

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, AUGUST 28, 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 Wednesday, August 23, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Permit Technician II.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Permit Technician II 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 six-month eligible list.

6B. Approve the Examination for Planning Manager.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Planning Manager examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (40%), and Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

6C. Approve the Examination for Plans Examiner.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Plans Examiner 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 six-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Approve Title Change and Revised Class Specification for Principal Planner.

Recommendation of the Human Resources Director that your Honorable Body approve the title change and revised class specification for Principal Planner and forward it to the City Council for approval.

8. HEARINGS

8A. Appeal of Discipline of a Storekeeper.

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

8B. Appeal of Discipline of a Torrance Police Officer (2).

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

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

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

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

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

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

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

8F. Appeal of Discipline of a Police Services Officer (2).

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

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

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

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, September 11, 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 PERMIT TECHNICIAN II

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Permit Technician II 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 Permit Technician II. There is currently a vacancy due to a newly budgeted position.


A revision to the existing class specification is currently in the Meet and Confer process with the Engineers and Torrance Fiscal Employees Association. Until an agreement can be made, the class specification has been reviewed and appropriately reflects the position for the examination process.

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

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

Respectfully submitted,


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



PERMIT TECHNICIAN II

Class Code:
3528

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Revision Date: Aug 1, 2010

SALARY RANGE

\$27.06 - \$31.05 Hourly
\$4,690.40 - \$5,382.00 Monthly
\$56,284.80 - \$64,584.00 Annually

DEFINITION:

Under direction, performs advanced technical work in the review, processing, and issuance of variety of permits such as building, development and zoning, and business license information; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the senior level class within the Permit Technical series. This class is distinguished from the Permit Technician I by the performance of more complex tasks and duties assigned to positions within this series; and the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments. This class is distinguished from Plans Examiner (Permit Center Supervisor) in that the incumbent does not have full supervisory responsibility.

Receives general supervision from the Plans Examiner (Permit Center Supervisor), and may provide technical supervision to the Permit Technician I or other administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Reviews and examines permit applications and plans for compliance with applicable codes;
- Approves and processes permit applications and plans necessary for the issuance of construction permits;
- Responds to inquiries of developers, architects and property owners by providing information related to permit procedures and policies either at the public counter or over the phone;
- Advises and assists contractors, owners/builders, architects and the general public and provides technical information concerning permit requirements and procedures;
- Performs plan checking against City standard plans of minor structures, such as patios, fences and room additions;
- Serves as permit coordinator for large projects requiring multiple permit approvals;
- Process and issues a variety of permits such as building permit, construction permit, development permit and business license applications;
- Collects fees, issues receipts for money received and balances cash drawer;
- Identifies discrepancies between actual and reported business operations on business license applications to determine whether or not all City taxes and fees have been paid;
- Coordinates approval of plans with other regulatory agencies to assure the required approvals have been granted; maintains logs of plans and applications submitted;
- Routes plans and performs filing duties, including the lifting and storage of plans;
- Notifies applicants when plans are ready for correction or permits are ready for issuance;
- Performs complex records searches and prepares complex statistical and other required reports;
- Observes, identifies and resolves problems related to counter operations in cooperation with other counter staff to promote high quality customer service;
- Assists Plans Examiner (Permit Center Supervisor) with development of new counter procedures;
- Responsible for resolution of sensitive situations for the coordination of permit activity;
- Guides and instructs less experienced personnel in the various assigned duties of the position;
- Makes assignments, sets priorities, and provides input on the work of subordinate staff;
- Provides training and direction to lower level technical classes and support staff? directs counter operations and makes decisions in absence of Plans Examiner (Permit Center Supervisor);
- Keeps abreast of current building and engineering principles and practices, technology and regulations that apply to City engineering and building projects;
- Keeps abreast of business license procedures and policies;
- Updates and reproduces maps, blueprints and other drawings.

