

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 31, 2023
ADJOURNED 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 27, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Budget Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Budget Supervisor examination on an open 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 Proposed Class Specification for Budget Supervisor.

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

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.

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, August 7, 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 BUDGET SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Budget Supervisor examination on an open 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 Budget Supervisor.

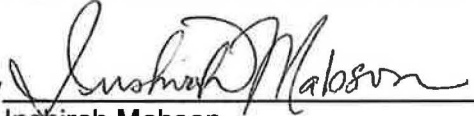
Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on August 8, 2023, the proposed Class Specification, reviewed by the Finance Department, will appropriately reflect the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached class specification.

This is a new position and there have been no previous examinations. 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 
Inshirah Mabson
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Budget Supervisor Class Specification (Pending Approval of August 8, 2023 Council Item)

Budget Supervisor

Definition

Under general direction, plans, organizes, and oversees activities related to the City's budget, such as the annual development process, financial performance and analysis activities, periodic reporting, and any policy-related impact assessments. This position directs the work of subordinates providing guidance on complex, technical financial matters and performs related work as required.

Distinguishing Characteristics

The Budget Supervisor receives general direction from the Assistant Finance Director. This is a single position within the Finance Department.

Supervision Exercised/Received

May exercise supervision over professional and technical staff, frequently reviewing work in process, and carefully reviewing completed work.

Examples of Essential Duties

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

- Plan, coordinate and manage the development, implementation and administration of the citywide budget, including capital and operating budgets of the general fund, internal service funds, enterprise funds, fiduciary funds, and other governmental funds.
- Develop multi-year budget projection models to support long-term financial decision-making processes, including impacts of Strategic Plan initiatives, labor relations outcomes, and Capital Improvement Plan resources requirements.
- Administer systems utilized by the City to calculate detailed labor expenditure budgets; including funding allocation detail for all positions citywide.
- Analyzes proposed department budgets for accuracy, impact on City resources, and adherence to established fiscal policies of the City.
- Serve as the lead administrative liaison in assisting department budget staff in preparing department budget requests.
- Support Labor Relations efforts by calculating cost impacts of various negotiations strategies, including multi-year financial impacts.
- Supervise, review and support the work of staff engaged in the preparation, distribution and explanation of published and unpublished budget documents. Preparation includes responsibility for budget instructions, revenue monitoring, expenditure analyses and forecasts.
- Supervise and participate in the preparation of first quarter, mid-year, and end-of-fiscal year budget reviews and related budget revision recommendations for City Council approval.
- Implement procedures and reporting distribution cycle that provides departments with regular budget to actual projection models during the fiscal year.
- Reviews, analyzes and makes recommendations concerning annual budget requests submitted by departments.
- Develop and oversee approaches of tracking recruitment efforts (personnel requisitions) to ensure budgeted positions are verified and available utilizing a position control methodology.
- Research local, state, and federal law with potential effects on the City's budget.
- Oversee budget transfer requests submitted by departments during the fiscal year.
- Analyze and provide recommendations of fiscal control of budgetary expenditures.
- Research and make recommendations on best budget practices, organizational issues, structure, staffing, operations, procedures, and policies.

- Attends City Council and Council committees/commissions, as needed.
 - Performs other related functions as assigned.
-

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:

- Provides technical assistance to other departments and the City Council.
 - Makes presentations, as needed, to the City Manager and City Council.
 - Prepares reports and recommendations for City Council and commission agenda items.
 - Participates on external committees, boards, task forces, etc., as appropriate.
 - Attends various City Council, Commission, and community and staff meetings as required.
-

Qualification Guidelines

Knowledge of

- Principles and practices of advanced municipal budgeting.
- Budget research techniques.
- Fund accounting.
- Position Control.
- Budget document preparation.
- Laws and ordinances relating to the financial administration of public agencies.
- Customer service techniques.
- Quantitative analysis methods.
- Internal control procedures.
- Projects and program management.
- Research and report writing methods and techniques.
- Computer software applications related to data analysis and report preparation.
- Applicable federal, state and local laws and regulation.
- City ordinances and administrative rules and regulations affecting departmental operations.
- City and department mission, including strategic goals and objective.
- Management and supervisory principles and practices including coaching and employee relations.

