policies and procedures affecting departmental operations;
- City, Department, and Division mission, including strategic goals and objectives;
- General City operations.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

Police Records

- Penal, government and other laws and codes pertaining to the management, reporting and dissemination of criminal and related records and other information.
- County and municipal ordinances and procedures relating to records, warrants, and public counter functions.
- ~~Computerized law enforcement and public safety information systems.~~
- Office practices, procedures, and clerical techniques involved in classifying, indexing, processing, filing, retrieving, and controlling a large volume of records and reports.
- State mandated file purging requirements relative to police records.
- Laws pertaining to privacy and security of criminal history records and laws governing the release of crime report information under the Public Records Act to specific public agencies and the general public;
- Uses of automated data or word processing equipment utilized in records systems.

Animal Control

- ~~State and local laws and ordinances related to animals.~~
- ~~Various breeds, 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.~~
- ~~Departmental procedures pertinent to the impoundment, treatment and sheltering of domestic and wild animals and placement of stray or abandoned animals.~~

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances;
- Supervise and motivate personnel in a high stress environment;

- Analyze and interpret laws, codes, ordinances and administrative rules and regulations;
- Inspire confidence in subordinate personnel and new employees in training;
- Promote cooperative team work and customer service values among employees;
- Deal constructively with conflict and develop effective resolutions;
- Quickly assess a situation and take appropriate action under stressful and emergency conditions;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Communicate effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality.
- Understand and interpret rules, regulations and laws related to assigned function;
- Deal tactfully and effectively with the public;
- Interpret, apply and explain section related laws, codes, regulations, and policies;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports.
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work ~~subordinates, coworkers, management, other city employees, public officials, employees from other agencies, and the general public;~~
- Operate modern office equipment, computers and software applications;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Learn and utilize new skills and information to improve job performance and efficiency.

~~In addition to the above, incumbents assigned to the specific areas listed below are also expected to have the ability to perform the following:~~

Animal Control

- ~~• Use controlled substances to tranquilize or medicate animals.~~
- ~~• Identify and describe various types and breeds of domestic and wild animals.~~
- ~~• Work alone under adverse condition including dangerous locations and in proximity to sick and injured animals and irate citizens.~~

License and/or Certificates:

~~Must possess and maintain a Class C California Driver's License. A valid California Motor Vehicle Operator's License (Class C) of the appropriate class or grade.~~

Complete a basic supervisory course within one year of appointment.

Incumbents assigned to Police Records must complete within one (1) year of appointment:
Police Officer Standards and Training (POST) Records Supervisor Course and Public Records Act Course, CLETS Basic Course, and the CLETS Train and Trainer Course.

~~*Incumbents assigned to Animal Control must complete within one (1) year of appointment:*
State Humane Association's Animal Control Law Enforcement Training Academy Basic.~~

Incumbents assigned to Jail must possess:
Corrections Officer Core Course (as described in Section 1020).
STC or POST Supervisory Core Course (as described in Section 181, Title 15, CCR) within one (1) year of appointment.

Education and Experience:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a law enforcement environment or similar agency that has provided the knowledge, skills, and abilities necessary in the specific area of assignment.

One year of supervisory or lead work experience is preferred.

An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field, is desirable.

Special Requirements

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

Must be able and willing to work rotating shifts, weekends, and holidays.

~~Must be able to successfully pass a background investigation.~~

Requires the ability to 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 back and leg coordination to stoop, kneel, crouch, bend and crawl. Requires use of arms to reach and carry and use of hands to operate, finger and handle objects and controls. Requires sound and visual perception and discrimination, as well as oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions. Requires the ability to accurately perceive sounds.

Career Ladder Information

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Administrative Services Manager.



