

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, MAY 22, 2023
REGULAR MEETING
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

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

1. CALL MEETING TO ORDER

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

2. FLAG SALUTE:

3. REPORT OF STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Wednesday, May 17, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Associate Engineer.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Associate Engineer examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), and Oral Interview (100%). Staff is requesting approval for a six (6) month eligible list.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

8. HEARINGS

8A. Appeal of Discipline of a Storekeeper.

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

8B. Appeal of Discipline of a Torrance Police Officer (3) (Matter A).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

8C. Appeal of Discipline of a Torrance Police Officer (3) (Matter B).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

8D. Appeal of Discipline of a Torrance Police Officer (4).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

8E. Appeal of Discipline of a Torrance Police Officer (5).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

9. CLOSED SESSION

No Business to Consider.

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, June 12, 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 ASSOCIATE ENGINEER

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Associate Engineer examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), and Oral Interview (100%). Staff is requesting approval for a six (6) month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Associate Engineer. There are two (2) current vacancies within the Public Works Department due to retirements.

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

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

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

Respectfully submitted,

By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Associate Engineer Class Specification



ENGINEER, ASSOCIATE

Class Code:
3132

Bargaining Unit: Engineers Association &
Torrance Fiscal Employees Association

CITY OF TORRANCE
Revision Date: Sep 1, 1998

SALARY RANGE

\$48.64 - \$59.14 Hourly
\$8,430.93 - \$10,250.93 Monthly
\$101,171.20 - \$123,011.20 Annually

DEFINITION:

Under direction, performs difficult professional level engineering work in the development, construction and maintenance of the City's public works and traffic projects; supervises professional and technical engineering staff; manages engineering projects and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Associate Engineer is the supervisory class in the professional level engineering series. Incumbents are distinguished from the Division Manager in the level and scope of supervision and responsibility exercised and distinguished from the Assistant Engineer in that the Assistant Engineer does not supervise professional staff and does not have responsibility for entire projects. Incumbents perform a full range of complex tasks and works under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Work is reviewed upon completion for overall results. Work involves frequent interpretation of policies, procedures and guidelines, and may involve the development of recommendations consistent with directives, policies and regulations.

Receives direction from a Engineering Manager and exercises direct supervision over lower-level professional and technical engineering positions.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Manages specific municipal engineering projects as assigned applying professional engineering practices to project design, development, coordination, review and analysis;
- Develops, monitors and updates project schedules;
- Manages allocated funds by reviewing and monitoring assigned projects and making recommendations regarding appropriate uses;
- Prepares and administers professional engineering and professional service contracts;
- Prepares reports, recommendations and correspondence on current and proposed projects: review and edit reports prepared by support staff;
- Plans and directs the work of lower-level professional and technical engineering staff. Supervisory duties may include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, and recommending and implementing employee discipline. Providing training, advice and assistance as needed;
- Prepares and presents reports and agenda items for the City Council and City commissions;
- Represents the Department and Commission meetings and coordinates projects with other departments by discussing potential problems and requesting their recommendations;
- Participates as a member on interdepartmental and intradepartmental teams and committees as required;
- Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to municipal engineering projects.

In addition to the above duties, if assigned to Public Works, performs the following:

- Reviews and recommends the approval of engineering plans, drawings and specifications, cost estimates, contract provisions, legal descriptions, and maps, ensuring compliance with subdivision policies and local and state codes, ordinances and regulations;
- Coordinates projects with other City departments, agencies and utilities as required;
- May oversee permitting procedures;
- Reviews and recommends the approval of traffic signal, striping and street lighting plans, drawings and specifications, cost estimates, contract provisions, and local and state codes, ordinances and regulations;
- Researches, develops and implements plans to maintain efficient and effective practices in the Street Lighting District; prepares cost estimates for assessment district on a yearly basis;
- Reviews plans, specifications and estimates for transportation capital improvements; analyzes bids and makes recommendations accordingly;
- Reviews Environmental and Traffic Impact reports and planning cases for trip generation, distribution and capacity analysis and makes recommendations related to transportation conditions for development.

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;
- Receives and responds to public inquiries regarding current or planned projects;
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from a college or university with a Bachelor's degree in engineering and three years professional engineering field and office experience.

(Experience or training in engineering computer applications is desirable.)

License and/or Certificates

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

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

Knowledge of

- Civil Engineering principles and practices as applied to the field of public works;
- Principles and practices of traffic engineering field and office work;
- Public works operations and construction, surveying and drafting methods and practices;
- Engineering computer applications;
- Contract administration;
- Project management methods and practices, including methods of preparing designs, plans, specifications, schedules, estimates, reports and recommendations;
- Principles of supervision and employee relations;
- Mathematics as applied to engineering work, including algebra, geometry, trigonometry and calculus;
- Statistics as applied to traffic engineering data, including compilation, analysis and presentation;
- Budget preparation principles;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances;
- Schedule work tasks and projects;
- Develop and administer a project budget;
- Perform difficult engineering design and analysis for public works systems;
- Use engineering computer applications;
- Perform complex computations involving engineering formulas using advanced applications of algebra, geometry, trigonometry and calculus;
- Operate office and other equipment including a computer;
- Exercise tact and diplomacy relative to public inquiries and requests for information;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Establish and maintain effective relationships with City employees, City Commissioners, public officials, private and community organizations and the public;
- Read and understand technical reports, maps, construction drawings, specifications, and analysis;
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS:

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

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

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Engineering Manager.

ESTABLISHED/REVISED DATE:

Revised Date: September 1998
Dept. Review Date: May 2023