Ability to:

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances.
- Analyze complex financial issues, evaluate alternative solutions, develop sound conclusions, and recommend an appropriate course of action.
- Interpret and apply City ordinances and administrative rules and regulations affecting financial operations and personnel matters.
- Work with confidential information.
- Analyze situations accurately and adopt an effective course of action.
- Analyze trends and problems in order to develop long-range plans.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Make effective presentations to City Council.
- Establish and maintain effective working relationships with City employees at all levels, public officials, private and community organizations, and others encountered in the course of work.
- Utilize a computer and other office equipment.

License or Certificates

Possession of a valid California driver's license.

Education and Experience

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

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a related field. At least three (3) years of progressively responsible financial experience in accounting, budgeting, or auditing, preferably in a government agency.

A Master's degree in Public or Business Administration or a related field is desirable.

Special Requirements

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

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. On occasion, work will be required on evenings and weekends.

Career Ladder Information

Experience gained in this position may serve to meet the minimum requirements for promotion to Finance Manager.

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

Honorable Members:

SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR BUDGET SUPERVISOR

RECOMMENDATION

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

BACKGROUND AND ANALYSIS

On June 6, 2023, City Council adopted the proposed Fiscal Year 2023-25 Operating Budget and Capital Improvement Plan, which included the reorganization of the Finance Department in an effort to enhance organizational efficiencies. The Budget Supervisor plans, organizes and oversees activities related to the City's budget, such as the annual development process, financial performance and analysis activities, periodic reporting, and any policy-related impact assessment. The proposed class specification for Budget Supervisor is submitted for your review and approval.

ANALYSIS

The Budget Supervisor plans, organizes and oversees activities related to the City's budget. Provides guidance on complex, technical financial matters and serves as the lead administrative liaison in assisting department budget staff preparing department budget requests.

The **Examples of Duties** section reflects principal job duties such as:

- Plan, coordinate and manage the development, implementation and administration of the citywide budget, including capital and operating budgets of the general fund, internal service funds, enterprise funds, fiduciary funds, and other governmental funds.
- Develop multi-year budget projection models to support long-term financial decision-making processes, including impacts of Strategic Plan initiatives, labor relations outcomes, and Capital Improvement Plan resources requirements.
- Administer systems utilized by the City to calculate detailed labor expenditure budgets; including funding allocation detail for all positions citywide.
- Analyzes proposed department budgets for accuracy, impact on City resources, and adherence to established fiscal policies of the City.
- Serve as the lead administrative liaison in assisting department budget staff in preparing department budget requests.
- Support Labor Relations efforts by calculating cost impacts of various negotiations strategies, including multi-year financial impacts.
- Supervise, review and support the work of staff engaged in the preparation, distribution and explanation of published and unpublished budget documents. Preparation includes responsibility for budget instructions, revenue monitoring, expenditure analyses and forecasts.
- Supervise and participate in the preparation of first quarter, mid-year, and end-of-fiscal year budget reviews and related budget revision recommendations for City Council approval.

- Implement procedures and reporting distribution cycle that provides departments with regular budget to actual projection models during the fiscal year.
- Reviews, analyzes and makes recommendations concerning annual budget requests submitted by departments.
- Develop and oversee approaches of tracking recruitment efforts (personnel requisitions) to ensure budgeted positions are verified and available utilizing a position control methodology.
- Research local, state, and federal law with potential effects on the City's budget.
- Oversee budget transfer requests submitted by departments during the fiscal year.
- Analyze and provide recommendations of fiscal control of budgetary expenditures.
- Research and make recommendations on best budget practices, organizational issues, structure, staffing, operations, procedures, and policies.
- Attends City Council and Council committees/commissions, as needed.
- Performs other related functions as assigned.

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:

- Provides technical assistance to other departments and the City Council.
- Makes presentations, as needed, to the City Manager and City Council.
- Prepares reports and recommendations for City Council and commission agenda items.
- Participates on external committees, boards, task forces, etc., as appropriate.
- Attends various City Council, Commission, and community and staff meetings as required.