POLICE SERVICES SUPERVISOR

Class Code:
1124

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Established Date: Dec 1, 2010
Revision Date: Nov 1, 2020

SALARY RANGE

\$31.95 - \$40.79 Hourly
\$5,538.00 - \$7,070.27 Monthly
\$66,456.00 - \$84,843.20 Annually

DEFINITION:

Under general direction, plans, directs and supervises the operations of the Jail, Property Room, Police Records, Traffic, and Animal Control sections of the Police Department, and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Police Services Supervisor is distinguished from the Police Sergeant or Police Lieutenant in that the incumbents are civilian and are primarily responsible for administrative functions of an assigned section. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives direction from higher-level staff. Provides direction to lower-level staff such as Police Services Officer, Police Records Technician, Police Cadets, and support staff.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Organizes, plans, and oversees the day-to-day operations of an assigned section.
- Supervises staff, including 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, implementing employee discipline, providing training, advice and assistance as needed.
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Participates in the development of related goals, objectives, policies, and procedures.
- Implements and maintains operational procedures consistent with established practices and Government/Penal Code requirements.
- Determines section training needs, develops, implements and coordinates training programs for assigned personnel and oversees training of new staff.
- Institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency.
- Ensures operations are maintained within established budget, and directs the allocation of resources to accomplish objectives.
- Receives and responds to difficult customer service inquiries and complaints.
- Responds to inquiries and provides assistance to department personnel regarding section activities and procedures.
- Acts as a liaison to other law enforcement agencies regarding section related responsibilities; and keeps superiors informed of events that may have an impact on the department or City.
- Completes assigned routine and administrative tasks such as preparing work schedules and completing payroll documents.
- Reviews filed reports and citations prepared to ensure completeness and accuracy, directs necessary corrections, and refers reports to higher level personnel.
- Observes and enforces strict adherence to safety regulations and safe work practices.
- Responds to emergency calls during work and after normal working hours.
- Manages inventory and obtains/compiles bids for goods or services.

In addition to the duties listed above, incumbents assigned to the specific sections listed below perform the following:

Jail

- Assists the Services Division Commander to manage the overall operations of the Jail Facility;
- Supervises and monitors the daily operation of the City's Type I Jail Facility;
- Ensures compliance with policies, procedures and regulations as established by the department, the jail manual, the Penal Code, California Standards and Training for Corrections (S.T.C.) operations and training mandates, and other applicable law enforcement codes and regulations;
- Assists in the care and custody of prisoners; monitors jail bookings; photographs and fingerprints prisoners; ensures the proper transfer of in-custodies, and the transfer of appropriate paperwork to other agencies;
- Trains, supervises, and evaluates Police Services Officers in the proper procedures for handling prisoners;
- Maintains accurate records of jail operations;
- Oversees the maintenance of the jail facility and equipment within, including but not limited to routine maintenance of the Livescan and Data Master Breathalyzer systems; coordinates the security, maintenance, and cleanliness of the jail;
- Reviews crime reports taken at the front desk for legal elements, accuracy, and completeness;
- Responds to complaints and conducts initial investigations;
- Recommends improvements to the jail operations and jail manual as appropriate.

Property

- Supervises daily operation of the Property Room;
- Oversees the maintenance of the property facility and equipment within;
- Monitors safety and security of the Property Room and staff;

- Ensures compliance with applicable Federal, State, and Local laws and ordinances;
- Supervises the destruction of narcotics, drugs, and firearms not returned to the owners;
- Prioritizes and assigns work to staff; resolves procedural and work related problems;
- Recommends improvements to Property Room operations.
- Supervises Motor Transport and Court Liaison personnel.

Police Records

- Supervises the daily operation of the Records Division relative to coding, data entry, maintenance, retrieval, purging, sealing, scanning and storing of police records and reports such as crime, arrest, and accident reports;
- Makes recommendations for recordkeeping policies, procedures and systems to improve operations and ensure compliance with new and existing laws;
- Trains staff on proper systems and procedures to ensure compliance with laws, court decisions, rules and regulations relating to the use and confidentiality of police records;
- Approves release or inspection of police reports and monitors collection of fees at public counter;
- Responds to non-routine questions and information requests;
- Compiles or verifies statistical information/reports generated from computerized system;
- Complies with court orders for subpoenaed records;
- Tests and monitors automated recordkeeping programs to ensure accuracy.

