

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
REVISED
MONDAY, NOVEMBER 27, 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 Tuesday, November 21, 2023.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

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 Assistant Finance Director.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Assistant Finance Director 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 the Reclassification of Incumbent to Principal Human Resources Analyst.

Recommendation of the Human Resources Director that your Honorable Body approve the reclassification of Christina Ortiz of the Human Resources Department

from the classification of Human Resources Analyst to the classification of Principal Human Resources Analyst.

8. HEARINGS

*Revised to remove Appeal of Discipline of a Torrance Police Officer (4).

8A. 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 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 (5).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). 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.

8C. 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.

9. CLOSED SESSION

No Business to Consider.

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, December 4, 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 ASSISTANT FINANCE DIRECTOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Assistant Finance Director 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 Assistant Finance Director. Current vacancy is due to a promotion.

The class specification has been reviewed by the Finance Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications Guidelines section of attached Class Specification.

The previous examination in 2020 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,

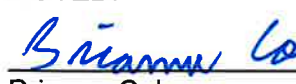
HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Inshirah Mabson
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Assistant Finance Director Class Specification



FINANCE DIRECTOR, ASSISTANT

Class Code:
1277

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Revision Date: Feb 1, 2018

SALARY RANGE

\$13,673.00 - \$18,868.00 Monthly
\$164,076.00 - \$226,416.00 Annually

DEFINITION:

Under general direction of the Finance Director, the Assistant Finance Director assists in carrying out the policies of the Director; plans the operations within the Finance Department; acts for and represents the Director as assigned in specified areas; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

The Assistant Finance Director is distinguished from the Finance Director in that the incumbent is not responsible for directing the activities of the Finance Department on a regular basis; distinguished from the Finance Manager in that the Finance Manager is not responsible for directing, planning and organizing the daily operations of multiple Divisions of the Finance 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 require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Finance Director; provides direction to management, supervisory and support staff of the department.

EXAMPLES OF ESSENTIAL DUTIES:

- *The following duties represent the principal job duties; however, they are not all inclusive.*
- Develops and implement administrative and financial policies, procedures and systems for assigned functions, including automated systems for record keeping and transaction processing systems.
- Develops, implements and evaluates department plans, policies and procedures to achieve annual goals and objectives.
- Makes recommendations on departmental policy development and administration.
- Develops, documents and implements appropriate procedures to implement City policies.
- Assists in the preparation of the City's annual budgets.
- Plans, assigns, coordinates and manages, through managers, the operations of the division.
- 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.
- Prepares and presents financial data for use in managerial decision-making.
- Attends meetings including City Council, City Commissions and Community organizations.
- Prepares reports and recommendations for City Council and Commissions, prepares and presents agenda items, and completes special assignments and projects.
- Trains other departments in the use of financial and budgetary systems.
- Acts as Department Head in the absence of the Finance Director.

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.

- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
- Acts as the department liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community, and other interested groups.
- Reviews reports and other documents submitted by subordinates.
- 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 a recognized four-year college or university with a major in accounting, finance, business administration, or a closely related field, and; five years of progressively responsible financial experience in accounting, budgeting, or auditing, preferably in a governmental agency which includes at least three years of experience supervising a major financial function or division, or in the management of financial audits of local government entities.

Possession of a Master's Degree in Accounting, Finance, Business or Public Administration or a Certified Public Accountant may be substituted for one year of the required experience.

License and/or Certificate

Valid California Class C Drivers' License.

Certification as Certified Public Accountant (CPA); Certified Management Accountant; or Graduate Degree in related field is desirable.

Knowledge of

- Principles of accounting and auditing in accordance with the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB), and the Governmental Accounting Standards Board (GASB);
- Principles and practices of municipal finance administration, including budget preparation;
- Financial systems and procedures;
- Project management principles, practices and methods;
- Management and supervisory principles and practices;
- Laws and ordinances relating to the financial administration of public agencies;
- City functions and associated financial management and reporting issues;
- Customer service techniques;
- Quantitative analysis methods;
- Basic internal control procedures;
- City and department mission, including strategic goals and objectives;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Design and implement effective financial systems;
- Prepare economic revenue forecast;
- 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;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Make effective presentations to City Council;
- Establish and maintain effective relations with others including City officials, staff and public;
- Supervise the work of divisional staff including coordinating, monitoring, evaluating work; hiring, training, counseling and disciplining staff; and processing grievances;
- Prepare Comprehensive Annual Financial Report (CAFR) in accordance with GASB guidelines;
- Utilize a computer and other office equipment.