Qualification Guidelines

Knowledge of

- Principles and practices of advanced municipal budgeting.
- Budget research techniques.
- Fund accounting.
- Position Control.
- Budget document preparation.
- Laws and ordinances relating to the financial administration of public agencies.
- Customer service techniques.
- Quantitative analysis methods.
- Internal control procedures.
- Projects and program management.
- Research and report writing methods and techniques.
- Computer software applications related to data analysis and report preparation.
- Applicable federal, state and local laws and regulation.
- City ordinances and administrative rules and regulations affecting departmental operations.
- City and department mission, including strategic goals and objective.
- Management and supervisory principles and practices including coaching and employee relations.

Ability to:

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances.
- Analyze complex financial issues, evaluate alternative solutions, develop sound conclusions, and recommend an appropriate course of action.
- Interpret and apply City ordinances and administrative rules and regulations affecting financial operations and personnel matters.
- Work with confidential information.
- Analyze situations accurately and adopt an effective course of action.
- Analyze trends and problems in order to develop long-range plans.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Make effective presentations to City Council.
- Establish and maintain effective working relationships with City employees at all levels, public officials, private and community organizations, and others encountered in the course of work.
- Utilize a computer and other office equipment.

License or Certificates

Possession of a valid California driver's license.

The **Experience and Education Section** describes the required experience and certification for the position as follows:

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

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a related field. At least three (3) years of progressively responsible financial experience in accounting, budgeting, or auditing, preferably in a government agency.

A Master's degree in Public or Business Administration or a related field is desirable.

The **Special Requirements** section reflects the essential duties of this position including the physical demands and/or working conditions.

The **Career Ladder** section provides information about career movement for the classification.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Inshirah Mabson
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment A) Proposed Class Specification Budget Supervisor
 B) Organizational Chart of the Department – current and proposed

Budget Supervisor

Definition

Under general direction, plans, organizes, and oversees activities related to the City's budget, such as the annual development process, financial performance and analysis activities, periodic reporting, and any policy-related impact assessments. This position directs the work of subordinates providing guidance on complex, technical financial matters and performs related work as required.

Distinguishing Characteristics

The Budget Supervisor receives general direction from the Assistant Finance Director. This is a single position within the Finance Department.

Supervision Exercised/Received

May exercise supervision over professional and technical staff, frequently reviewing work in process, and carefully reviewing completed work.

Examples of Essential Duties

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

- Plan, coordinate and manage the development, implementation and administration of the citywide budget, including capital and operating budgets of the general fund, internal service funds, enterprise funds, fiduciary funds, and other governmental funds.
- Develop multi-year budget projection models to support long-term financial decision-making processes, including impacts of Strategic Plan initiatives, labor relations outcomes, and Capital Improvement Plan resources requirements.
- Administer systems utilized by the City to calculate detailed labor expenditure budgets; including funding allocation detail for all positions citywide.
- Analyzes proposed department budgets for accuracy, impact on City resources, and adherence to established fiscal policies of the City.
- Serve as the lead administrative liaison in assisting department budget staff in preparing department budget requests.
- Support Labor Relations efforts by calculating cost impacts of various negotiations strategies, including multi-year financial impacts.
- Supervise, review and support the work of staff engaged in the preparation, distribution and explanation of published and unpublished budget documents. Preparation includes responsibility for budget instructions, revenue monitoring, expenditure analyses and forecasts.
- Supervise and participate in the preparation of first quarter, mid-year, and end-of-fiscal year budget reviews and related budget revision recommendations for City Council approval.
- Implement procedures and reporting distribution cycle that provides departments with regular budget to actual projection models during the fiscal year.
- Reviews, analyzes and makes recommendations concerning annual budget requests submitted by departments.
- Develop and oversee approaches of tracking recruitment efforts (personnel requisitions) to ensure budgeted positions are verified and available utilizing a position control methodology.
- Research local, state, and federal law with potential effects on the City's budget.
- Oversee budget transfer requests submitted by departments during the fiscal year.
- Analyze and provide recommendations of fiscal control of budgetary expenditures.
- Research and make recommendations on best budget practices, organizational issues, structure, staffing, operations, procedures, and policies.