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:

- Participates as a member on interdepartmental and intradepartmental teams and committees as required;
- May assist with the enforcement of administrative provisions of the California Building Code and various federal, state and municipal codes;
- Maintains records and multiple filing systems;
- Distributes, receives and processes a variety of forms;
- May design routine procedures and forms for the processing of records;
- Maintains database for the computer permit tracking system, record imaging system, and division operational reports;
- Prepares, maintains and archives plan review, permit, code enforcement, business license and inspection records;
- Performs data entry and checks data and information for accuracy;
- Performs other duties as assigned.

QUALIFICATION GUIDELINES:

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 high school or possession of a GED Certificate; and three years of recent, paid, progressively responsible work experience in a private or public agency involved in regulatory functions, permit processing or a closely related field which has included heavy public contact.

In addition to the experience requirement, completion of at least six courses from a vocational school or college related to this field such as Public Works Inspection, Computer-aided Architectural Drafting, Principles of Engineering Technology, Blueprint Reading, the Uniform Building Code, and Bookkeeping and Accounting is required.

License and/or Certificate

Must possess and maintain a valid State of California driver's license of the appropriate class and certification as a Permit Technician from the International Code Council (ICC).

Knowledge of

- Building construction methods, practices and materials;
- General building and zoning codes and related laws;
- Basic federal, State, and local laws, codes and ordinances including but not limited to California Health and Safety Code, California Fire Code, California Building Code, State Administrative Code and NFPA standards and codes;
- Basic mathematics as applied to the calculation of construction fees, taxes, and building valuation;
- Basic computer keyboard functions, data entry and record keeping techniques;
- Modern office procedures, methods, and computer equipment;
- Techniques for providing a high level of customer service to effectively dealing with the public, vendors, contractors and City staff.
- City policies and procedures affecting departmental operations;
- General City operations.

Ability to

- Read and interpret blueprints, construction plans, specifications, construction and zoning codes and related laws;
- Prepare statistical reports and required records;
- Review plans for residential patios, pools, fences and other minor additions for conformance to applicable codes;
- Apply the policies and procedures for the processing of construction permits;
- Learn and apply departmental policies and procedures related to the acceptance, review and approval of permit applications and commonly used building and zoning codes and ordinances;
- Use architectural and engineering scales to determine dimensions and calculate areas and percentages;
- Understand the relationship between City zoning ordinances and building code requirements;
- Prepare and maintain accurate records and files;
- Follow verbal and written instructions;
- Communicate clearly and effectively, both orally and in writing;

- Maintain accurate records and files;
- Reconcile figures and perform mathematical computations;
- Provide effective customer service;
- Establish and maintain effective working relationships with developers, architects, contractors, property owners, other regulatory agencies, the general public and fellow employees;
- Use tact and diplomacy when dealing with customers from diverse cultural backgrounds, often under pressure of heavy customer demand;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality;
- Operate office equipment including computer software and hardware (currently in use by the City);
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS:

Work is performed indoors in a busy office environment. Must be able to handle heavy public contact at the counter and on the telephone. This position requires frequent sitting, walking, standing, reaching, bending and lifting and carrying up to 20 pounds. Must be occasionally available to work evenings or weekends for special assignments.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to training and coursework may serve to meet the qualification guidelines for promotion to Plans Examiner (Permit Center Supervisor).

ESTABLISHED/REVISED DATE:

Established Date: August 2010
Department Review Date: September 2021
Department Review Date: August 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PLANNING MANAGER

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Planning Manager examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (40%), and Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS

There is no current eligible list for the classification of Planning Manager. There is one (1) vacancy due to a lateral transfer.

Anticipating approval by the City Council at their meeting on September 12, 2023, the revised Class Specification will appropriately reflect the position for the examination process.

The previous examinations in 2019 and 2017 were weighted as follows: Application Review (Qualifying), Performance Test (40%), and Oral Interview (60%). There will be no change to the exam types and weights.