Traffic

- Directs and assigns work relating to the Parking Enforcement and crossing guard functions;
- Determines need for services;
- Inspects workstations to observe and evaluate performance;
- Handles public relations, post storage hearings and investigates claims and complaints;
- Maintains time records and logs; prepares a variety of reports;
- May occasionally perform the duties of Police Services Officer (Parking Enforcement) or Crossing Guard;
- Supervises and coordinates special events such as the Armed Forces Day Celebration & Parade and the Fourth of July Celebration.

Animal Control

- Plans, schedules, assigns, and evaluates personnel involved in enforcing ordinances and laws pertaining to animals and issues citations;
- Receives and responds to inquiries and complaints from citizens involving animals throughout the City;
- Reviews and investigates the more complex cases involving enforcement of animal control regulations requiring knowledge of court decisions or intent of the law;
- Assists and advises on the capture of animals requiring the use of a tranquilizer gun;
- Institutes necessary legal action for violations of State and City regulations;
- Inspects commercial and private kennels, pet stores, and pet and grooming shops to ensure conformance to laws and ordinances; explains violations and need for correction of poor sanitary conditions, inadequate food and over-crowded conditions;
- Maintains liaison with public law enforcement and wildlife agencies such as State Department of Fish and Game and other counties, cities, and community groups for the purpose of resolving problems including citizen complaints, level of service response time and interpretation of code sections;
- Initiates and maintains an active volunteer programs to support operations.

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:

- Requests criminal filings and appears in court when required;
- Attends division, department, and community meetings as required;
- Performs special assignments and related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a law enforcement environment in the specific area of assignment.

One year of supervisory or lead work experience is preferred.

An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field, is desirable.

License and/or Certificates

A valid California Motor Vehicle Operator's License (Class C) of the appropriate class or grade.

Complete a basic supervisory course within one year of appointment.

Incumbents assigned to Police Records must complete within one (1) year of appointment: Police Officer Standards and Training (POST) Records Supervisor Course and Public Records Act Course, CLETS Basic Course, and the CLETS Train and Trainer Course.

Incumbents assigned to Animal Control must complete within one (1) year of appointment: State Humane Association's Animal Control Law Enforcement Training Academy – Basic.

Incumbents assigned to Jail must possess:

Corrections Officer Core Course (as described in Section 1020).

Supervisory Core Course (as described in Section 181, Title 15, CCR) *within one (1) year of appointment.*

Knowledge of

- Principles of supervision, training and employee relations;
- Police procedures, rules, regulations and terminology and law enforcement codes as related to assigned functions;
- Computerized law enforcement and public safety information systems;
- Municipal codes, police policy and procedures, penal code, vehicles codes, health and safety codes and business and professional code;
- Basic English, grammar, spelling, punctuation, vocabulary, and arithmetic;
- Courtroom and hearing practices;
- Report writing techniques;
- Effective interviewing techniques;
- Effective safety principles and practices;
- City policies and procedures affecting departmental operations;
- City, Department, and Division mission, including strategic goals and objectives;
- General City operations.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

Police Records

- Penal, government and other laws and codes pertaining to the management, reporting and dissemination of criminal and related records and other information.
County and municipal ordinances and procedures relating to records, warrants, and public counter functions;
- Computerized law enforcement and public safety information systems;

- Office practices, procedures, and clerical techniques involved in classifying, indexing, processing, filing, retrieving, and controlling a large volume of records and reports;
- State mandated file purging requirements relative to police records;
- Laws pertaining to privacy and security of criminal history records and laws governing the release of crime report information under the Public Records Act to specific public agencies and the general public;
- Uses of automated data or word processing equipment utilized in records systems.