- Attends City Council and Council committees/commissions, as needed.
 - Performs other related functions as assigned.
-

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:

- Provides technical assistance to other departments and the City Council.
 - Makes presentations, as needed, to the City Manager and City Council.
 - Prepares reports and recommendations for City Council and commission agenda items.
 - Participates on external committees, boards, task forces, etc., as appropriate.
 - Attends various City Council, Commission, and community and staff meetings as required.
-

Qualification Guidelines

Knowledge of

- Principles and practices of advanced municipal budgeting.
- Budget research techniques.
- Fund accounting.
- Position Control.
- Budget document preparation.
- Laws and ordinances relating to the financial administration of public agencies.
- Customer service techniques.
- Quantitative analysis methods.
- Internal control procedures.
- Projects and program management.
- Research and report writing methods and techniques.
- Computer software applications related to data analysis and report preparation.
- Applicable federal, state and local laws and regulation.
- City ordinances and administrative rules and regulations affecting departmental operations.
- City and department mission, including strategic goals and objective.
- Management and supervisory principles and practices including coaching and employee relations.

Ability to:

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances.
- Analyze complex financial issues, evaluate alternative solutions, develop sound conclusions, and recommend an appropriate course of action.
- Interpret and apply City ordinances and administrative rules and regulations affecting financial operations and personnel matters.
- Work with confidential information.
- Analyze situations accurately and adopt an effective course of action.
- Analyze trends and problems in order to develop long-range plans.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Make effective presentations to City Council.
- Establish and maintain effective working relationships with City employees at all levels, public officials, private and community organizations, and others encountered in the course of work.
- Utilize a computer and other office equipment.

License or Certificates

Possession of a valid California driver's license.

Education and Experience

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

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a related field. At least three (3) years of progressively responsible financial experience in accounting, budgeting, or auditing, preferably in a government agency.

A Master's degree in Public or Business Administration or a related field is desirable.

Special Requirements

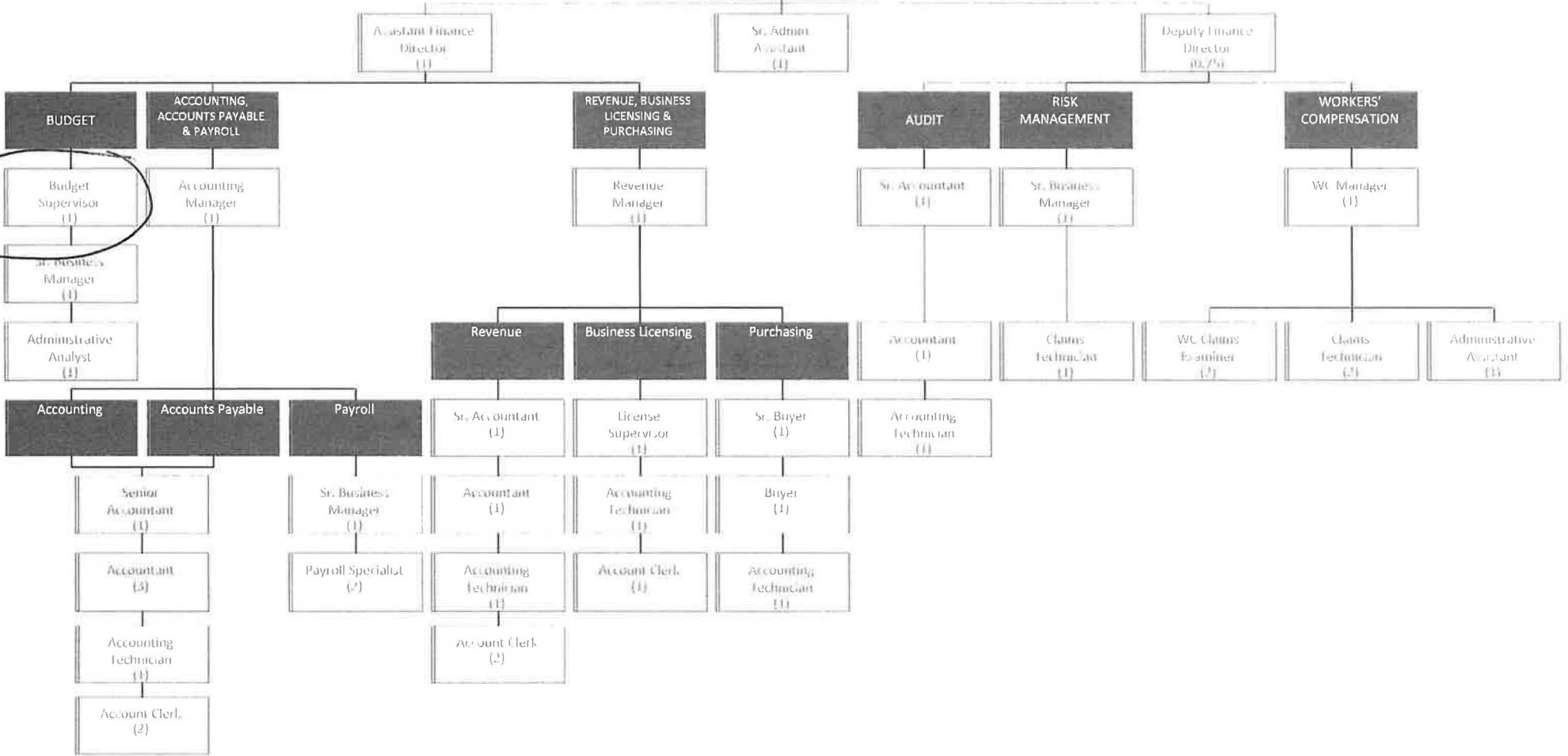
Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. On occasion, work will be required on evenings and weekends.

