

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, JULY 10, 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, July 6, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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. Accept and File the 2022-2023 Civil Service Commission Annual Report.

Recommendation of Civil Service Staff that your Honorable Body accept and file the 2022-2023 Civil Service Commission annual report.

7. ADMINISTRATIVE MATTERS

7A. Appoint Civil Service Commission Chair, Civil Service Commission Vice-Chair, and members of Employee Relations Committee for Fiscal Year 2023-2024.

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2023 – 2024,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2023 – 2024,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2023 – 2024.

7B. Approve Title Change and Revised Class Specification for Fire Prevention Manager/Fire Marshal.

Recommendation of the Human Resources Director that your Honorable Body approve the title change and revised class specification for Fire Prevention Manager/Fire Marshal and forward it to the City Council for approval.

7C. Deny Appeal of Removal of Name from the Bus Operator Eligible List.

Recommendation of Civil Service Staff that your Honorable Body deny the appeal of removal of name from the Bus Operator eligible list.

Consideration of public employee employment 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.

8. HEARINGS

No Business to Consider.

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

1) Appeal of Discipline of a Torrance Police Officer (2).

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, July 24, 2023 at 6:00 p.m.

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

Honorable Members:

SUBJECT: ACCEPT AND FILE THE 2022-2023 CIVIL SERVICE COMMISSION ANNUAL REPORT.

RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the 2022-2023 Civil Service Commission annual report.

BACKGROUND/ANALYSIS:

Section 13.10.7 (d) of the Torrance Municipal Code (TMC) states that "The Commission shall make an annual report to the City Council of its activities for the previous year and shall make such other reports as it shall deem necessary or proper."

The Annual Report for July 2022 through June 2023 is attached for your consideration.

Respectfully submitted,

By 
Jennica Chaparro
Senior Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) 2022-2023 Civil Service Commission Annual Report



**City of Torrance
CIVIL SERVICE COMMISSION**

**ANNUAL REPORT
for July 2022 to June 2023**

Purpose of the Commission

The Civil Service Commission is a seven-member governing body with authority over Civil Service positions. The Commission approves testing plans to fill positions for City employment; reviews new and revised classifications (job descriptions); and serves as an appellant board on matters regarding the employee selection process, appeals of below standard performance evaluations, and disciplinary actions. A sub-committee of the Commission, the Employee Relations Committee (ERC), assigns newly created positions to employee representation units.

The Civil Service Commission is regularly scheduled to meet on the second and fourth Monday of each month at 6:00 p.m. 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. The meetings for July 2022 to June 2023 were held in LeRoy J. Jackson Council Chambers

Membership of the Commission

The following Commission members served on the Civil Service Commission between July 2022 to June 2023:

MEMBER	OFFICE	APPOINTED OR REAPPOINTED
Jean Adelsman	Chair	2023
Marianne Hamada	Vice Chair / ERC Chair	2021
Bridgett Lewis*	Member / ERC Member	2020
Cinda Herring	Member	2020
Carol Dean**	Member / ERC Member	2021
Hana Sasaki	Member	2021
David Zygielbaum	Member	2021
Julie Kohus	Member	2023
Laura Lohnes	Member	2022

*Commissioner Lewis resigned effective August 31, 2022.

**Commissioner Dean's resigned effect August 4, 2022.

Meetings

The Civil Service Commission met on the following dates:

- | | | |
|--------------------|-------------------|-------------------|
| July 11, 2022 | October 10, 2022 | December 19, 2022 |
| July 25, 2022 | October 17, 2022 | January 09, 2023 |
| August 08, 2022 | October 24, 2022 | January 23, 2023 |
| August 22, 2022 | November 07, 2022 | February 06, 2023 |
| September 12, 2022 | November 14, 2022 | February 27, 2023 |
| September 19, 2022 | November 21, 2022 | March 13, 2023 |
| September 26, 2022 | November 28, 2022 | March 27, 2023 |
| October 03, 2022 | December 12, 2022 | April 03, 2023 |

April 10, 2023
April 24, 2023

May 08, 2023
May 22, 2023

June 12, 2023
June 26, 2023

The Employee Relations Committee met on the following date: July 11, 2022, January 23, 2023, and April 10, 2023.

Summary of Annual Activities

The Civil Service Commission held 30 meetings, during which a total of 99 examinations were approved.

Administrative Matters

The Civil Service Commission approved the revised class specification for the following classifications: Policy and Resources Specialist, Water System Operator I, Facilities Services Supervisor, Pest Control Technician, Assistant Building Regulations Manager, Tree Trimmer, Administrative Assistant, Office Assistant, Deputy City Attorney II, and Police Services Supervisor.

The Civil Service Commission approved the proposed class specification for Police Services Administrator, Neighborhood Services Manager, Assistant Police Chief, Code Enforcement Officer, Senior Code Enforcement Officer, Information Technology Manager - Applications and Analytics, Information Technology Manager – Communications and Customer Service, Information Technology Manager – Infrastructure and Cybersecurity, and Lead Ranger.

The Civil Service Commission approved the reclassification of one incumbent to Policy and Resources Specialist, one incumbent to Supervising Administrative Assistant, one incumbent to Systems Analyst, and one incumbent to Administrative Assistant.

The Civil Service Commission appointed the Civil Service Commission Chair, Civil Service Commission Vice-Chair, Members of the Employee Relations Committee for Fiscal Year 2022-2023, and a member of Employee Relations Committee for Remainder of Fiscal Year 2022-2023.

Appeals

The Civil Service Commission heard a protest of the eligible list for Senior Administrative Assistant on September 19, 2022 and denied the protest regarding the on-line written test technical issues and approved the protest regarding written test questions that pertain to marketing/sales concept.

The Civil Service Commission heard an appeal of removal of name from the Building Inspector eligible list on March 13, 2023 and upheld the appeal.