Animal Control

- State and local laws and ordinances related to animals.
- Various breeds, 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.
- Departmental procedures pertinent to the impoundment, treatment and sheltering of domestic and wild animals and placement of stray or abandoned animals.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances;
- Supervise and motivate personnel in a high stress environment;
- Analyze and interpret laws, codes, ordinances and administrative rules and regulations;
- Inspire confidence in subordinate personnel and new employees in training;
- Promote cooperative team work and customer service values among employees;
- Deal constructively with conflict and develop effective resolutions;
- Quickly assess a situation and take appropriate action under stressful and emergency conditions;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Communicate effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality;
- Understand and interpret rules, regulations and laws related to assigned function;
- Deal tactfully and effectively with the public;
- Interpret, apply and explain section related laws, codes, regulations, and policies;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with subordinates, coworkers, management, other city employees, public officials, employees from other agencies, and the general public;
- Operate modern office equipment, computers and software applications;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Learn and utilize new skills and information to improve job performance and efficiency.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have the ability to perform the following:

- Use controlled substances to tranquilize or medicate animals.
- Identify and describe various types and breeds of domestic and wild animals.
- Work alone under adverse condition including dangerous locations and in proximity to sick and injured animals and irate citizens.

SPECIAL REQUIREMENTS:

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

Must be able and willing to work rotating shifts and holidays.

Must be able to successfully pass a background investigation.

Requires the ability to 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 back and leg coordination to stoop, kneel, crouch, bend and crawl. Requires use of arms to reach and carry and use of hands to operate, finger and handle objects and controls. Requires sound and visual perception and discrimination, as well as oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions. Requires the ability to accurately perceive sounds.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Administrative Services Manager.

ESTABLISHED/REVISED DATE:

Established Date: December 2010

Revised Date: January 2015

Revised Date: January 2017

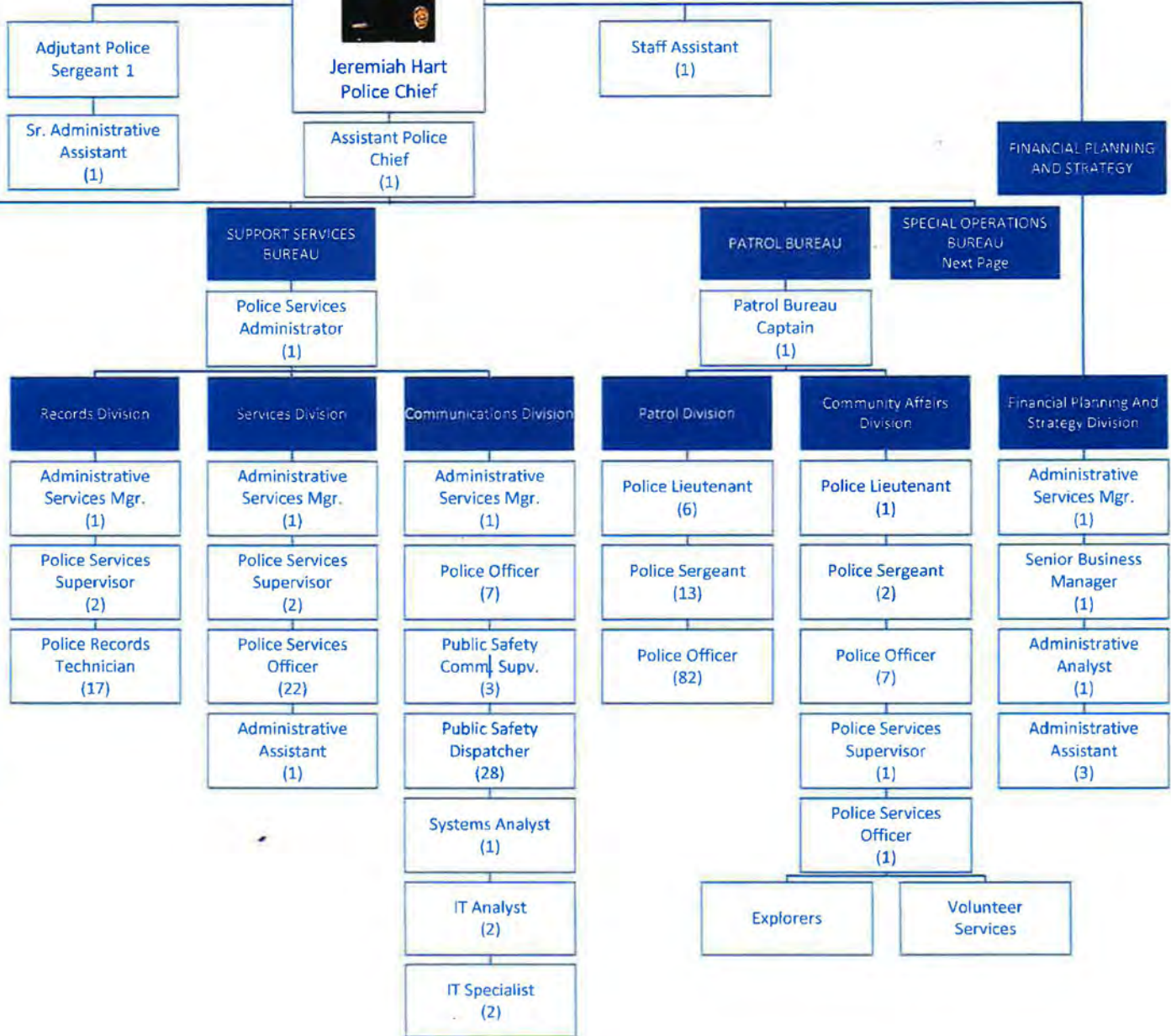
Revised Date: November 2020

Department Review Date: November 2022

CITY OF TORRANCE
Organizational Chart
Police Department

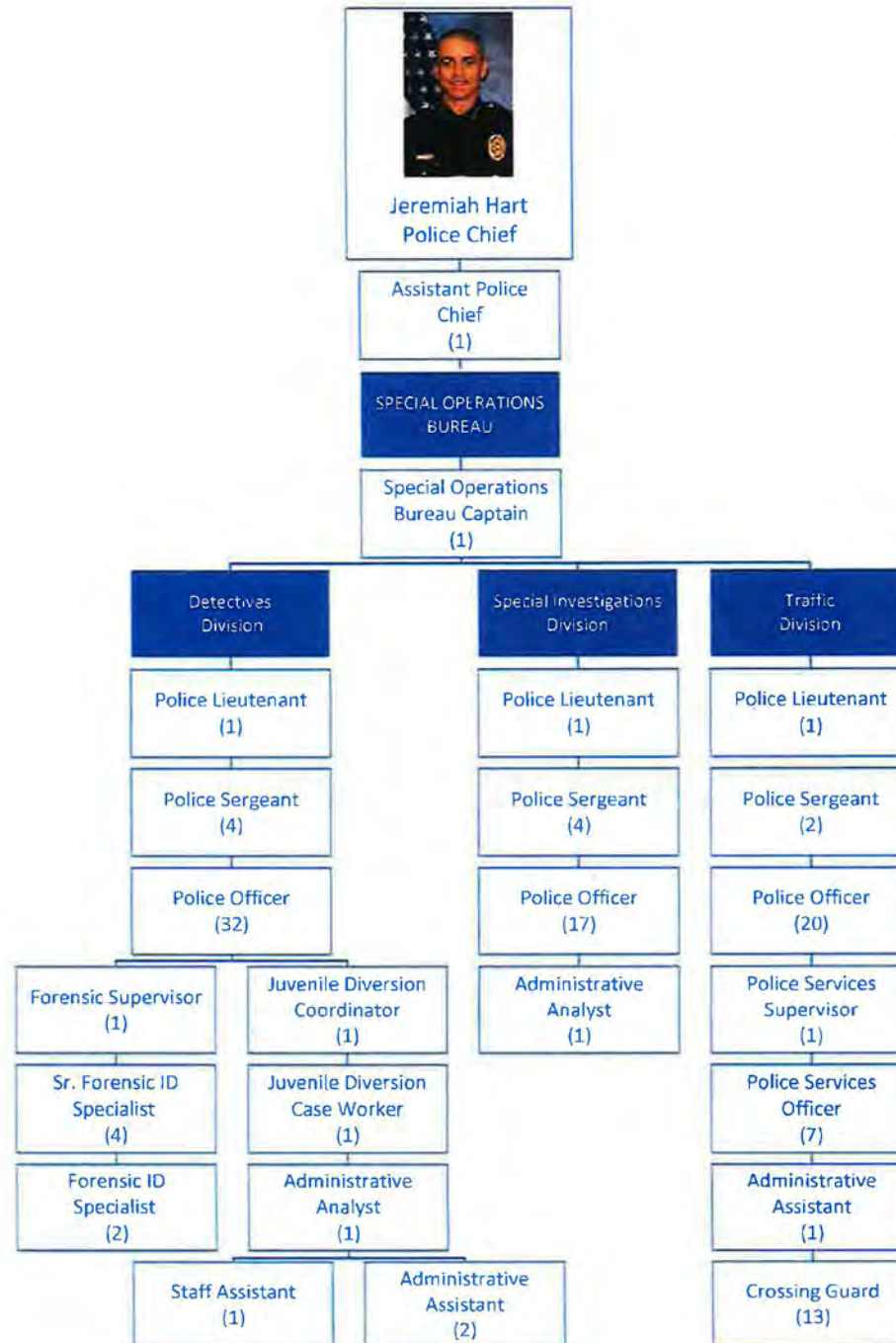


Jeremiah Hart
Police Chief



ATTACHMENT C

CITY OF TORRANCE
Organizational Chart
Police Department



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

Honorable Members:

SUBJECT: DENY PROTEST OF ELIGIBLE LIST FOR CODE ENFORCEMENT OFFICER

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body deny the protest of the Eligible List for Code Enforcement Officer.

BACKGROUND AND ANALYSIS

At your meeting of January 23, 2023, your Honorable Body approved the ordering of the Code Enforcement Officer examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). On March 24, 2023, Cynthia Ramirez was invited to the Oral Interview, which was scheduled for March 29, 2023 via Zoom Meetings. In the Invitation to Panel Interview *Virtual* (Self-Schedule) Notice, candidates were told that "the interview process will be conducted virtually and you will be emailed prior to your interview with an access link (Zoom Meetings)" and to "allow approximately thirty (30) minutes for this examination process".

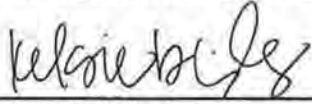
On March 29, 2023, Ms. Ramirez entered the Zoom Meetings virtual lobby at her scheduled time, and I admitted her into the meeting. I briefed Ms. Ramirez on the Code Enforcement Officer examination process by introducing myself and the interview panel, and informing her that the panel had ten (10) questions and she would have thirty (30) minutes for her interview. Once any questions were answered, I assigned Ms. Ramirez to the Zoom breakout room where the panel was, and the interview took place. At approximately 2:22 p.m., it appeared that Ms. Ramirez was no longer in the Zoom meeting. Approximately four (4) minutes later, Ms. Ramirez entered the Zoom Meetings virtual lobby, and I promptly admitted her back into the meeting, and assigned her to the Zoom breakout room to continue her interview.

During the examination process debrief, the panel shared that in Ms. Ramirez' response to Question 1, she provided answers to Questions 2, 3, and 4. The panel read Questions 2, 3, and 4 to Ms. Ramirez, along with an explanation that she had already answered the questions within her response to Question 1, but that she was able to provide further response, if necessary; if not, the panel would move on to Question 5. The remainder of the questions were then asked of Ms. Ramirez.

Based on the analysis of the information provided, the Human Resources Director recommends that your Honorable Body deny the protest of the Eligible List for Code Enforcement Officer.