Career Ladder Information

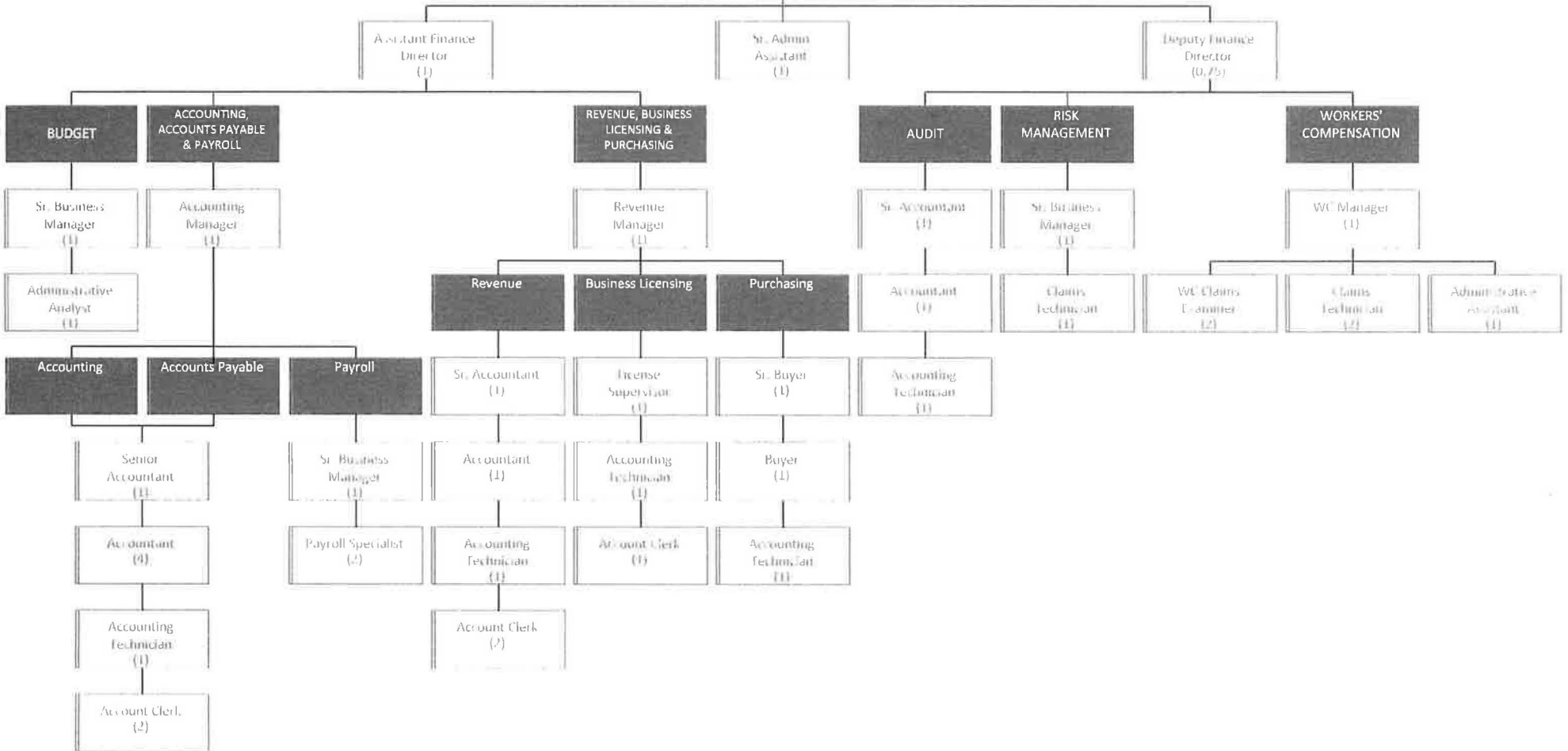
Experience gained in this position may serve to meet the minimum requirements for promotion to Finance Manager.