There is a sufficient pool of internal candidates to qualify; therefore, staff recommends conducting the examination for Planning Manager on a promotional basis provided that a minimum of eight (8) applications are filed and accepted from City employees. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open continuous basis.

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

PLANNING MANAGER

Definition

Under general direction, organizes and manages the programs, activities and services of the Division including research, analysis and design in the preparation and implementation of a comprehensive long-range General Plan for the physical development of the City; development review programs; environmental review; administration of the zoning ordinance and City codes; administration of City housing and infrastructure projects; and performs other related work as required.

Distinguishing Characteristics

Distinguished from Community Development Director in that the incumbent is not responsible for managing the entire Department. Distinguished from Planning Associate in that the Planning Associate does not manage a division of the Department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may deviate from traditional methods and practices. Work is reviewed for overall results.

Supervision Exercised/Received:

Receives general direction from the Community Development Director; provides direct supervision over professional-level planning positions and office support personnel.

Examples of Essential Duties

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

- Plans and directs the work of staff including, but not limited to: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline.
- Develops and monitors the divisional and departmental budgets and establishes budgetary controls.
- Develops, implements, and evaluates plans, policies, and procedures to achieve annual goals and objectives.
- Monitors staff's performance, and coaches for improvement and development.
- Develops and implements the City's General Plan by gathering, compiling, and analyzing data on economic, social, and physical factors affecting land use.
- Reviews, evaluates, investigates, and makes recommendations on environmental, planning, redevelopment, housing, zoning, and subdivision matters.
- Conducts land use and environmental studies to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.
- Compiles information necessary for capital improvement programs.
- Prepares financial data for the annual City budget.
- Confers with the public and governmental officials on planning, development, and housing matters.
- Prepares and/or reviews correspondence.
- Prepares and reviews comprehensive technical reports for the City Manager, Commissions, and City Council.

- Coordinates projects with other City departments and agencies as required.
- Attends meetings, including Commission and Council meetings and represents the Department in the absence of the Department Head.
- Participates on interdepartmental and intradepartmental teams, committees and boards as required.
- Keeps abreast of current planning principles and practices, regulations and literature that apply to City projects.

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.

- Assists in establishing departmental disaster plan as part of City-wide disaster plan.
- May participate in emergency callout and after hour support coordination.
- Participates in EOC operations as needed.
- Receives and responds to public inquiries and requests for information and assistance and takes appropriate action to resolve problems.
- Performs related duties as required.

Qualifications Guidelines**Knowledge of:**

- Principles and practices of local planning.
- Techniques and processes involved in the preparation and implementation of long-range and General Plans, redevelopment plans, and housing programs.
- Federal and State housing, environmental and planning law and other planning legislation.
- Post Redevelopment Dissolution Laws.
- California Subdivision Map Act.
- Zoning principles practices techniques and standards.
- Techniques of zoning administration and development review.
- Housing and Community Development trends, goals, and objectives.
- Management and supervisory principles and practices including supervision and employee relations.
- Principles of budget preparation budget estimation and tracking.
- Applicable local, State and Federal regulations.
- Hazards and generally accepted safety standards.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Computer software applications related to data analysis and report preparation.
- Public administration principles and practices; operations and functions of municipal government.
- High quality public relations and customer service methodology and principles.
- Research and report writing methods and techniques.
- City codes, ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to:

- Plan, direct, and oversee the administration and operations of a Planning Division.

- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors and vendors.
- Analyze complex matters, identify, and evaluate alternative solutions, project consequences of proposed actions, recommend an appropriate course or action, and implement recommendations in support of goals.
- Analyze and interpret complex planning and design/development and housing data, assess land use proposals, and issue recommendations for special planning and zoning studies and projects.
- Review design and drafting work such as base maps, land use maps, zoning maps, charts, and visual aids.
- Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes.
- Organize and participate in public hearings, analyze proposals, and make recommendations.
- Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Develop and monitor a divisional budget and establish budgetary controls.
- Develop clear, concise, and comprehensive studies, reports, and agenda items.
- Perform responsible and difficult administrative support duties involving the use of independent judgment and initiative.
- Understand and carry out oral and written directions.
- Review and prepare effective written reports.
- Negotiate and administer contracts.
- Coordinate and participate in various complex organizational studies, analyses, and projects.
- Shift priorities as departmental workload demands require.
- Communicate effectively both orally and in writing.
- Effectively present information and respond to questions from board, committee, commission, and Council members, outside groups and organizations, and the general public.
- Operate a computer and other office equipment, including but not limited to, word processing, spreadsheets, databases, and related software applications utilized in the Department.
- Establish and maintain effective working relationships with those contacted in the course of work.

License and/or Certificate

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

Education and Experience

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

Bachelor's Degree in City or regional planning, architecture, landscape architecture, geography, public administration, engineering, or closely related field and three (3) years of progressively responsible professional urban planning in a local government office which includes technical work in at least two of the following areas: General Plan preparation and maintenance, design

review administration, California Environmental Quality Act (CEQA) administration, redevelopment administration or housing administration.

A Master's Degree in Planning may be substituted for one year of the required experience.

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 using a computer keyboard. Tasks require sound and visual perception and acuity, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification may serve towards meeting the minimum requirements for promotion to Community Development Director.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PLANS EXAMINER

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Plans Examiner 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 Plans Examiner. There is currently a vacancy due to a promotion.

A revision to the existing class specification is currently in the Meet and Confer process with the Engineers and Torrance Fiscal Employees Association. Until an agreement can be made, the class specification has been reviewed and appropriately reflects the position for the examination process.

The previous examinations in 2019 and 2018 were weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

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

Respectfully submitted,

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



PLANS EXAMINER

Class Code:
3530

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Revision Date: Jun 1, 1993

SALARY RANGE

\$37.67 - \$46.90 Hourly
\$6,529.47 - \$8,129.33 Monthly
\$78,353.60 - \$97,552.00 Annually

DEFINITION:

Under supervision, reviews, checks and approves various structural engineering and grading and paving plans, specifications and reports to insure compliance with State and local codes and ordinances; advises applicants for permits; checks building permit applications; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Structural Plans Examiner in that incumbent does not review or approve plans for complex building designs (i.e., structures of more than two stories) nor does incumbent supervise other employees; Distinguished from Building Inspector in that incumbent does not routinely perform field inspection work to insure proper construction.

EXAMPLES OF ESSENTIAL DUTIES:

- Examines plans for residential, commercial and industrial projects for compliance with applicable City and State codes and ordinances, including structural and fire safety features;

- Makes engineering calculations of loads, stresses, hydrology, hydraulics, slope stability and other related factors prior to approving proposed plans;
- Works at a public counter to accept and check plans prior to the issuance of building permits; consults with and advises architects, engineers, contractors and building owners regarding methods of construction, design features and applicable regulations;
- Analyzes occupancy factors, weather factors, soil factors, and seismic and other natural disaster factors that may affect structures;
- Prepares technical reports relating to structural and geotechnical problems;
- Issues corrective notices for owners and designers of structures;
- Reviews applications for building and grading permits, rechecks conformance to plans from correction sheets and issues permits;
- Maintains plan check records and logs;
- Reviews output of computer programs relative to the plan checking process;
- May perform field investigations to determine compliance with approved plans and to verify and approve solutions to unforeseen problems that arise during construction.

QUALIFICATION GUIDELINES:

Education and Experience

Bachelor's Degree in Civil Engineering or Architecture or possession of an Engineer-in-Training Certificate from the State of California.

One year professional experience in plan checking of residential, commercial and industrial projects for a municipality of county or one year professional experience in engineering or architecture involving structural design or soils engineering. Possession of an ICBO Certificate as a Plans Examiner or State registration as a civil engineer is desirable.

