

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 EMPLOYEE RELATIONS COMMITTEE  
(CIVIL SERVICE COMMISSION)  
MONDAY, AUGUST 07, 2023  
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER  
AT 3031 TORRANCE BL.**

**EMPLOYEE RELATIONS COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Committee members Sasaki, Zygielbaum, Herring

**2. 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, August 3, 2023.

**3. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**4. 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.*

**5. 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.*

No Business to Consider.

**6. ADMINISTRATIVE MATTERS**

**6A. Determine Unit for the New Classification of Budget Supervisor.**

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Budget Supervisor to the Torrance Professional & Supervisory Association.

**7. COMMITTEE ORAL COMMUNICATIONS**

**8. ADJOURNMENT**

**8A.** Adjournment of Employee Relations Committee Meeting to Date to be Determined.

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

**Honorable Members:**

**SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF BUDGET SUPERVISOR**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Budget Supervisor to the Torrance Professional & Supervisory Association.

**BACKGROUND**

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.

Anticipating approval of the class specification by the Civil Services Commission, a recommendation for unit determination for Budget Supervisor is submitted for your approval.

**ANALYSIS**

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11(f)(2) which states that "the principal criterion shall be whether there is a community of interest among the employees" (Attachment B). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Budget Supervisor is Torrance Professional & Supervisory Association.

• **Fullest Freedom in the Exercise of Rights**

The Budget Supervisor will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level, and therefore, share a common interest. They will share common interests within the Torrance Professional & Supervisory Association which will assure the Budget Supervisor the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.

• **History of Employee Relations in the Unit**

The Torrance Professional & Supervisory Association has traditionally represented classifications that are similar in nature and level, and is therefore appropriate that the Budget Supervisor be designated to this unit.

• **Effect on the Efficient Operation to the City**

Designating the Budget Supervisor to the Torrance Professional & Supervisory Association will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Budget Supervisor will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.

• **Common Skills, Working Conditions, Job Duties, and Educational Requirements**

The Budget Supervisor will work in a setting similar to other classifications in the Torrance Professional & Supervisory Association such as the Senior Accountant, Sr. Buyer, and Administrative Analyst.

• **Job Duties**

The incumbent in the position will perform duties similar to other classifications in the representation unit, 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.

• **Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.**

This does not apply as this classification is proposed to be in a single unit.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Inshirah Mabson  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Aram Chaparyan  
City Manager

NOTED:

  
Brianne Cohen  
Civil Service Manager

- Attachment: A) Budget Supervisor Class Specification (Pending Approval of August 8, 2023 Council Item)  
B) Torrance Municipal Code Section 14.8.11(f)(2)  
C) Positions Represented by Torrance Professional & Supervisory Association  
D) Resolution

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## Budget Supervisor

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### 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.

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### Distinguishing Characteristics

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

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### Supervision Exercised/Received

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

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### 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.
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### **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.
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### **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.

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**License or Certificates**

Possession of a valid California driver's license.

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**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.

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**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.

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**Career Ladder Information**

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

## **TORRANCE MUNICIPAL CODE**

### **SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.**

- 2) In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:
- i) which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
  - ii) the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
  - iii) the effect of the unit on the efficient operation of the City and sound employer- employee relations;
  - iv) the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
  - v) the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

## **Positions Represented by the Torrance Professional & Supervisory Association**

Administrative Analyst  
Air Conditioning, Heating and Electrical Supervisor  
Animal Control Supervisor  
Building Inspection Supervisor  
Building Maintenance Supervisor  
Buyer  
Central Services Coordinator  
Central Services Supervisor  
Communications Supervisor/Wireless  
Communications Supervisor/Telecomm  
Deputy City Clerk II  
Emergency Medical Services Nurse  
Emergency Services Coordinator  
Facilities Services Supervisor  
Fleet Services Supervisor  
Forensic Identification Specialist  
Forensic Supervisor  
Housing Supervisor  
Information Technology Analyst  
Information Technology Specialist  
Juvenile Diversion Case Worker  
Juvenile Diversion Coordinator  
License Supervisor  
Park Services Supervisor  
Permit Center Supervisor  
Police Services Supervisor  
Police Records Administrator  
Policy and Resources Specialist  
Producer Writer, Assistant  
Public Safety Communications Supervisor  
Public Works Supervisor  
Ranger Supervisor  
Senior Accountant  
Senior Administrative Assistant  
Senior Buyer  
Senior Librarian  
Senior Forensic Identification Specialist  
Supervising Administrative Assistant  
Supervising Producer Writer  
Systems Analyst  
Traffic & Lighting Supervisor  
Transit Supervisor  
Transit Training Coordinator  
Warehouse Supervisor  
Waste Management Coordinator  
Water Operations Supervisor



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF  
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE  
CLASSIFICATION OF BUDGET SUPERVISOR  
TO THE TORRANCE PROFESSIONAL & SUPERVISORY ASSOCIATION

\_\_\_\_\_  
WHEREAS, the Employee Relations Committee is responsible for the assignment of all job classifications to an appropriate employee representation association; and

WHEREAS, the Human Resources Department has created a new Civil Service job classification of Budget Supervisor; and

WHEREAS, the City Manager has recommended the classification of Budget Supervisor be assigned to the Torrance Professional & Supervisory Association; and

WHEREAS, the Budget Supervisor shares a number of common duties and working conditions with current members of the Torrance Professional & Supervisory Association; and

WHEREAS, membership in the Torrance Professional & Supervisory Association will afford the Budget Supervisor the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Budget Supervisor to the Torrance Professional & Supervisory Association.

INTRODUCED, APPROVED AND ADOPTED this \_\_\_\_\_ day of August, 2023.

\_\_\_\_\_  
Chair, Employee Relations Committee

ATTEST:

\_\_\_\_\_  
Brienne Cohen  
Civil Service Manager

APPROVED AS TO FORM:

PATRICK SULLIVAN  
CITY ATTORNEY

By \_\_\_\_\_