CITY OF TORRANCE
 Organizational Chart
 Finance Department



ATTACHMENT B

CITY OF TORRANCE
 Organizational Chart
 Finance Department



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:

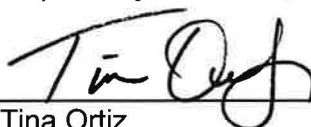
- Manages and coordinates the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending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

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)
 - D) Response to Commissioner Kohus' Questions

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.

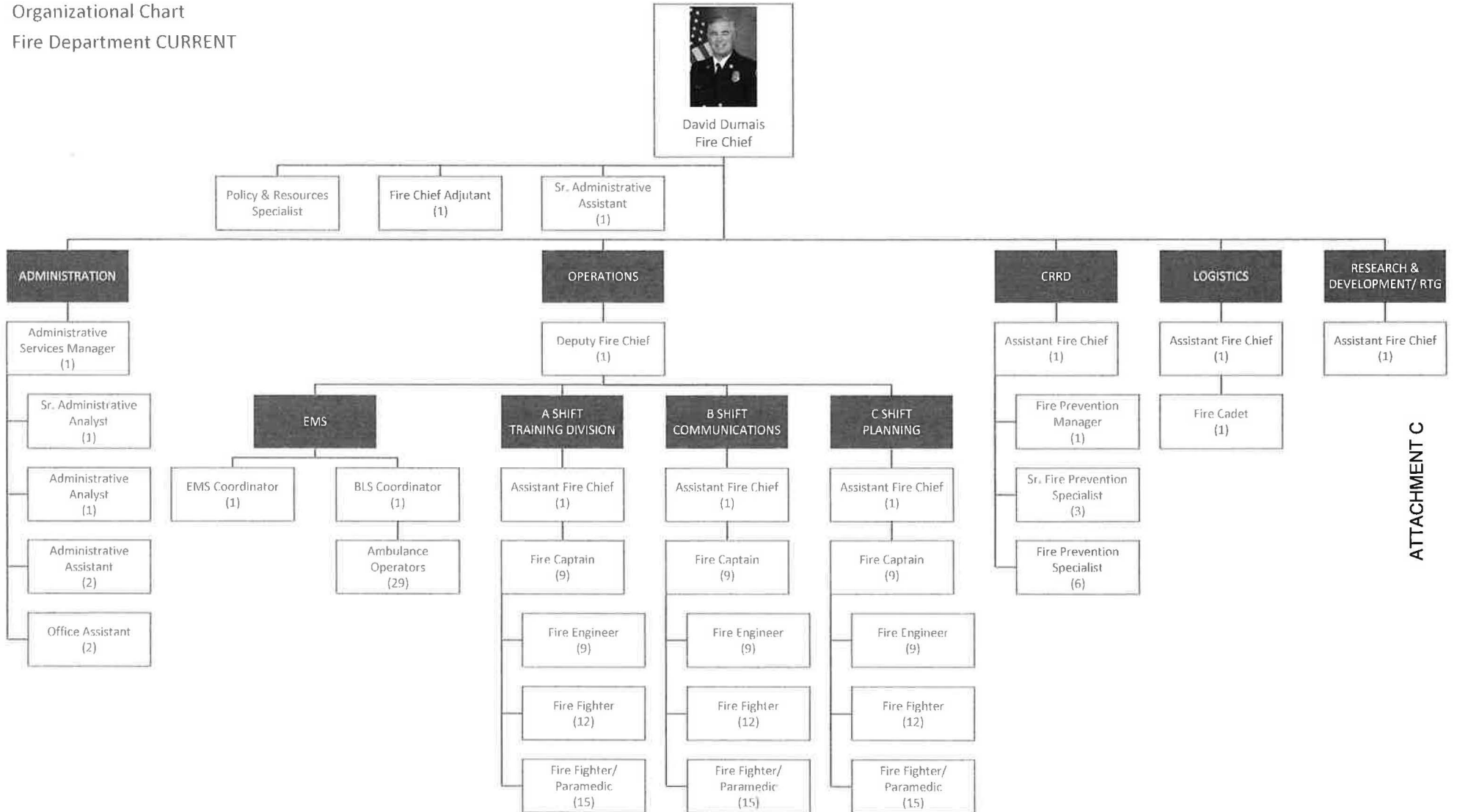
SPECIAL REQUIREMENTS:

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:

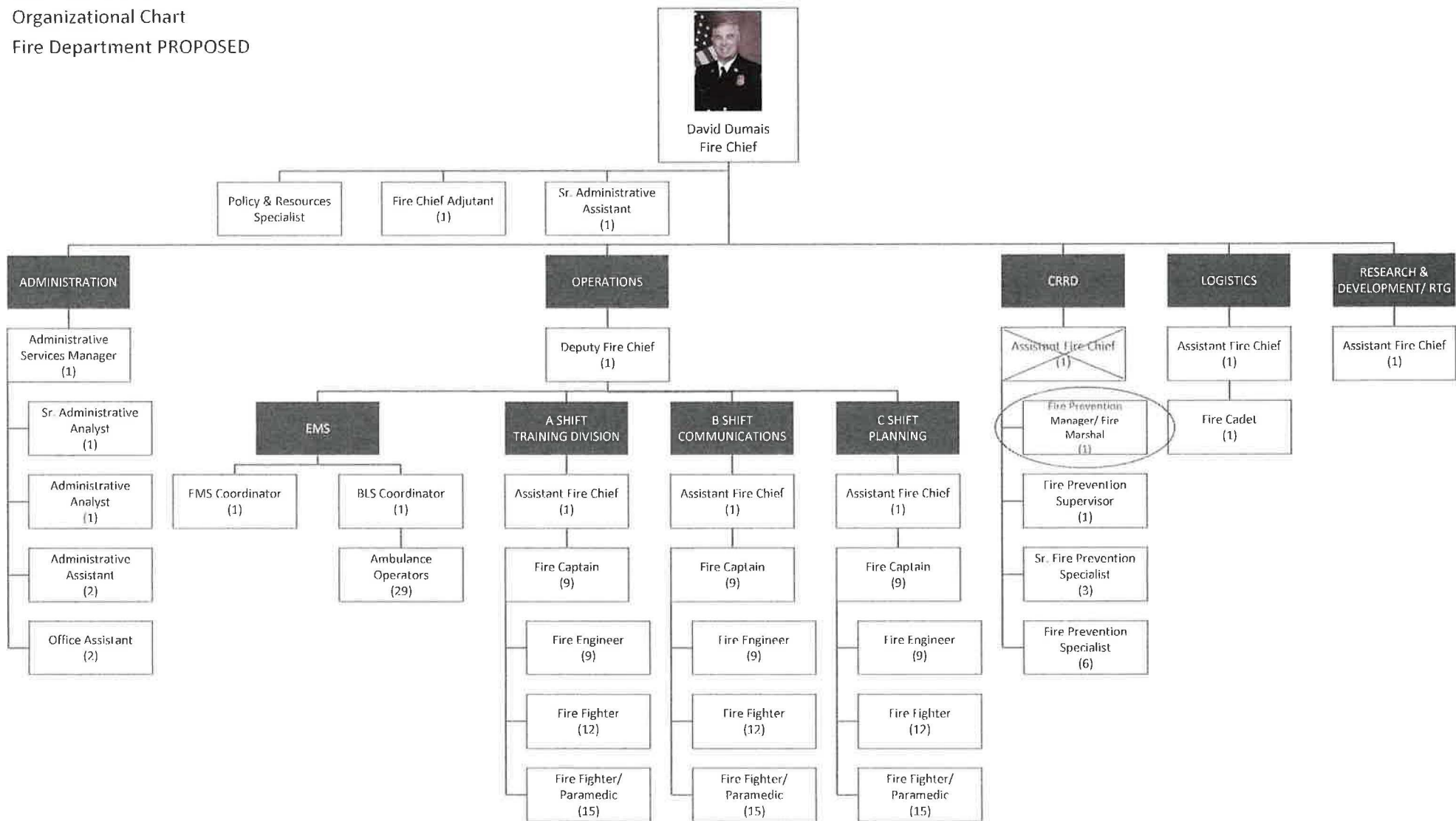
Established Date: March 2012

CITY OF TORRANCE
 Organizational Chart
 Fire Department CURRENT



ATTACHMENT C

CITY OF TORRANCE
 Organizational Chart
 Fire Department PROPOSED



This document provides responses to questions/comments received from Commissioner Kohus.

Q1. Is the new revised title going to be Fire Prevention Manager/Fire Marshal, or just Fire Marshal? If it's going to be a combo name, how was this decided? It seems like it would be easier/cleaner to just have one job title that all of the duties are under.

A1: The revised title is Fire Prevention Manager/Fire Marshal as the Fire Chief made the decision to entirely civilianize the Community Risk Reduction Division, which the Fire Prevention Manager provides management over. Therefore the Fire Marshal duties which were duties of an Assistant Fire Chief will now be assigned to the Fire Prevention Manager and therefore the title of Fire Marshal will assist in explaining that these duties are now being conducted by the Fire Prevention Manager.

Q2. Does non-sworn mean that the employee will not be firefighting? The line that was struck that said "civilian non-firefighting classification" made me wonder why that language wasn't included in the revision.

A2: Non-sworn means that the classification will not be firefighting. It was struck out as the term used for non-firefighter positions is non-sworn and keeping that language would have been redundant.

Q3. Is this too much for one position? How was it determined that this is an appropriate workload and amount of responsibility for one person? I could be wrong, but it appears that we're taking two positions (Fire Prevention Manager and Fire Marshal) and combining them into one.

A3: The Fire Chief is re-organizing the Community Risk Reduction Division and has made the decision to civilianize the entire Division. After discussion with the Fire Chief and conducting research amongst other agencies who have civilianized the Fire Marshal duties, the Fire Chief established that these duties no longer needed