Knowledge of

- City building codes and ordinances and State codes;
- Methods and engineering principles used in calculating structural loads, drainage, geotechnical engineering, soil mechanics, stress and other design tolerances to approve plans;
- Nomenclature used in plan checking;
- Properties of construction materials;
- General building construction practices.

Ability to

- Read and interpret plans, blueprints and specifications;
- Calculate structural loads, hydrology, hydraulics, stress and other calculations necessary to approve proposed plans;
- Interpret and explain City building and grading codes, and State codes to architects, contractors, engineers and the general public;
- Prepares technical engineering reports on a wide variety of structural and other engineering problems;
- Communicate effectively, orally and in writing;
- Establish and maintain effective working relationships with engineers, architects, contractors, soil engineers, geologists, fellow employees and the general public.

ESTABLISHED/REVISED DATE:

Revised Date: June 1993

Department Review Date: October 2019

Department Review Date: August 2023

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

Honorable Members:

**SUBJECT: APPROVE TITLE CHANGE AND REVISED CLASS SPECIFICATION FOR
PRINCIPAL PLANNER**

RECOMMENDATION

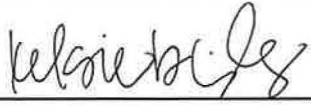
Recommendation of the Human Resources Director that your Honorable Body approve the title change and revised class specification for Principal Planner and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

The class specification for Principal Planner was last revised in 2003. Staff proposes a title change from Principal Planner to Planning Manager in conformance with comparable positions in the Planning profession. Staff determined that changes to the **Definition, Knowledge of, and Ability to** sections were necessary to reflect 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 Planning Manager
 - B) Existing Class Specification Principal Planner
 - C) Organizational Chart of the Community Development Department

PRINCIPAL PLANNER PLANNING MANAGER

Definition

Under general direction, organizes and manages the programs, activities and services of the Division including research, analysis and design in the preparation and implementation of a comprehensive long-range General Plan for the physical development of the City; development review programs; environmental review; administration of the zoning ordinance and City codes; administration of City **redevelopment and** housing **and infrastructure** projects; and performs other related work as required.

Distinguishing Characteristics

Distinguished from Community Development Director in that the incumbent is not responsible for managing the entire Department. Distinguished from Planning Associate in that the Planning Associate does not manage a division of the Department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may deviate from traditional methods and practices. Work is reviewed for overall results.

Supervision Exercised/Received:

Receives general direction from the Community Development Director; provides direct supervision over professional-level planning positions and office support personnel.

Examples of Essential Duties

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

- Plans and directs the work of staff including, **but not limited to:** training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline.
- Develops and monitors the divisional and departmental budgets and establishes budgetary controls.
- Develops, implements, and evaluates plans, policies, and procedures to achieve annual goals and objectives.
- Monitors staff's performance, and coaches for improvement and development.
- Develops and implements the City's General Plan by gathering, compiling, and analyzing data on economic, social, and physical factors affecting land use.
- Reviews, evaluates, investigates, and makes recommendations on environmental, planning, redevelopment, housing, zoning, and subdivision matters.
- Conducts land use and environmental studies to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.
- Compiles information necessary for capital improvement programs.
- Prepares financial data for the annual City budget.
- Confers with the public and governmental officials on planning, **re**development, and housing matters.
- Prepares and/or reviews correspondence.
- Prepares and reviews comprehensive technical reports for the City Manager, Commissions, and City Council.

- Coordinates projects with other City departments and agencies as required.
- Attends meetings, including Commission and Council meetings and represents the Department in the absence of the Department Head.
- Participates on interdepartmental and intradepartmental teams, committees and boards as required.
- Keeps abreast of current planning principles and practices, regulations and literature that apply to City projects.

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.

- Assists in establishing departmental disaster plan as part of City-wide disaster plan.
- May participate in emergency callout and after hour support coordination.
- Participates in EOC operations as needed.
- Receives and responds to public inquiries and requests for information and assistance and takes appropriate action to resolve problems.
- Performs **other** related duties as required.