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 computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

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. Work may be required on evenings and weekends as needed.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Finance Director.

ESTABLISHED/REVISED DATE:

Revised Date: August 1988; February 2018
Dept. Review: November 2023

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

Honorable Members:

SUBJECT: APPROVE RECLASSIFICATION OF INCUMBENT TO PRINCIPAL HUMAN RESOURCES ANALYST

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the reclassification of Christina Ortiz of the Human Resources Department from the classification of Human Resources Analyst to the classification of Principal Human Resources Analyst.

BACKGROUND

The Human Resources Director requested a review of one Human Resources Analyst position to determine the appropriate classification level. Over time, the incumbent gained more technical knowledge and expertise, direction exercised, and has been performing duties identified in the Principal Human Resources Analyst class specification. At their November 14, 2023 meeting, the City Council approved the Fiscal Year 2023-24 Operating Budget Program Modification, approving a reorganization of the Human Resources Department, which upgraded 1.0 Human Resources Analyst position to 1.0 Principal Human Resources Analyst position.

In reviewing the scope, level of responsibility, and reporting structure of the position, staff determined that the incumbent directly supervises office support staff consisting of Interns, a Customer Service Representative, an Administrative Assistant, and a Human Resources Technician. Additionally, the incumbent also offers guidance and training to citywide staff, delegates work assignments, and implements the assessment of departmental goals and objectives. Accordingly, the 1.0 FTE Human Resources Analyst position should be reclassified to a Principal Human Resources Analyst position to align with the nature and scope of the work being performed.

ANALYSIS

The methodology of the study included an analysis of the level of responsibility and knowledge, skills and ability requirements in the performance of the duties. An analysis of each factor relative to the reclassification of the incumbent to this classification is explained below in accordance with the Transfer of Incumbent Employees Without Examination Policy (Attachment C). The Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination establishes six criteria for considering a transfer of incumbents to positions that are reclassified or reallocated.

Criterion #1

“Determination of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.”

The incumbent is performing the duties and has the experience and education required of the proposed classification of Principal Human Resources Analyst.

Criterion #2

“That the incumbents have been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.”

Christina Ortiz was hired as an Office Assistant (formerly Typist Clerk I) in 2000. She was promoted to Administrative Assistant (formerly Secretary) in 2001, then to Human Resources Technician (formerly Personnel Technician) in 2005, and ultimately to Human Resources Analyst in 2014. Ms. Ortiz has worked a multitude of assignments providing the knowledge, skills, and abilities for multiple areas with the Human Resources Department. This position has assumed significant responsibility, and currently performs the duties of Principal Human Resources Analyst.

Criterion #3

“That the change of duties has occurred gradually over time.”

The incumbent currently performs the full range of duties as required. Ms. Ortiz assumed the higher-level duties and responsibilities while working in the Human Resources Department.

Criterion #4

“That there is no evidence the change was created as a subterfuge to circumvent the examination process.”

The review revealed that the change of duties described in this report has occurred with no intent to circumvent the examination process. The incumbent’s duties changed as the demands and the structure of the Human Resources Department changed.

Criterion #5

“That the salary level of the new position is a consideration in making a determination.”

The monthly salary range for the classification of Human Resources Analyst is \$6,053 at the first step and \$8,944 at the top step. The following chart shows the salary relationships between the existing classification and the new classification with respect to the top step.

Classification	Top Step Monthly of Human Resources Analyst	Reference Point Monthly of Principal Human Resources Analyst	% Difference vs. Top Step Proposed
Pay Comparison	\$8,944	\$11,490	24.94%

Criterion #6

“That no current eligible list exists for the new class.”