The Civil Service Commission heard a protest of eligible list for Code Enforcement Officer on April 24, 2023 and denied the protest.

The Civil Service Commission heard an appeal of disqualification of applicant for Librarian on June 12, 2023 and upheld the appeal.

The Civil Service Commission heard an appeal of removal from the eligible list for Custodian on June 12, 2023 and denied the appeal.

The Civil Service Commission heard two (2) protests of eligible list for Administrative Analysts on June 12, 2023 and denied the protest.

The Civil Service Commission heard a protest of eligible list for Information and Technology Manager – Communications & Customer Service and denied the appeal.

Hearings

An appeal of discipline of a Wastewater Technician was denied on November 7, 2022.

An appeal of discipline of a Reprographics Specialist is ongoing, with the hearing continued to a date to be determined.

Appeals of discipline of five (5) Torrance Police Officers and one (1) Torrance Police Sergeant were heard and delegated to hearing officers on October 24, 2022.

An additional three (3) appeals of discipline of Torrance Police Officers were heard and one was delegated to hearing officer on March 13, 2023 and the other two were delegated to hearing officers on April 3, 2023.

Additionally, the Civil Service Commission has five (5) ongoing discipline appeal hearings for Torrance Police Officers and two (2) ongoing discipline appeal hearings for Police Service Officers. Two hearings for Torrance Police Officers have been continued to a date to be determined. Three hearings for the Torrance Police Officers are scheduled to continue on August 28, 2023. One hearing for Police Service Officer is scheduled to continue on July 24, 2023 and one hearing for Police Services Officer is continued to a date to be determined.

An appeal of discipline of a Storekeeper is also ongoing, with the hearing scheduled to continue on August 21, 2023.

An appeal of discipline of a Library Technician was brought forward, with the hearing scheduled to continue to October 23, 2023.

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

Honorable Members:

SUBJECT: APPOINT CIVIL SERVICE COMMISSION CHAIR, CIVIL SERVICE COMMISSION VICE-CHAIR, AND MEMBERS OF EMPLOYEE RELATIONS COMMITTEE FOR FISCAL YEAR 2023 – 2024.

RECOMMENDATION:

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2023 – 2024,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2023 – 2024,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2023 – 2024.

BACKGROUND AND ANALYSIS:

Section 13.10.5 of the Torrance Municipal Code (TMC) requires that each fiscal year, members of the Civil Service Commission appoint a Chair to serve for one (1) year and until a successor is appointed.

The practice of your Honorable Body has been that the incoming Chair appoints a Vice-Chair. Additionally, TMC Section 14.8.6 requires the Chair of the Civil Service Commission appoint members of the Employee Relations Committee.

Staff has prepared a history of the previous Commission Chairs, Vice-Chairs/Employee Relations Committee Chairs, and Commissioners appointment dates (Attachment B) to assist the Civil Service Commission in making appointments.

Respectfully Submitted,

By 
Jennica Chaparro
Senior Human Resources Analyst

CONCUR:


Brianne Cohen
Civil Service Manager

Torrance Municipal Code Sections 13.10.5 and 14.8.6

13.10.5 APPOINTMENT OF A CHAIRMAN.

At the first meeting of the Commission in every fiscal year, the members shall appoint one (1) of their number as Chairman who shall hold office for one (1) year and until his successor is appointed.

14.8.6 EMPLOYEE RELATIONS COMMITTEE.

There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) *The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.*
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.

Civil Service Commission and Employee Relations Committee Chair History

<u>Fiscal Year</u>	<u>Commission Chair</u>	<u>Vice Chair/ERC Chair</u>
2021-2022	Shwartz	Adelsman
2022-2023	Adelsman	Hamada

<u>Office</u>	<u>Commissioner</u>	<u>First Appointment</u>	<u>Current Term Begins</u>	<u>Current Term Expires</u>
Member	Adelsman	07/01/19	07/01/23	06/30/27
Member	Herring	12/01/20	12/01/20	06/30/24
Member	Hamada	07/01/21	07/01/21	06/30/25
Member	Sasaki	07/01/21	07/01/21	06/30/25
Member	Zygielbaum	07/01/22	07/01/22	06/30/26
Member	Kohus	10/11/22	07/01/23	06/30/27
Member	Lohnes	10/11/22	10/11/22	06/30/24

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

Honorable Members:

**SUBJECT: APPROVE TITLE CHANGE AND REVISED CLASS SPECIFICATION FOR
FIRE PREVENTION MANAGER/FIRE MARSHAL**

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the title change and revised class specification for Fire Prevention Manager/Fire Marshal and forward it to the City Council for approval.

BACKGROUND

The Fire Department's Community Risk Reduction Division is going through a re-organization and the Fire Chief is requiring a review of functions and staffing in the Division. One of the revisions to staff is the conversion of the Fire Marshal duties to the non-sworn position of Fire Prevention Manager. The Community Risk Reduction Division (CRRD) provides oversight and conducts inspections, plan checks, tests of hazardous processes and fire protection, and has responsibility for fire investigations. The Fire Chief has requested that the classification of Fire Prevention Manager encompass the duties and functions of the Fire Marshal and to document the corresponding changes in the duties and requirements of the classification along with the title.

The proposed revised class specification is submitted for your review and approval.

ANALYSIS

The class specification for Fire Prevention Manager was established in March 2012. This position was created to oversee the Community Risk Reduction Division as a non-sworn, civilianized division of the Fire Department. Due to the re-organization of the Community Risk Reduction Division, it has been established that the Fire Prevention Manager will now take on the duties of the Fire Marshal which will allow this position to have complete oversight of the whole division, including the responsibility of fire investigations.

The **Definition** and **Distinguishing Characteristics** sections were updated to encompass all the duties and programs the position will oversee as well as the Fire Marshal functions.

Additional duty statements were incorporated into the **Examples of Duties** section to reflect the responsibility for complete oversight and management of the division, including the fire investigation aspect, such as:

- Manages and coordinates the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.

