

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 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 Adelsman, Herring, Kohus, Lohnes, Sasaki, Zygielbaum, Chair Hamada

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 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Deputy City Attorney III.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Deputy City Attorney III 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.

7. ADMINISTRATIVE MATTERS

7A. Approve Revised Class Specification for Deputy City Attorney III.

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

8. HEARINGS

8A. Appeal of Discipline of a Police Services Officer (1).

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

9. CLOSED SESSION

No Business to Consider.

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, July 31, 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 DEPUTY CITY ATTORNEY III

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Deputy City Attorney III 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 Deputy City Attorney III. There is currently a vacancy due to newly funded positions.

Anticipating approval by the City Council at their meeting on August 8, 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 appointment in 2019 was governed by Section 1010(f) of the City Charter, which provides that the City Council, on the recommendation of the City Attorney, may appoint Assistant and Deputy City Attorneys.

It was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

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

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Winders
Senior Human Resources Specialist

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

6A

DEPUTY CITY ATTORNEY III

Definition

Under general direction, performs a wide variety of complex, difficult, professional legal work. Supervises and trains staff of a program or division.

Distinguishing Characteristics

Deputy City Attorney III is a specialist and supervisory-level class in the professional legal series. Distinguished from the Deputy City Attorney II class in that incumbents in the Deputy City Attorney III class have supervisory and training responsibilities over a program or a division and/or are specialists in one or more challenging areas of legal practice.

Supervision Exercised/Received

Receives general direction from the City Attorney or Assistant City Attorney; supervises and provides training to professional and support staff.

Examples of Essential Duties

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

- Marshals facts, conducts legal research and analyzes applicable legal issues.
- Represents a division, a department, or the City at departmental, interdepartmental, board, committee, commission, council, professional and community meetings.
- Acts as a legal advisor to one or more departments.
- Provides oral and written advice and opinions.
- Drafts, reviews and amends correspondence, memoranda, agenda reports, written opinions, real property transactional documents, ordinances, resolutions, contracts and other legal documents.
- Reviews and checks specifications, special assessment proceedings, and insurance.
- Approves legal documents as to form.
- Reviews claims and complaints; interviews clients and witnesses; and directs factual investigations, in order to formulate defense or to initiate legal action.
- Reviews police reports, traffic accident reports, and requests for complaints to determine sufficiency for issuance of criminal complaints.
- Conducts criminal pretrials and arraignments, tries infractions and misdemeanors, handles appeals and otherwise assists in all phases of criminal prosecutions.
- Prepares and conducts all phases of civil litigation; prepares pleadings and law-and-motion, trial and appellate briefs.
- Develops strategy, arguments and evidence in preparation for presentation of case; represents the City in administrative hearings, depositions, arbitrations, trial, and appeals.
- Maintains calendars and docketing information for litigation and other matters.
- Supervises a program or division of the Department.
- Supervises and trains Deputy City Attorneys I and II.
- Assists the City Attorney in developing plans and procedures.
- Determines work procedures, prepares work schedules and expedites workflow.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time, within assigned areas of responsibility; performs cost-control activities; monitors revenue and expenditures to assure sound fiscal control.
- Participates actively in continuing professional education programs relevant to the attorney's practice.

- Prepares a variety of studies, reports and related information for decision making purposes.
 - May lead and direct the work of professional and support staff, making detailed work assignments, frequently reviewing work in progress and carefully reviewing completed work.
 - Performs other related duties as assigned.
-

Qualification Guidelines

Knowledge of

- Substantive law, procedures and rules of evidence applicable to administrative, civil, criminal and general municipal matters;
- Principles, methods and practices of investigation, legal research, legal analysis and drafting;
- Modern office equipment including computers and applicable software applications;
- Principles and practices of supervision.
- Public administration principles and practices; operations and functions of municipal government.
- Research and report writing methods and techniques.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

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

License and/or Certificate

Active membership in the State Bar of California is required.