Qualifications Guidelines

Knowledge of:

- Principles and practices of local planning.
- Techniques and processes involved in the preparation and implementation of long-range and General Plans, redevelopment plans, and housing programs.
- Federal and State housing, environmental and planning law and other planning legislation.
- **California Post Redevelopment Dissolution Laws.**
- California Subdivision Map Act.
- Zoning principles practices techniques and standards.
- Techniques of zoning administration and development review.
- Housing and Community Development trends, goals, and objectives.
- Management and supervisory principles and practices including supervision and employee relations.
- Principles of budget preparation budget estimation and tracking.
- Applicable local, State and Federal regulations.
- Hazards and generally accepted safety standards.
- **Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.**
- **Computer software applications related to data analysis and report preparation.**
- **Public administration principles and practices; operations and functions of municipal government.**
- **High quality public relations and customer service methodology and principles.**
- **Research and report writing methods and techniques.**
- **City codes, ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.**
- **City and Department Mission including strategic goals and objectives.**
- General City operations.

Ability to:

- **Plan, direct, and oversee the administration and operations of a Planning Division.**

- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors and vendors.
- Analyze complex matters, identify, and evaluate alternative solutions, project consequences of proposed actions, recommend an appropriate course or action, and implement recommendations in support of goals.
- Analyze and interpret complex planning and design/development and housing data, assess land use proposals, and issue recommendations for special planning and zoning studies and projects.
- Review design and drafting work such as base maps, land use maps, zoning maps, charts, and visual aids.
- Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes.
- Organize and participate in public hearings, analyze proposals, and make recommendations.
- Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances. ~~Supervise the work of subordinate staff including coordinating, assigning, monitoring, and evaluating work, hiring, and training, counseling and disciplining staff, and processing grievances.~~
- ~~Schedule work tasks and major projects.~~
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Develop and monitor a divisional budget and establish budgetary controls.
- Develop clear, concise, and comprehensive studies, reports, and agenda items.
- Perform responsible and difficult administrative support duties involving the use of independent judgment and initiative.
- Understand and carry out oral and written directions.
- Review and prepare effective written reports.
- Negotiate and administer contracts.
- Coordinate and participate in various complex organizational studies, analyses, and projects.
- Shift priorities as departmental workload demands require.
- Communicate effectively both orally and in writing.
- ~~Make effective oral presentations to City Commissions, the City Council, and other groups.~~ Effectively present information and respond to questions from board, committee, commission, and Council members, outside groups and organizations, and the general public.
- Operate a computer and other office equipment, including but not limited to, word processing, spreadsheets, databases, and related software applications utilized in the Department.
- Establish and maintain effective working relationships with those contacted in the course of work ~~City employees, City Commissioners, public officials, private and community organizations and the public.~~

License and/or Certificate

Must possess and maintain a Class C California Driver's License. ~~An appropriate, valid California driver's license.~~

Education and Experience

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

~~Graduation from an accredited college or university with a major~~ Bachelor's Degree in City or regional planning, architecture, landscape architecture, geography, public administration, engineering, or closely related field and three (3) years of progressively responsible professional urban planning in a local government office which includes technical work in at least two of the following areas: General Plan preparation and maintenance, design review administration, California Environmental Quality Act (CEQA) administration, redevelopment administration or housing administration.

A Master's Degree in Planning may be substituted for one year of the required experience.

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 using a computer keyboard. Tasks require sound and visual perception and acuity discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience gained in this classification may serve towards meeting the minimum requirements for promotion to Community Development Director.