- Manages and coordinates arson/origin and cause investigations; establishes investigation methods and procedures; may lead and conduct investigations to determine source and nature of fires and incidents; may perform interviews of witnesses and suspects and secures evidence; prepares and presents required reports.
- Manages and coordinates new construction/equipment plan reviews and indicates necessary corrections for evaluating fire protection/life safety systems, above-ground storage tanks, stormwater systems, hazardous materials risk management programs, and hazardous materials facilities.
- Manages and oversees plan check activities with City functions and outside agencies.
- Reviews and recommends current fire code adoption and amendments to ordinances.

The **Qualification Guidelines** section was updated to reflect current areas of knowledge that are needed at this management level, as well as provide for oversight of the Fire Marshal functions.

The **Experience and Education and License and/or Certificates** sections were modified to reflect what is needed for qualification of the position as well as function of the Fire Marshal.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

- Attachment
- A) Revised Class Specification Fire Prevention Manager / Fire Marshal
 - B) Existing Class Specification Fire Prevention Manager
 - C) Fire Department Organizational Charts (Current and Proposed)

FIRE PREVENTION MANAGER / FIRE MARSHAL

DEFINITION

~~Under direction, oversees fire prevention or environmental activities and reviews proposed construction/equipment projects for compliance with fire code and environmental statutes and regulations, and refers criminal activities for legal action; and performs other duties as assigned.~~

Under direction, oversees the Fire Department's Community Risk Reduction Division; manages and coordinates the California Unified Program Agencies (CUPA) Program, National Pollutant Discharge Elimination System (NPDES) Program, Fire and Life Safety inspection program, Fire Engineering Program which includes permitting, plan checking and special events, Public Education Program which includes Community Emergency Response Team Training (CERT), Business Emergency Response Team Training (BERT), Social Media and Public Information Officer duties, and Fire Investigation Program which performs arson/origin and cause investigations on behalf of the Department. The Fire Prevention Manager/Fire Marshal provides highly responsible program management, technical staff assistance, hazardous materials oversight, and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~The Fire Prevention Manager is distinguished from the Fire Marshal in that the incumbent is not responsible for management of the entire Fire Prevention Division. The Fire Prevention Manager/Fire Marshal is responsible for management of the entire Community Risk Reduction Division. This is a civilian, non-sworn classification. This is a civilian non-firefighting classification.~~ Incumbents exercise independent judgment in the performance of duties, with great 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 general direction from the Fire Chief ~~Fire Marshal~~ and provides direct supervision to the Senior Fire Prevention Supervisor and may provide supervision to Senior Fire Prevention Specialists, Fire Prevention Specialists, and support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Manages and coordinates the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Manages and coordinates arson/origin and cause investigations; establishes investigation methods and procedures; may lead and conduct investigations to determine source and nature of fires and incidents; may perform interviews of witnesses and suspects and secures evidence; prepares and presents required reports.
- ~~Administers safety and training programs.~~
- May perform varied administrative assignments in support of the Fire Chief such as acting as Terrorism Liaison Officer.

- Acts as department/division liaison with internal and external teams, and committees, along with outside agencies including local and State officials, utility companies, the community, and other interested groups.
 - Coordinates projects with other City departments and agencies.
 - Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
 - Implements and maintains Federal, State, and local mandates.
 - Prepares reports and recommendations for City Council and commission agenda items.
 - Responds to the City Emergency Operations Center (EOC) and performs duties and responsibilities, as required.
 - ~~Oversees and performs~~ **Manages and coordinates** new construction/equipment plan reviews and indicates necessary corrections for evaluating fire protection/life safety systems, above-ground storage tanks, stormwater systems, hazardous materials risk management programs, and hazardous materials facilities.
 - ~~Coordinates~~ **Manages and oversees** plan check activities with City functions and outside agencies.
 - Attends meetings and performs liaison role for fire/life safety, water supply issues, and environmental issues; ensures plans meet the requirements of related federal, state, and local fire protection, life safety, and environmental codes, regulations and restrictions.
 - Reviews proposed projects and provides technical assistance to developers, consultants, engineers, architects, contractors, City personnel, and the public.
 - Interprets and explains requirements and restrictions relative to fire/life safety and environmental codes, ordinances, regulations, statutes, policies, and procedures.
 - Develops alternative methods to comply with requirements and restrictions.
 - **Manages and** oversees inspection program and inspects businesses for fire hazards, proper operation of suppression devices, adequacy of fire escapes and exits, and general compliance with fire codes, above-ground storage tank provisions, industrial waste provisions, stormwater regulations, and general compliance with environmental regulations and statutes.
 - ~~Coordinates~~ **Manages and oversees** schedules training drills between local facilities and the Fire Department.
 - Conducts research and writes comprehensive technical reports.
 - **Reviews and recommends current fire code adoption and amendments to ordinances.**
-

EXAMPLES OF OTHER DUTIES

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

- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems.
 - ~~Develops and reviews reports and other documents submitted by subordinates.~~
 - Performs related duties as required.
-

QUALIFICATION GUIDELINES

Knowledge of:

- Incident Command Systems and procedures and State Mutual Aid Systems;
- California Unified Program Agencies (CUPA) program;
- California Accidental Release Prevention (CalARP) program;
- National Pollutant Discharge Elimination System (NPDES) program;
- Department of Motor Vehicles codes and regulations;
- Emergency preparedness and terrorism prevention;
- City geography, streets, water hydrant locations, and surrounding response areas;
- Proper use of Personal Protective Equipment (PPE);
- Technical report writing methods;
- English usage, such as spelling, grammar, and punctuation;

- **Supervisory principles and leadership techniques;**
- **Budgeting practices;**
- National, state, and local laws, standards, ordinances, rules, regulations, policies, and procedures;
- ~~Uniform~~ Fire and building codes, and state and national fire codes;
- ~~State environmental laws and regulations, local ordinances and standards;~~
- ~~Fire engineering principles, and the systems and equipment used in fire detection/suppression;~~
- Fire prevention and inspection methods;
- Environmental inspection methods;
- Fire and life safety systems;
- General building, electrical, plumbing, and construction methods and materials;
- Management and supervisory principles and practices.
- Fire cause and origin investigation practices, techniques, and laws;
- Building materials and construction and of the principles of combustion;
- Project management methods and practices;
- High-quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to:

- Assess situations quickly and adopt effective courses of action;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters;
- Conduct field investigations;
- Develop, understand, interpret laws and execute rules, regulations, policies, and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Operate a computer and other office equipment.