Respectfully submitted,

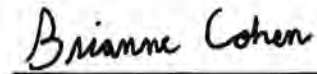
HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment A) Code Enforcement Officer Eligible List Protest by Cynthia Ramirez
 B) Invitation to Panel Interview *Virtual* (Self-Schedule) Notice

CITY OF TORRANCE – CIVIL SERVICE COMMISSION
WRITING EXERCISE, ESSAY, ORAL INTERVIEW, OR PERFORMANCE
EXAMINATION PROTEST FORM

(Instructions for completing this form are on the other side of this sheet)

Filing period: All protests must be made in writing within close of the following work day (business day) of the date of the portion of the examination being protested.

Cynthia

Anne

Ramirez

First Name

Middle Name

Last Name

Address, City, State, Zip

E-mail address

Phone Number

Code Enforcement Officer

March 29, 2023

Position Title

Exam Date

I. Purpose of objection

To provide feedback or comments for consideration prior to next exam (i.e. no official action)

Request official review prior to the grading of this exam or establishing an eligible list.

II. What type of test are you protesting?

Essay

Writing Exercise

Other

Oral (Interview)

Performance

II. What is your reason for the protest?

Qualifications of a rater

Prejudice of a rater

Fraud

Improper conduct of the exam

Job relatedness

Other

Clearly state specific and substantial reasons for the protest. What remedy or action are you requesting? You may submit additional sheets if necessary.

On March 29, 2023 at 2:15 pm., I had a scheduled interview I was told by the panel that there were going to be ten (10) questions, and that I had a half hour, first question was asked and as I answered question (1) I was told by the panel that I had answered question 2, 3, 4 when I answered question number (1) so the panel went on to ask question number (5), in which I did not know what the questions for 2, 3, 4, at the time nor did I think to ask the panel at that time

Signature

Date

For Office Use Only

Date/Time Received:

Approved:

ATTACHMENT A

Since I was on a time frame which was a half hour, which I was told by the panel the next five (5) questions, I felt that I was rushed because in between there was a shutdown of the City laptop after question number (5) (which is what I used and I was given permission, and other interviewers had used previously) I understand that was not the fault of the panel, or the interview, but if I had known that was going to happen I would of used my personal phone, or other means.

I would like to request a fair interview and be asked all questions

Thank you for your time

Cindy Ramirez

March 24, 2023

Candidate ID: [REDACTED]

Cynthia Ramirez
[REDACTED]

Dear Cynthia,

You are invited to a virtual panel interview for the position of CODE ENFORCEMENT OFFICER which is scheduled for **WEDNESDAY, MARCH 29, 2023**.

This notice is your invitation to self-schedule your virtual panel interview time by logging in to your GovernmentJobs.com account.

TO SELF-SCHEDULE YOUR PANEL INTERVIEW TIME: Carefully read the following instructions.

1. Go to <https://www.governmentjobs.com/Applications/submitted> & 'Sign In' to your account in the upper right hand corner.
2. Click the 'Applications & Status' link from the user menu in the upper right hand corner.
3. Find the application for CODE ENFORCEMENT OFFICER with the City of Torrance and click on Schedule to see the panel interview available times and select the desired time.
4. Deadline to self-schedule: **TUESDAY, MARCH 28, 2023**. (If you do not self-schedule by this date, we will assume that you are no longer interested in the position.)

This interview process will be conducted virtually and you will be emailed prior to your interview with an access link (Zoom Meetings) to conduct the interview. You should allow approximately thirty (30) minutes for this examination process.

To establish eligibility for veteran's preference, applicants must submit documentary evidence (i.e. DD214). We must receive a copy of your DD214 prior to completion of the examination process.

Click this link for more information on the veteran's preference policy: <https://www.torranceca.gov/government/human-resources/your-rights-during-the-examination-process>.

If you are unable to attend your interview, please contact Human Resources.

The City of Torrance is an Equal Opportunity / ADA Employer.

Human Resources Department
City of Torrance | 3231 Torrance Blvd | Torrance CA 90503
310.618.2915 voice | 310.618.2995 fax | www.TorranceCA.Gov |
JobInfo@TorranceCA.Gov

If you do not want to receive emails please click on the following :
[Unsubscribe from Emails](#)

ATTACHMENT B