There is currently no eligible list for the classification of Principal Human Resources Analyst.

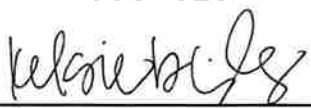
SUMMARY

Based on analysis of the factors, it is clearly demonstrated that all of the factors have been adhered to in consideration of the allocation of the incumbent to the proposed classification without examination.

In addition, Torrance Municipal Code Section 14.2.3, Allocation of New Positions; Reallocations (Attachment D), states that Human Resources Staff, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission.

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

- Attachments: A) Class Specification – Human Resources Analyst
B) Class Specification – Principal Human Resources Analyst
C) Policy on Transfer of Incumbent Employees without Examination
D) Torrance Municipal Code Section 14.2.3
E) Human Resources Department Organizational Chart



HUMAN RESOURCES ANALYST

Class Code:
1317

Bargaining Unit: Certain Full-Time
Salaried and Hourly Employees

CITY OF TORRANCE
Established Date: Feb 1, 1999

SALARY RANGE

\$34.92 - \$51.60 Hourly
\$6,052.80 - \$8,944.00 Monthly
\$72,633.60 - \$107,328.00 Annually

DEFINITION:

Under direction, performs professional level work in one or more personnel functions and human resources programs including classification and compensation, employee relations, benefits, training and professional development and recruitment and selection; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This classification encompasses the entry/journey level to the senior level. Assignments at the entry/journey level are generally limited in scope and are set within procedural frameworks established by higher level positions. Work requires the incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is necessary. Work is reviewed upon completion for overall results. As experience accrues, the incumbent performs with increasing independence.

Assignments at the senior level perform a full range of complex tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Work is reviewed upon completion for overall results. Work involves frequent interpretation of policies, procedures and guidelines, and may involve the development of recommendations consistent with directives, policies and regulations.

Receives direction from a Division Manager or Department Head and may provide functional

supervision to lower-level employees, but this task is ancillary to the primary focus of the classification.

EXAMPLES OF ESSENTIAL DUTIES:

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

When assigned to entry/journey level positions:

- Conducts job analysis for classification studies, prepares revised and new class specifications and makes recommendations regarding compensation; and prepares agenda items for review and approval by the Civil Service Commission and City Council;
- Conducts compensation and benefit surveys and gathers other related information; and responds to requests for compensation and benefit information from other agencies;
- Advises employees, staff, supervisors and managers on application and interpretation of personnel policies, practices, procedures, rules, benefits, programs, and memoranda of understanding;
- Performs research, prepares reports, and recommends action on a variety of personnel and employee relations matters;
- Assists in employee benefit activities and programs and makes recommendations regarding systems and procedures;
- Conducts new employee orientation program;
- Prepares and analyzes data for negotiations with employee organizations and may participate as a member of the City management negotiating team;
- Assists in conducting investigations and makes recommendations regarding discipline and grievance matters, and harassment and discrimination complaints;
- Participates in the development, implementation, and evaluation of personnel policies and programs;
- Assists in developing and coordinating training programs for City employees;
- Conducts job analysis for selection and recruitment activities; makes recommendations regarding examination components and weights; prepares written, oral and performance tests; and conducts item analysis;
- Prepares recruitment bulletins, and develops recruitment sources and other recruiting materials;
- Instructs raters in selection policies and procedures and may conduct interviews;
- Advises employees and applicants on testing qualifications and requirements and examination procedures;
- Responds to appeals and protests by candidates or employee groups including presentation of management's recommendations to the Civil Service Commission;
- Prepares responses to Unemployment Insurance claims and may represent the City at Unemployment Insurance hearings.