EDUCATION AND/OR EXPERIENCE

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

~~Associate's degree in fire science or a related field from an accredited college and three (3) years increasingly responsible experience in fire code and environmental compliance or fire prevention and inspection which includes at least one (1) year of supervisory or lead experience.~~

~~A Bachelor's degree in Fire Science/Fire Engineering or a related field is highly desirable.~~

Bachelor's degree from an accredited college with a major in fire science, public administration, fire technology, operations management, or a related field and five (5) years of progressively responsible experience in fire prevention, hazardous materials management, fire code enforcement, fire education, and disaster preparedness with three (3) years supervisory experience.

Completion of Firefighter 1 training at a fire academy is highly desirable.

LICENSE AND/OR CERTIFICATES

Possession of International Code Council (ICC) Fire Inspector I or II and California UST Inspector certification and California PC 832 Certificate is required.

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

Possession of California State Fire Training (SFT) - Fire Marshal certification, International Code Council (ICC) Fire Plans Examiner, and/or POST Certified Terrorism Liaison Officer (TLO) is highly desirable.

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 communication 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.



FIRE PREVENTION MANAGER

Class Code:
3506

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Established Date: Mar 1, 2012

SALARY RANGE

\$10,804.00 - \$12,965.00 Monthly
\$129,648.00 - \$155,580.00 Annually

DEFINITION:

Under direction, oversees fire prevention or environmental activities and reviews proposed construction/equipment projects for compliance with fire code and environmental statutes and regulations, and refers criminal activities for legal action; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Fire Prevention Manager is distinguished from the Fire Marshal in that the incumbent is not responsible for management of the entire Fire Prevention Division. This is a civilian non-firefighting classification. Incumbents exercise independent judgment in the performance of duties, with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives general direction from the Fire Marshal and provides direct supervision to Senior Fire Prevention Officer and Fire Prevention Specialists and support staff.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Administers safety and training programs;
- Acts as department/division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and recommendations for City Council and commission agenda items;
- Responds to the City Emergency Operations Center (EOC) and performs duties and responsibilities, as required;
- Oversees and performs new construction/equipment plan reviews and indicates necessary corrections for evaluating fire protection/life safety systems, above ground storage tanks, storm water systems, hazardous materials risk management programs, and hazardous materials facilities;
- Coordinates plan check activities with City functions and outside agencies;
- Attends meetings and performs liaison role for fire/life safety, water supply issues, and environmental issues; ensures plans meet the requirements of related federal, state, and local fire protection, life safety and environmental codes, regulations and restrictions;
- Reviews proposed projects with and provides technical assistance to developers, consultants, engineers, architects, contractors, City personnel and the public;
- Interprets and explains requirements and restrictions relative to fire/life safety and environmental codes, ordinances, regulations, statutes, policies and procedures;
- Develops alternative methods to comply with requirements and restrictions;
- Oversees inspection program and inspects businesses for fire hazards, proper operation of suppression devices, adequacy of fire escapes and exits, and general compliance with fire codes, above ground storage tank provisions, industrial waste provisions, storm water regulations, and general compliance with environmental regulations and statutes;
- Coordinates and schedules training drills between local facilities and the Fire Department;
- Conducts research and writes comprehensive technical reports.

Examples of Other Duties

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

- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Develops and reviews reports and other documents submitted by subordinates;
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

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

Associate's degree in fire science or a related field from an accredited college and three (3) years increasingly responsible experience in fire code and environmental compliance or fire prevention and inspection which includes at least one (1) year of supervisory or lead experience.

A Bachelor's degree in Fire Science/Fire Engineering or a related field is highly desirable.

License and/or Certificates

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

Knowledge of

- National, state and local laws, standards, ordinances, rules, regulations, policies and procedures;
- Uniform fire and building codes, and state and national fire codes;
- State environmental laws and regulations, local ordinances and standards;
- Fire engineering principles, and the systems and equipment used in fire detection/suppression;
- Fire prevention and inspection methods;
- Environmental inspection methods;
- Fire and life safety systems;
- General building, electrical, plumbing and construction methods and materials;
- Management and supervisory principles and practices.
- Fire cause and origin investigation practices, techniques, and laws;
- Building materials and construction and of the principles of combustion;
- Project management methods and practices;
- High quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Assess situations quickly and adopt effective courses of action;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Conduct field investigations;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Operate a computer and other office equipment.