PLANNER, PRINCIPAL

Class Code:
3313

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Revision Date: Aug 1, 2003

SALARY RANGE

\$11,345.00 - \$13,614.00 Monthly
\$136,140.00 - \$163,368.00 Annually

DEFINITION:

Under general direction, organizes and manages the programs, activities and services of the Division including research, analysis and design in the preparation and implementation of a comprehensive long-range General Plan for the physical development of the City; development review programs; environmental review; administration of the zoning ordinance and City codes; administration of City redevelopment and housing projects; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Community Development Director in that the incumbent is not responsible for managing the entire Department. Distinguished from Planning Associate in that the Planning Associate does not manage a division of the Department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may deviate from traditional methods and practices. Work is reviewed for overall results.

Receives general direction from the Community Development Director; provides direct supervision over professional-level planning positions and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans and directs the work of staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline;
- Develops and monitors the divisional and departmental budgets and establishes budgetary controls;
- Develops, implements and evaluates plans, policies and procedures to achieve annual goals and objectives;
- Monitors staff's performance, and coaches for improvement and development;
- Develops and implements the City's General Plan by gathering, compiling, and analyzing data on economic, social, and physical factors affecting land use;
- Reviews, evaluates, investigates and makes recommendations on environmental, planning, redevelopment, housing, zoning, and subdivision matters;
- Conducts land use and environmental studies to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses;
- Compiles information necessary for capital improvement programs;
- Prepares financial data for the annual City budget;
- Confers with the public and governmental officials on planning, redevelopment and housing matters;
- Prepares and/or reviews correspondence;
- Prepares and reviews comprehensive technical reports for the City Manager, Commissions and City Council;
- Coordinates projects with other City departments and agencies as required;
- Attends meetings, including Commission and Council meetings and represents the Department in the absence of the Department Head;
- Participates on interdepartmental and intradepartmental teams, committees and boards as required;
- Keeps abreast of current planning principles and practices, regulations and literature that apply to City projects.

Examples of Other Duties

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

- Assists in establishing departmental disaster plan as part of City wide disaster plan;
- May participate in emergency callout and after hour support coordination.
- Participates in EOC operations as needed;
- Receives and responds to public inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Performs other related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from an accredited college or university with a major in City or regional planning, architecture, landscape architecture, geography, public administration, engineering, or closely related field and three (3) years of progressively responsible professional urban planning in a local government office which includes technical work in at least two of the following areas: General Plan preparation and maintenance, design review administration, California

Environmental Quality Act (CEQA) administration, redevelopment administration or housing administration.

A Master's Degree in Planning may be substituted for one year of the required experience.

License and/or Certificates

An appropriate, valid California driver's license.

Knowledge of

- Principles and practices of local planning;
- Techniques and processes involved in the preparation and implementation of long-range and General Plans, redevelopment plans, and housing programs;
- Federal and State housing, environmental and planning law and other planning legislation;
- California Redevelopment Law;
- California Subdivision Map Act;
- Zoning principles practices techniques and standards;
- Techniques of zoning administration and development review;
- Housing and Community Development trends, goals and objectives;
- Management and supervisory principles and practices including supervision and employee relations;
- Principles of budget preparation budget estimation and tracking;
- Applicable local, State and Federal regulations;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Analyze and interpret complex planning and design/development and housing data, assess land use proposals and issue recommendations for special planning and zoning studies and projects;
- Review design and drafting work such as base maps, land use maps, zoning maps, charts, and visual aids;
- Organize and participate in public hearings, analyze proposals and make recommendations;
- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring and training, counseling and disciplining staff, and processing grievances;
- Schedule work tasks and major projects;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop and monitor a divisional budget and establish budgetary controls;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Understand and carry out oral and written directions;
- Review and prepare effective written reports;
- Communicate effectively orally and in writing;
- Make effective oral presentations to City Commissions, the City Council and other groups;
- Establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations and the public.

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 using a computer key board. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve towards meeting the minimum requirements for promotion to Community Development Director.