In addition to the duties listed above, incumbents at the senior level perform the following:

- Represents the Department at Civil Service Commission meetings, administrative hearings and presents management's recommendations;
- Prepares and analyzes data, makes recommendations regarding personnel matters and procedures for negotiations with employee organizations and participates as a member of the City management negotiating team;
- Coordinates activities related to employee benefit programs;
- Develops written, oral, and performance tests; and conducts content and empirical validation studies;
- Coordinates and develops comprehensive training programs for City employees;
- Prepares and administers professional contracts for services and approves payment for services and use of allocated funds;
- Conducts or coordinates investigations in discipline and grievance matters, and harassment and discrimination complaints;

- Develops, implements and evaluates personnel policies, procedures and programs;
- Makes recommendations' regarding departmental systems and procedures, goals and objectives, and short and long range planning;
- May assign, review and coordinate the work of Human Resources staff; and train other staff members in a variety of areas;
- Participates as a member on interdepartmental teams and committees as required;
- Keeps abreast of current personnel principles and practices, laws and regulations, and literature.

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:

- Processes employee benefits at separation;
- Monitors performance evaluations;
- Assists in the preparation of the City newsletter;
- Participate on external committees, boards and task forces etc., as appropriate;
- Attends meetings, workshops and seminars as required or appropriate.

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 a college or university with a Bachelor's degree in industrial/organizational psychology, public or business administration, political science, or a related field and two years of experience in one or more of the following personnel areas: classification and compensation, benefits, employee relations, recruitment and selection, training, and personnel policy and procedure development.

License and/or Certificates

None.

Knowledge of

- Principles and practices of personnel administration and employee relations including relevant legislation and case law;
- Principles and practices of public or business administration;
- Principles and practices of social science and human behavior strategies that can be used to improve organizational performance;
- Principles and practices of supervision and training;
- Employee benefit components and programs and the Public Employees Retirement System (PERS);
- Applicable local, State and Federal laws and regulations;
- Job analysis methods and techniques;
- Principles and practices of test development including written, performance and oral components of tests;

- Mathematics as applied to personnel work including calculation of percentages, averages, medians, and statistics used in testing;
- Research and report writing methods and techniques;
- Computer software applications related to data analysis and report preparation;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Public relations and customer service techniques, including telephone etiquette;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to

- Collect, analyze and interpret data including classification and salary and benefit information;
- Develop and prepare clear, concise, and comprehensive studies, reports, and agenda items;
- Identify critical elements of occupations and translate those into test items;
- Perform mathematical computations including calculation of percentages, averages, medians, and apply and interpret statistics used in testing;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Research, evaluate and recommend policies and programs to comply with state laws and regulations;
- Communicate effectively orally and in writing including making 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;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Exercise judgment and tact in the application of rules, regulations, policies, and procedures in dealing with others in difficult or sensitive situations;
- Shift priorities as departmental workload demands require;
- Maintain confidentiality and exercise sound judgment.

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 to another; requires sufficient hand/eye coordination to perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communications ability.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Administrator or Civil Service Administrator.

ESTABLISHED/REVISED DATE:

Revised Date: February 1999

Department Review Date: January 2023



PRINCIPAL HUMAN RESOURCES ANALYST

Class Code:
1319

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Established Date: Jan 11, 2022
Revision Date: Jan 11, 2022

SALARY RANGE

\$9,575.00 - \$13,214.00 Monthly
\$114,900.00 - \$158,568.00 Annually

DEFINITION:

Under general direction, this management position manages, coordinates, and participates in a variety of professional-level human resources management functions such as recruitment, assessment, selection, classification, compensation, benefits, leaves management, employee relations, performance management, policy development, labor relations, and Human Resources Information Systems (HRIS). The position seeks to support departments and continuously improve programs and services in the assigned human resources management functions

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Reports to Human Resources management and Department Head and is distinguished from the Human Resources Manager in that the incumbent is not responsible for managing the full range of human resources functions. Distinguished from the Human Resources Analyst in that the incumbent has administrative responsibility over the operations of City wide human resources programs. 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 goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received

Receives general direction from Human Resources management and Department Head.
Exercises supervision over assigned professional staff and office support staff

EXAMPLES OF ESSENTIAL DUTIES:

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

- Commits to implementing City of Torrance's Mission, Vision, and commitments.
- Develops, plans, organizes, supervises and evaluates assigned programs, projects and activities related to a variety of human resources functions and programs.
- Manages the daily operations of assigned human resources functions.
- Supervises the City's recruitment and assessment program and ensures that hiring and examination processes are conducted in a fair, objective and independent manner; develops and administers examinations for a variety of job classifications; provides policy
- Supervises and participates in job analysis/audits, classification studies and career ladders for recruitment/selection and classification and compensation purposes.
- Coordinates and collaborates with the City Attorney's Office on complex investigations and assumes primary responsibility for the human resources support role to City Manager and city departments on disciplinary matters.
- Prepares investigative scope, findings, and progressive disciplinary documents.
- Ensures compliance related to Americans with Disabilities Act, sexual harassment, discrimination, and other federal and state laws.
- Prepares written reports and policies and makes formal oral presentations to managers, executives, City Council, Civil Service Commission and community-based organizations as necessary.
- Reviews and evaluates the results of discrimination and harassment investigations; develops and approves recommendations for resolution of complaints and allegations.
- Stays abreast of new trends and innovations in the field of Human Resources including benefits administration, sexual harassment, equal employment opportunity (EEO) issues, selection, classification and compensation, labor relations and Human Resource Information Systems.
- Performs a range of professional, analytical and technical duties involved in the implementation of the City's benefits program; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Supervises and participates in the development and presentation of benefits information programs and activities; coordinates with external agents such as benefits brokers, vendors, task forces to manage and improve employee benefits and resolve policy compliance and other complex issues.
- Plans and directs the work of professional and support 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.
- Manages the employee leaves of absence within assigned areas of responsibility.
- Plans time and activities to ensure the achievement of City and division objectives within assigned areas of responsibility. Monitors program success using appropriate tracking and feedback systems.
- Coordinates activities related to return-to-work and accommodation issues arising out of non-job related injuries that involve city departments, vendors, risk management programs, and human resources.
- Provides counsel to managers and employees on complex labor and employee relations matters, City policies, procedures and practices, contractual provisions, and other applicable laws, rules and regulations and prepares written reports/responses.
- Develops and facilitates department-wide training programs; conducts need assessments to identify specific training needs; conducts formal training sessions and acts as a course instructor; assesses training effectiveness and modifies training programs as needed.

- Identifies opportunities for improving service delivery methods and procedures; identifies resources needs; reviews recommendations with appropriate management staff; implements improvements.
- Analyzes trends and metrics to develop strategies, solutions, programs and policies.
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would support the mission and goals of the City; oversees or performs the necessary research and analysis to justify the appropriateness or implementing the proposed program/project.
- Assists the Department Head with strategic planning, budget forecasting and administration.
- Attends City Council and Commission meetings, as needed.
- Attends and conducts meetings as required.
- Assists the City's Chief Negotiator in administering and participating in difficult and complex labor negotiations in order to establish wages, benefits, and terms and conditions of employment; assists and participates in the development and presentation of strategies and proposals for labor negotiations including preparation of management and labor proposals and counterproposals.
- Assists the City's Chief Negotiator in preparing, analyzing, and maintaining a variety of records, reports, studies, documents, and statistical findings; assists with drafting Memoranda of Understanding (MOUs); assists with drafting ordinances, resolutions, policy statements, and administrative instruction to implement terms of the MOUs.
- Assists the City's Chief Negotiator in the advocacy and representation of the City on labor relations matters.
- Establishes highly effective working relationships with managers, employees, and labor representatives on employee relations issues.

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:

- Attends department meetings, as required;
- Serves on various committees, as appropriate;
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Experience and Education

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:

Bachelor's Degree from a college or university in Public Administration, Business Administration, Psychology, Industrial and Organizational Psychology, or a related field and three (3) years of progressively responsible professional Human Resources experience which includes at least one (1) year of lead or supervisory experience of at least one major human resources program

License and/or Certificates

Professional designation or certification from Human Resources associations such as International Public Management Association for Human Resources (IPMA-HR), Society for Human Resources Management (SHRM), California Public Employers Labor Relations Association (CALPELRA) is highly desirable.