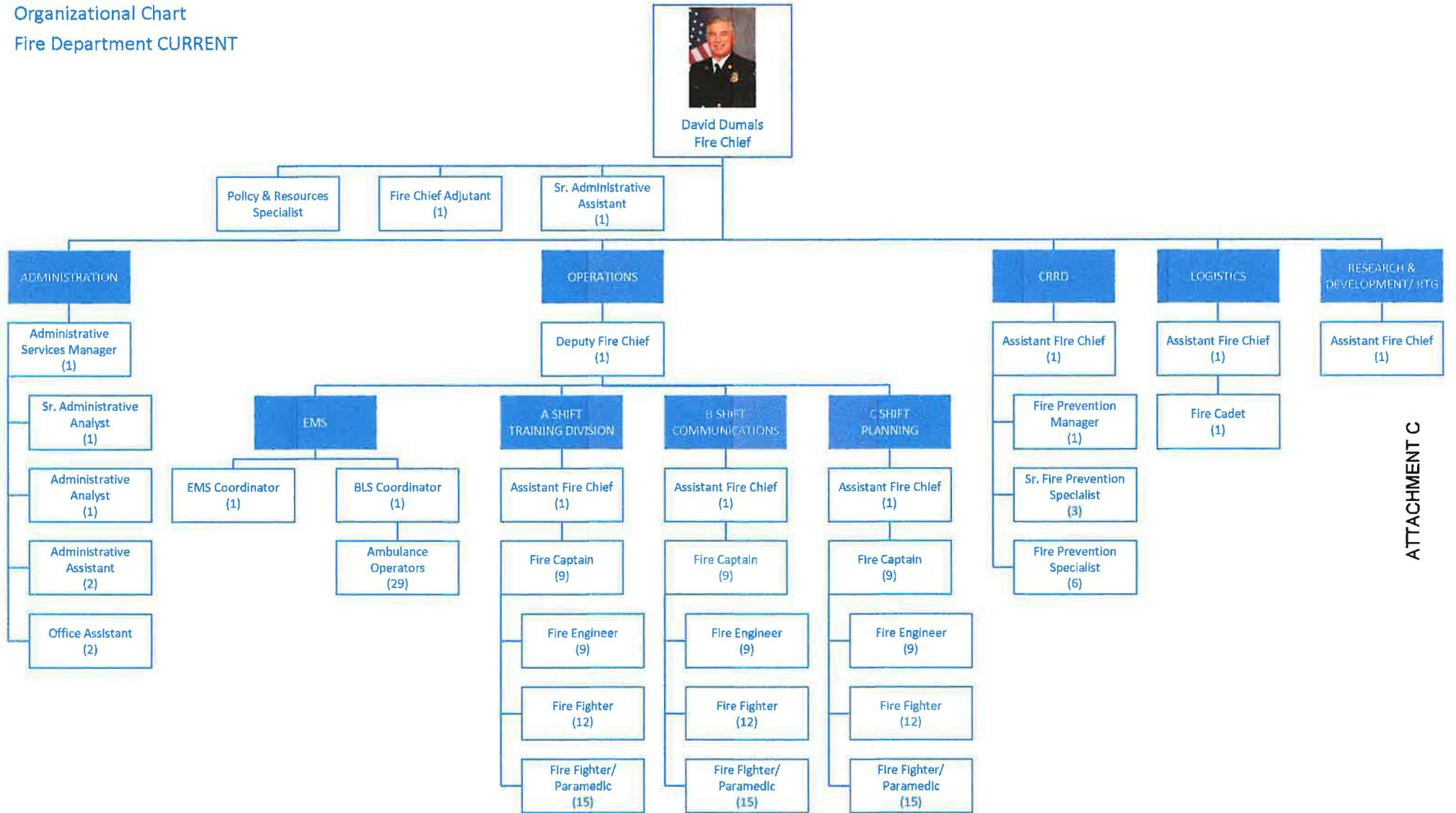
SPECIAL REQUIREMENTS:

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.

ESTABLISHED/REVISED DATE:

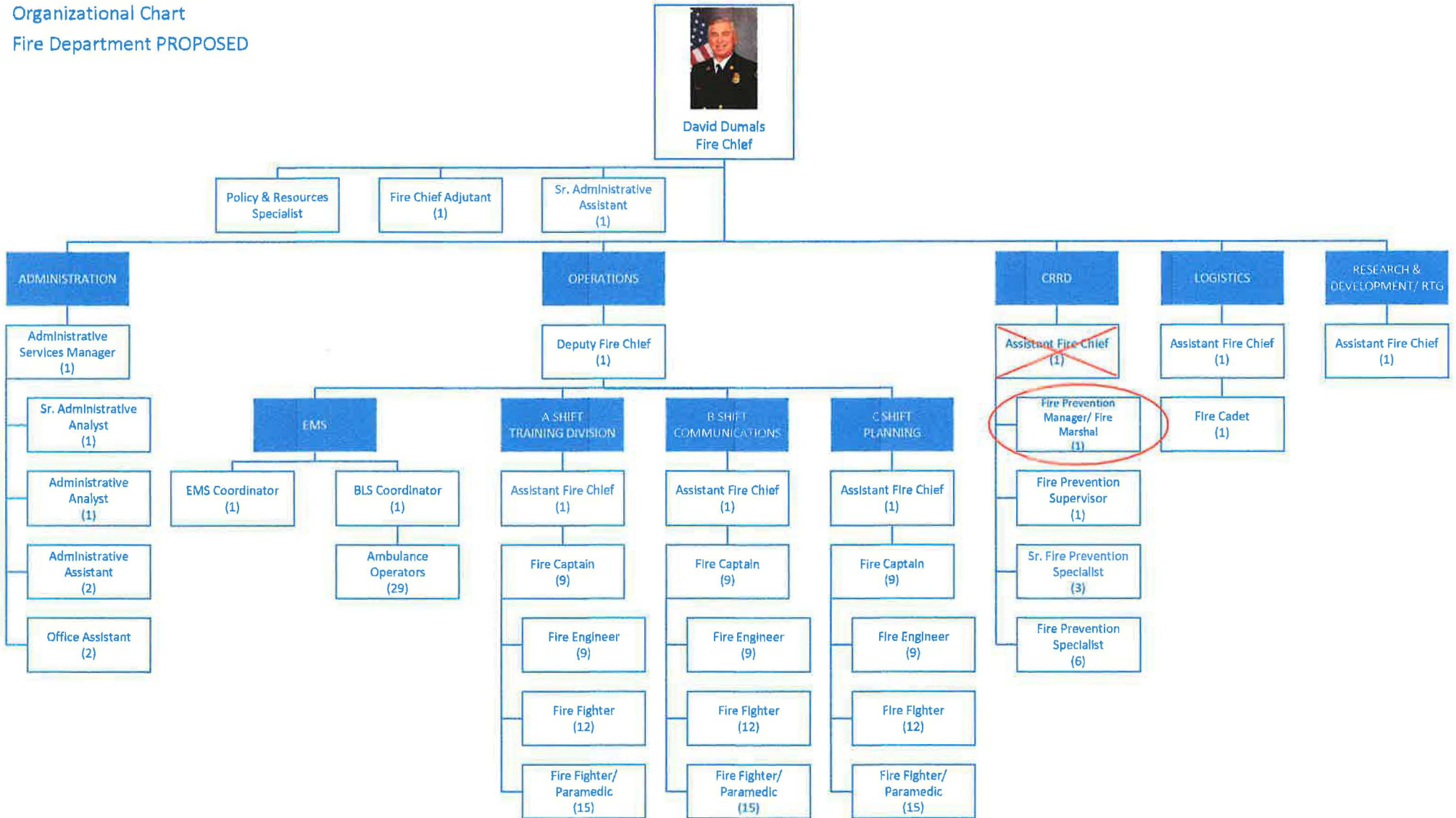
Established Date: March 2012

CITY OF TORRANCE
 Organizational Chart
 Fire Department CURRENT



ATTACHMENT C

CITY OF TORRANCE
Organizational Chart
Fire Department PROPOSED



Honorable Chair and Members of
the Civil Service Commission
City Hall
Torrance, CA 90503

Honorable Members:

**SUBJECT: DENY APPEAL OF REMOVAL OF NAME FROM THE BUS OPERATOR
ELIGIBLE LIST**

RECOMMENDATION

Recommendation of Civil Service staff that your Honorable Body deny the appeal of the removal of name from the Bus Operator eligible list.

BACKGROUND / ANALYSIS

Pursuant to Torrance Municipal Code Section 14.17.6, a candidate who "declines a permanent appointment may be stricken from the eligible list and shall be restored at the discretion of the Civil Service Commission upon written request stating reasons for the declination or for failure to respond to communication" (Attachment A).

On March 14, 2023, Civil Service promulgated the eligible list for the position of Bus Operator, which expires on September 13, 2023. Misaiah Nelson tied at rank one on the eligible list.

On March 28, 2023, a conditional job offer letter was provided to Mr. Nelson with a start date of April 24, 2023 (Attachment B). The offer was contingent upon passing a pre-employment medical examination, drug screen and alcohol test, and background check. Mr. Nelson was provided the information regarding locations and hours for the medical and background screening facilities on April 3, 2023.

Mr. Nelson failed to complete the conditions of employment before the start date. On April 24, 2023, the Transit Department provided Mr. Nelson with a revised conditional job offer letter with a new start date of May 22, 2023 (Attachment C).

In a letter dated May 8, 2023, which was sent on May 9, 2023, the Transit Department informed Mr. Nelson that he had not yet completed all conditions of employment and that he must complete the pre-employment medical examination, drug screen and alcohol test, and background check by May 16, 2023. Mr. Nelson was also notified that if he did not complete all of the conditions of employment by this deadline that he would have been deemed to have declined the position of Bus Operator due to not completing the conditions of employment (Attachment D).

On May 30, 2023, Civil Service staff notified Mr. Nelson that he was being removed from the Bus Operator eligible list as a result of him being deemed to have declined the position since he did not complete the conditions of employment by the deadline provided (Attachment E). Mr. Nelson was also informed of his right to appeal his removal from the eligible list.

On June 11, 2023, Civil Service staff received a request from Mr. Nelson to appeal the removal of his name from the Bus Operator eligible list, which stated the reasons for his unresponsiveness and inability to complete the conditions of employment (Attachment F).

The Commission's authority in this matter will be to determine if Mr. Nelson should be reinstated to the Bus Operator eligible list after being deemed to have declined the position by failing to complete the conditions of employment by the deadline provided by the Transit Department.

Respectfully submitted,

By 
Jennica Chaparro
Senior Human Resources Analyst

CONCUR:


Brienne Cohen
Civil Service Manager

Attachment A: Torrance Municipal Code Section 14.17.6
Attachment B: Conditional Job Offer Letter, dated March 28, 2023
Attachment C: Revised Conditional Job Offer Letter, dated April 24, 2023
Attachment D: Deadline to Complete Conditions of Employment Letter, dated May 8, 2023, but sent on May 9, 2023
Attachment E: Removal from Eligible List Letter, dated May 30, 2023
Attachment F: Mr. Nelson's Letter of Appeal, dated June 10, 2023

14.17.6 STRIKING FROM LIST; RESTORATION.

(Added by O-3486)

The name of any certified eligible who declines a permanent appointment may be stricken from the eligible list and shall be restored at the discretion of the Civil Service Commission upon written request stating reasons for the declination or for the failure to respond to a communication. Notwithstanding the above, if any person on the eligible list declines three (3) times, his name shall be automatically removed from the list subject to appeal to the Commission. The Commission may retain the candidate on the eligible list if it determines his continued eligibility is in the best interest of the City and would promote the availability of candidates of the highest quality and fitness.

ATTACHMENT A



CITY OF TORRANCE

TRANSIT DEPARTMENT Operations Division

Kim Turner
Transit Director

Godfrey Offoegbu
Deputy Transit Director

Eddie Harris, Jr.
Transit Operations Manager
310-618-3020
EdHarris@TorranceCA.gov

March 28, 2023

Misaiah Nelson

Dear Misaiah Nelson,

We are pleased to offer you the position of Bus Operator (BO). Your anticipated start date is on Monday, April 24, 2023. You will report to Margaret Jameson in the Transit Department at 20500 Madrona Ave. Torrance CA 90503. **This offer of employment is made contingent upon passing a pre-employment medical examination, drug screen and alcohol test, and a background check paid for by the City.** Please contact Rebecca Hernandez at 310-618-3030 to confirm your completion of all pre-employment exams.