to be conducted by an Assistant Fire Chief and could effectively be accomplished by the Fire Prevention Manager classification. Some of the duties that were coordinated or supervised by the Fire Prevention Manager will now be accomplished by a new position that is being created, which is a Fire Prevention Supervisor.

Q4. For the licenses/certificates that are desired (not required), if the employee does not have those, will the City pay and/or give time off for the employee to obtain those?

A4: The City will pay for and or give time off for employees to obtain any certification that pertains to their job duties.

Q5. Why is there no career ladder information? Is this position the highest level for this series?

A5: A career ladder is not provided in this job specification because this is the highest level in the Fire Prevention series that a non-sworn position can achieve.

Q6. The previous job spec from March 2012 said that the Fire Prevention Manager reported to the Fire Marshal, but I don't see Fire Marshal on the first org chart?

A6: The Fire Marshal classification was deleted when the Fire Department completed a reorganization of the Community Risk Reduction Division (formerly Fire Prevention Division) as part of the 2010-11 budget modifications. At that time the division became a non-sworn division with management by the Fire Prevention Manager and administration of the Fire Marshal duties were then switched to an Assistant Fire Chief.

Q7. Is this position replacing Assistant Fire Chief on the new org chart, or will there be a new position in the Assistant Fire Chief box? The way the box is on the new org chart makes it seem like it's below another position, but according to the job spec, the position reports to the Fire Chief, so it seems like it should be a box like the Assistant Fire Chief is in?

A7: The Fire Prevention Manager/Fire Marshal will now have complete oversight over the Division, hence why the Assistant Fire Chief classification was crossed out from the proposed organizational chart. The highest level of management will be the Fire Prevention Manager/Fire Marshal classification.