Knowledge of

- Current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility;

- Principles and practices of public personnel administration including job analysis and classification methods, compensation and benefits administration, recruitment and selection, and employee relations;
- Principles of employee investigations techniques and progressive disciplinary process
- Principles and practices of labor-management relations, negotiation and contract administration;
- Principles, methods and techniques of strategic business planning and process improvement;
- Trends, practices and technology in human resources management;
- Principles of effective management and supervision;
- Customer service principles and practices;
- Comprehensive understanding of city functions, policies, practices and procedures;
- Principles of project leadership/coordination;
- Principles of business letter writing and basic report preparation for investigations and disciplinary documents;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Applicable local, State and Federal regulations;
- General City operations.?

Ability to

- Plan, organize and direct human resources management programs;
- Analyze complex and technical problems and develop sound and appropriate short and long-term solutions;
- Maintain confidentiality of private and sensitive information;
- Foster a collaborative/teamwork environment; handle conflicts and confrontations effectively;
- Analyze trends, metrics and problems to develop short and long-range plans and solutions;
- Plan and prepare effective written reports and oral presentations; present proposals, recommendations and technical information clearly, logically and persuasively;
- Communicate effectively both orally and in writing on routine or controversial subjects using proper English grammar, document construction and correct spelling;
- Plan, organize, prioritize, train, monitor and evaluate the work of subordinates;
- Plan and organize information in a manner that facilitates understanding by employees and the public;
- Identify potential compliance or litigious risks in the workplace; apply principles and techniques for effective investigations, with objective findings and recommendations related to law and legal precedence;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility;
- Utilize word processing and spreadsheet applications;
- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with Council members, Commissioners, senior staff, employees, retirees, labor representatives, and the general public.

SPECIAL REQUIREMENTS:

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

Job duties are generally performed in an office environment. 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. While performing the job duties employee is regularly required to sit. Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such

as use hands to keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aid the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet. Tasks are regularly performed without exposure to adverse environmental conditions.

Reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Manager.

ESTABLISHED/REVISED DATE:

Established Date: January 2022

Review Date: August 2022

POLICY OF THE CIVIL SERVICE COMMISSION

SUBJECT: POLICY ON TRANSFER OF INCUMBENT EMPLOYEES WITHOUT EXAMINATION

The following criteria shall be adhered to by the Civil Service Commission when considering requests for transfers of incumbents when positions are reclassified or reallocated under the provisions of Torrance Municipal Code Section 14.2.3.

1. Determinations of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.
2. That the incumbent has been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.
3. That the change of duties has occurred gradually over time.
4. That there is no evidence the change was created as a subterfuge to circumvent the examination process.
5. That the salary level of the new position is a consideration in making a determination.
6. That no current eligible list exists for the new class.

Adopted July 12, 1982
Modified May 12, 1997
Modified May 24, 2021

Torrance Municipal Code

SECTION 14.2.3. - ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.

(Amended by O-3486)

The Personnel Director, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission. The Commission shall submit its action on such recommendation to the City Council. The City Council shall make the final decision.

- a) Any employee shall have the right to the consideration of any request he may have with respect to a change in the classification of his position. He shall submit his request in writing to his department head, who shall make recommendations and comments as to what action should be taken. The request, with departmental recommendations, shall be submitted to the Personnel Director for review with a copy of such recommendation returned to the employee.
- b) A department head or a representative of a recognized employee organization may initiate a request for a study of an individual position or positions by submitting such request to the Personnel Director for review and recommendation.
- c) When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Civil Service Commission shall allocate or re-allocate the affected positions in the same manner as the original allocations are made. When the classification or allocation of a position is changed in accordance with this rule and the new status of the position is approximately equal to its former status, the Civil Service Commission may approve the transfer of the incumbent of the position in its former status to the position in its new status. When the new status of such a position is higher than the former status, the Civil Service Commission may approve the promotion of the incumbent of the position in its former status to the position in its new status if the employee passes successfully a promotional examination of the same degree of difficulty as an open competitive examination for the same class.

CITY OF TORRANCE
Organizational Chart
Human Resources Department