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

Education and/or Experience

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

Graduation from an accredited or approved law school with a Juris Doctor degree or equivalent. Five years of full-time experience in the practice of law is required including expertise in one or more of the following areas of substantive law and procedures: civil litigation; civil rights; constitutional law; criminal law; finance; general municipal law; governmental liability law; personnel; planning and zoning; public contracts; public works; tort law; and trial practice.

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 semi-skilled repetitive movements, such as data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions. May be required to work evenings, weekends and at off-site assignments.

Career Ladder Information

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

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

Honorable Members:

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

RECOMMENDATION

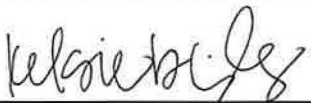
Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Deputy City Attorney III and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

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

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

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

DEPUTY CITY ATTORNEY III

Definition

Under general direction, performs a wide variety of complex, difficult, professional legal work. Supervises and trains staff of a program or division.

Distinguishing Characteristics

Deputy City Attorney III is a specialist and supervisory-level class in the professional legal series. Distinguished from the Deputy City Attorney II class in that incumbents in the Deputy City Attorney III class have supervisory and training responsibilities over a program or a division and/or are specialists in one or more challenging areas of legal practice.

Supervision Exercised/Received

Receives general direction from the City Attorney or Assistant City Attorney; supervises and provides training to professional and support staff.

Examples of Essential Duties

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

- Marshals facts, conducts legal research and analyzes applicable legal issues.
- Represents a division, a department, or the City at departmental, interdepartmental, board, committee, commission, council, professional and community meetings.
- Acts as a legal advisor to one or more departments.
- Provides oral and written advice and opinions.
- Drafts, reviews and amends correspondence, memoranda, agenda reports, written opinions, real property transactional documents, ordinances, resolutions, contracts and other legal documents.
- Reviews and checks specifications, special assessment proceedings, and insurance.
- Approves legal documents as to form.
- Reviews claims and complaints; interviews clients and witnesses; and directs factual investigations, in order to formulate defense or to initiate legal action.
- Reviews police reports, traffic accident reports, and requests for complaints to determine sufficiency for issuance of criminal complaints.
- Conducts criminal pretrials and arraignments, tries infractions and misdemeanors, handles appeals and otherwise assists in all phases of criminal prosecutions.
- Prepares and conducts all phases of civil litigation cases; prepares pleadings and law-and-motion, trial and appellate briefs.
- Develops strategy, arguments and evidence in preparation for presentation of case; represents the City in administrative hearings, depositions, arbitrations, trial, and appeals.
- Maintains calendars and docketing information for litigation and other matters.
- Supervises a program or division of the Department.
- Supervises and trains Deputy City Attorneys I and II.
- Assists the City Attorney in developing plans and procedures.
- Determines work procedures, prepares work schedules and expedites workflow.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time, within assigned areas of responsibility; performs cost-control activities; monitors revenue and expenditures to assure sound fiscal control.
- Participates actively in continuing professional education programs relevant to the attorney's practice.

- Prepares a variety of studies, reports and related information for decision making purposes.
- May lead and direct the work of ~~clerical employees~~ professional and support staff, making detailed work assignments, frequently reviewing work in progress and carefully reviewing completed work.
- Performs other related duties as assigned.

Qualification Guidelines

Knowledge of

- Substantive law, procedures and rules of evidence applicable to administrative, civil, criminal and general municipal matters;
- Principles, methods and practices of investigation, legal research, legal analysis and drafting;
- Modern office equipment including computers and applicable software applications;
- ~~IBM compatible personal computers for computer-assisted legal research, word processing, data collection and analysis, electronic mail and other purposes.~~
- ~~Other appropriate office technologies, such as telephone voice mail, telecopiers and copy machines~~
- Principles and practices of supervision.
- Public administration principles and practices; operations and functions of municipal government.
- Research and report writing methods and techniques.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

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

License and/or Certificate

Active membership in the State Bar of California is required.