In addition, positions under this classification perform "Safety Sensitive" functions as defined by the US Department of Transportation (DOT) and are subject to Federal drug and alcohol testing. Pursuant to US DOT Drug and Alcohol Testing Regulations – 49 CFR Part 40, Federal Regulations do not authorize the use of Schedule I drugs, including marijuana, for any reason.

Our Human Resources and Benefits staff will contact you to schedule an appointment to begin the employee registration process. At that time, you will receive information on your pre-employment medical examination and Livescan background processing. Your start date will be finalized once you receive clearance on the conditions of employment. If there is a delay in receiving clearance, your start date will be delayed.

This is an appointment to civil service classification, in which you will have a one year probationary period. This position is represented by Torrance Municipal Employees (AFSCME). This letter is to confirm compensation and provide an overview of benefits offered to this position through provisions of the AFSCME MOU and other benefits applied to City employees. You may access your complete MOU at: <https://www.TorranceCA.Gov/our-city/human-resources/salary-resolutions#>.

- Your hourly compensation will be paid at [REDACTED]
- In your first year of employment, your vacation accrues at a rate of 9.33 hours per month. Your vacation accrual increases based on the number of years you are employed.

ATTACHMENT B

- Your sick leave allowance is six hours per month. Accrued sick leave may be converted into cash above the minimum balance.
- Your medical insurance benefits include a maximum of \$1,470.96 towards the premium for family coverage. You will be provided a medical allowance to pay for premium based upon your election of individual and other coverage. You may choose from Health Maintenance Organizations or Preferred Provider Organization. Premium costs in excess of allowance are made through payroll deduction. (To ensure that you will not experience a lapse in medical insurance coverage, please contact Human Resources to find out how your current coverage will coordinate with your new medical insurance).
- Dental insurance coverage is provided to you and one dependent at no cost. You may also enroll additional dependents and pay the premiums through payroll deduction.
- Vision insurance coverage is provided to you at no cost. You may also enroll additional dependents and pay the premiums through payroll deduction.
- The Flexible Benefits Program allows you to set up a personal account using pre-tax payroll deductions that can be used for reimbursement of medical and/or dependent care expenses.
- A basic \$50,000 life insurance policy is provided to at no cost. You may choose to obtain a voluntary life insurance policy and pay the premiums through payroll deductions.
- The City contracts with the California Public Employees Retirement System (PERS) to provide your retirement benefits. As a new member to CalPERS, you will contribute 6.75% of earnings and receive the 2% @ 62 formula. If you are a classic member of CalPERS (you are already a member through employment with another public agency and less than six month elapse between your prior employer and your hire date with the City of Torrance), you will contribute 7% toward this retirement benefit and receive the 2% @ 55 formula. NOTE: If you are currently or were recently a CalPERS participant, your benefits may vary. Please notify our On-boarding staff of your CalPERS history or status.
- In addition to PERS, you are also covered through the Social Security System. You will contribute 6.2% toward Social Security and 1.45% toward Medicare.
- A deferred compensation plan which offers you the benefit of tax-deferred contribution and cumulative earnings from a variety of investment options.
- The Tuition Reimbursement Program allows for up to \$1500 a year for pre-approved courses related to your job. You are eligible for this program after you have completed probation.

On your first day, please wear a white collar dress shirt/blouse (tucked in, Non Polo Shirt) and black dress slacks (no Jeans or Stretch Pants allowed), black or navy blue belt, black or navy blue socks (no ankle or no show socks), and black shoes (leather upper, non-athletic). Black or navy blue jackets are allowed with no logos of any kind.

This is a unique opportunity towards a new career in public transit, and we wish you every success in the program. Should you have any questions about the program, I can be reached at (310) 618-3020 or you may also contact Rebecca Hernandez, Transit HR Technician at (310) 618-3030.

Sincerely,



Eddie Harris, Jr.
Transit Operations Manager

I have read and acknowledge the above letter:

Name (Print) _____

Signature _____

Date _____

cc: Personnel File; Transit Department Employee File



CITY OF TORRANCE

TRANSIT DEPARTMENT Operations Division

Kim Turner
Transit Director

Godfrey Offoegbu
Deputy Transit Director

Eddie Harris, Jr.
Transit Operations Manager
310-618-3020
EdHarris@TorranceCA.gov

April 24, 2023

Misaiah Nelson
[REDACTED]

Dear Misaiah Nelson,

We are pleased to offer you the position of Bus Operator (BO). Your anticipated start date is on Monday, May 22, 2023. You will report to Margaret Jameson in the Transit Department at 20500 Madrona Ave. Torrance CA 90503. **This offer of employment is made contingent upon passing a pre-employment medical examination, drug screen and alcohol test, and a background check paid for by the City.** Please contact Rebecca Hernandez at 310-618-3030 to confirm your completion of all pre-employment exams.

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- Your hourly compensation will be paid at [REDACTED]
- In your first year of employment, your vacation accrues at a rate of 9.33 hours per month. Your vacation accrual increases based on the number of years you are employed.