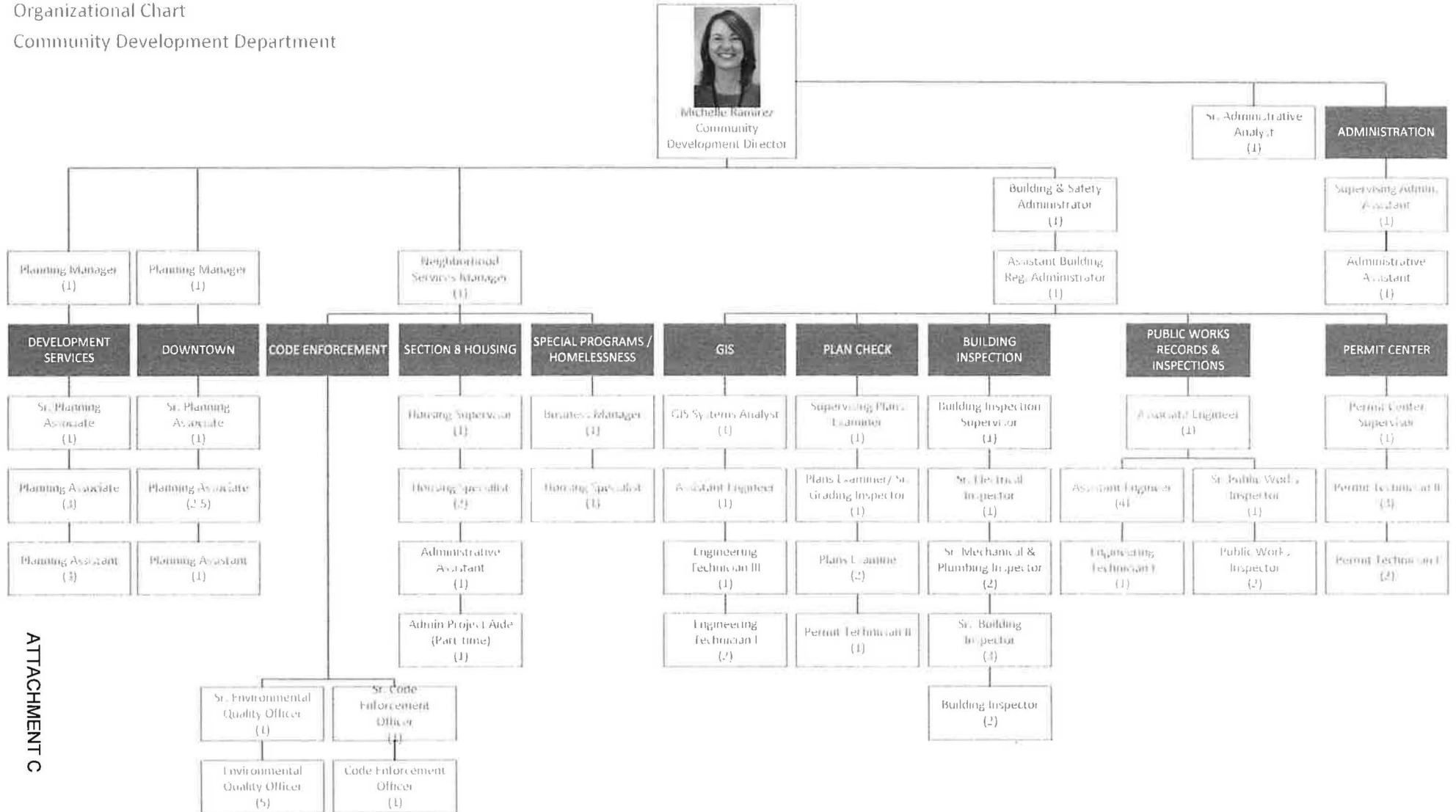
ESTABLISHED /REVISED DATE:

Revised Date: August 2003

CITY OF TORRANCE

Organizational Chart

Community Development Department



ATTACHMENT C

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

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

The Civil Service Commission will meet in Closed Session for the following purpose:

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

- 1) Appeal of Discipline of a Police Services Officer (1).

Respectfully submitted,



Brianne Cohen
Civil Service Manager