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

Education and/or Experience

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

City of Torrance
Class Code: 1413
Class Designation: Civil Service

July 2023 ~~September 1995~~
(Revised)

Graduation from an accredited or approved law school with a Juris Doctor degree or equivalent. Five years of full-time experience in the practice of law is required including expertise in one or more of the following areas of substantive law and procedures: civil litigation; civil rights; constitutional law; criminal law; finance; general municipal law; governmental liability law; personnel; planning and zoning; public contracts; public works; tort law; and trial practice.

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

Special Requirements

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

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

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

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

Career Ladder Information

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



ATTORNEY III, DEPUTY CITY

Class Code:
1413

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Revision Date: Sep 1, 1995

SALARY RANGE

\$15,474.00 - \$18,569.00 Monthly
\$185,688.00 - \$222,828.00 Annually

DEFINITION:

Under general direction, performs a wide variety of complex, difficult, professional legal work. Supervises and trains staff of a program or division.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Deputy City Attorney III is a specialist and supervisory-level class in the professional legal series. Distinguished from the Deputy City Attorney II class in that incumbents in the Deputy City Attorney III class have supervisory and training responsibilities over a program or a division and/or are specialists in one or more challenging areas of legal practice.

EXAMPLES OF ESSENTIAL DUTIES:

- Marshals facts, conducts legal research and analyzes applicable legal issues;
- Represents a division, a department or the City at departmental, interdepartmental, board, committee, commission, council, professional and community meetings;
- Acts as a legal advisor to one or more departments;
- Provides oral and written advice and opinions;
- Drafts, reviews and amends correspondence, memoranda, agenda reports, written opinions, real property transactional documents, ordinances, resolutions, contracts and other legal documents;

- Reviews and checks specifications, special assessment proceedings, and insurance;
- Approves legal documents as to form;
- Reviews claims and complaints; interviews clients and witnesses; and directs factual investigations, in order to formulate defense or to initiate legal action;
- Reviews police reports, traffic accident reports, and requests for complaints to determine sufficiency for issuance of criminal complaints;
- Conducts criminal pretrials and arraignments, tries infractions and misdemeanors, handles appeals and otherwise assists in all phases of criminal prosecutions;
- Prepares and conducts all phases of civil cases; prepares pleadings and law-and-motion, trial and appellate briefs;
- Develops strategy, arguments and evidence in preparation for presentation of case; represents the City in administrative hearings, depositions, arbitrations, trial and appeals;
- Maintains calendars and docketing information for litigation and other matters;
- Supervises a program or division of the Department;
- Supervises and trains Deputy City Attorneys I and II;
- Assists the City Attorney in developing plans and procedures;
- Determines work procedures, prepares work schedules and expedites workflow;
- Studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time, within assigned areas of responsibility; performs cost-control activities; monitors revenue and expenditures to assure sound fiscal control;
- Participates actively in continuing professional education programs relevant to the attorney's practice;
- Prepares a variety of studies, reports and related information for decision-making purposes;
- May direct the work of clerical employees, making detailed work assignments, frequently reviewing work in progress and carefully reviewing completed work;
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Education and Experience

Graduation from an accredited or approved law school with a Juris Doctor degree or equivalent. Five years full-time experience in the practice of law is required including expertise in one or more of the following areas of substantive law and procedures: civil litigation; civil rights; constitutional law; criminal law; finance; general municipal law; governmental liability law; personnel; planning and zoning; public contracts; public works; tort law; and trial practice.

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

License and/or Certificates

Active membership in the State Bar of California is required.

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

Knowledge of

- Substantive law, procedures and rules of evidence applicable to administrative, civil, criminal and general municipal matters;

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

Ability to

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

ESTABLISHED/REVISED DATE:

Revised Date: September 1995

CITY OF TORRANCE

Organizational Chart

City Attorney

ATTACHMENT C