ATTACHMENT C

- Your sick leave allowance is six hours per month. Accrued sick leave may be converted into cash above the minimum balance.
- Your medical insurance benefits include a maximum of \$1,470.96 towards the premium for family coverage. You will be provided a medical allowance to pay for premium based upon your election of individual and other coverage. You may choose from Health Maintenance Organizations or Preferred Provider Organization. Premium costs in excess of allowance are made through payroll deduction. (To ensure that you will not experience a lapse in medical insurance coverage, please contact Human Resources to find out how your current coverage will coordinate with your new medical insurance).
- Dental insurance coverage is provided to you and one dependent at no cost. You may also enroll additional dependents and pay the premiums through payroll deduction.
- Vision insurance coverage is provided to you at no cost. You may also enroll additional dependents and pay the premiums through payroll deduction.
- The Flexible Benefits Program allows you to set up a personal account using pre-tax payroll deductions that can be used for reimbursement of medical and/or dependent care expenses.
- A basic \$50,000 life insurance policy is provided to at no cost. You may choose to obtain a voluntary life insurance policy and pay the premiums through payroll deductions.
- The City contracts with the California Public Employees Retirement System (PERS) to provide your retirement benefits. As a new member to CalPERS, you will contribute 6.75% of earnings and receive the 2% @ 62 formula. If you are a classic member of CalPERS (you are already a member through employment with another public agency and less than six month elapse between your prior employer and your hire date with the City of Torrance), you will contribute 7% toward this retirement benefit and receive the 2% @ 55 formula. NOTE: If you are currently or were recently a CalPERS participant, your benefits may vary. Please notify our On-boarding staff of your CalPERS history or status.
- In addition to PERS, you are also covered through the Social Security System. You will contribute 6.2% toward Social Security and 1.45% toward Medicare.
- A deferred compensation plan which offers you the benefit of tax-deferred contribution and cumulative earnings from a variety of investment options.
- The Tuition Reimbursement Program allows for up to \$1500 a year for pre-approved courses related to your job. You are eligible for this program after you have completed probation.

On your first day, please wear a white collar dress shirt/blouse (tucked in, Non Polo Shirt) and black dress slacks (no Jeans or Stretch Pants allowed), black or navy blue belt, black or navy blue socks (no ankle or no show socks), and black shoes (leather upper, non-athletic). Black or navy blue jackets are allowed with no logos of any kind.

This is a unique opportunity towards a new career in public transit, and we wish you every success in the program. Should you have any questions about the program, I can be reached at (310) 618-3020 or you may also contact Rebecca Hernandez, Transit Human Resources Analyst at (310) 618-3030.

Sincerely,



Eddie Harris, Jr.
Transit Operations Manager

I have read and acknowledge the above letter:

Name (Print) _____

Signature _____

Date _____

cc: Personnel File; Transit Department Employee File



CITY OF TORRANCE

TRANSIT DEPARTMENT
Operations Division

Kim Turner
Transit Director

Godfrey Offoegbu
Deputy Transit Director

Eddie Harris, Jr.
Transit Operations Manager
310-618-3020
EdHarris@TorranceCA.Gov

May 8, 2023

Misaiah Nelson



Dear Mr. Nelson:

A conditional job offer letter for the position of Bus Operator was sent to you on March 28, 2023. The offer was contingent upon passing a pre-employment medical examination, drug screen and alcohol test, and background check. Your new hire onboarding paperwork and information regarding locations and hours for the medical and background screening facilities were sent to you on April 3, 2023 via email at [REDACTED]

As of May 9, 2023, you have not completed all conditions of employment. This letter is to notify you that you must complete the pre-employment medical examination and drug screen and alcohol test, and background check by May 16, 2023. If you do not complete all the conditions of employment by this deadline, you will be deemed to have declined the position of Bus Operator due to not completing the conditions of employment.

If you have any questions or if you are no longer interested in continuing in the hiring process, please contact Jennica Chaparro at (310) 618-2967 or JChaparro@TorranceCA.Gov.

Sincerely,

Eddie Harris, Jr.
Transit Operations Manager

cc: Doreka Patterson, Human Resources Technician

ATTACHMENT D



CITY OF
TORRANCE

May 30, 2023

Misaiah Nelson



Dear Mr. Nelson,

This letter is to notify you that your offer of employment for the position of Bus Operator has been deemed to have been declined, and that your name is being removed from the Bus Operator eligibility list.

On May 09, 2023, US Postal mail and an email correspondence was sent notifying you that you must complete the pre-employment medical examination, drug screen and alcohol test, and background check as conditions of employment by Tuesday, May 16, 2023, and that failure to do so would result in you being deemed to have declined the job offer for Bus Operator.

As the conditions of employment were not met by May 16, 2023, this correspondence is to notify you that the conditional Bus Operator job offer extended to you on March 28, 2023, is deemed to have been declined.

Your name is being removed from the eligible list for the position of Bus Operator. Pursuant to Torrance Municipal Code Section 14.17.6, a candidate who "declines a permanent appointment may be stricken from the eligible list and shall be restored at the discretion of the Civil Service Commission upon written request stating reasons for the declination or for failure to respond to communication."

If you want to appeal this removal from the eligible list, please submit a written notice of appeal with the reasons why you should be restored to the eligible list within 15 days of the date of this notice, by June 14, 2023, at 5:30 p.m. You may submit this response by postal mail, email, or fax: City of Torrance, Civil Service Commission, ATTN: Brianne Cohen, Civil Service Manager, 3231 Torrance, CA 90503; CivilServiceCommission@TorranceCA.Gov; FAX (310) 618-2726.

If you have any questions, please contact Jennica Chaparro at (310) 618-2967 or JChaparro@TorranceCA.Gov.

Sincerely,

Brianne Cohen

Brianne Cohen
Civil Service Manager

ATTACHMENT E

Misaiah Nelson

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10 June 2033

Dear Ms. Cohen,

I wanted to thank you for giving me the opportunity to write this letter in order to appeal my name in the eligibility process. I sincerely apologize for not reaching out to anybody about the difficulties I was dealing with. My grandmother had been sick for a while and she just recently passed away. I have been having a really tough time with this so I fell behind in my process with you guys along with the payments on my car and unfortunately my car also got repossessed in the process of all of this happening. I have been very overwhelmed and I want to make sure you know how sorry I am about not moving forward with the process right away like I should have. If you are willing to still move forward with me, I would love to begin the process again. Thank you for taking time to read over this letter, I look forward to speaking with you.

Sincerely,

Misaiah Nelson

ATTACHMENT F