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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, DECEMBER 04, 2023  
ADJOURNED 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, November 29, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 Fire Captain (EMS Captain) (40-Hour Staff Assignment).**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Captain (EMS Captain) 40-Hour Staff Assignment Premium Pay examination consisting of an Oral Interview (100%). Staff is requesting approval for a two (2) year eligible list.

**7. ADMINISTRATIVE MATTERS**

No Business to Consider.

**8. HEARINGS**

No Business to Consider.

**9. CLOSED SESSION**  
No Business to Consider.

**10. COMMISSION ORAL COMMUNICATIONS**

**11. ADJOURNMENT**

**11A.** Adjournment of Civil Service Commission Meeting to Monday, December 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 FIRE CAPTAIN (EMS CAPTAIN) (40-HOUR STAFF ASSIGNMENT)**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Captain (EMS Captain) 40-Hour Staff Assignment Premium Pay examination consisting of an Oral Interview (100%). Staff is requesting approval for a two (2) year eligible list.

**BACKGROUND/ANALYSIS**

There is no current eligible list for this premium pay assignment. This selection process is to establish an eligible list.

Section 3.2C of the Torrance Fire Fighters Association (TFFA) Memorandum of Understanding requires a selection process be conducted in order for the Department Head to assign an employee to this premium pay assignment.

Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Torrance Fire Fighters Association Resolution 2022-96 Section 3.2C

The Chief or his designee will identify the assigned Staffer/s each day prior to 0800 to account for 24-hour coverage of the Staffer position. Any employee covered by this agreement will receive 5% Staffer premium for the full 24-hour shift if they are required to act as Staffer for any portion of a 24 hour shift. Any employee covered by this agreement who is not a permanent Staffer will receive \$50.00 per shift for the full 24 hour shift if they are required to act as Staffer for any portion of a 24-hour shift.

C. 40-Hour Staff Assignment

A 40-hour salary range as shown in Section 2.1 is for safety employees in the following positions who regularly work in 40-hour staff assignments: Fire Captain.

Paramedics with five or more years permanently assigned to a 40-hour staff position shall earn a 4% paramedic premium.

Employees shall be assigned by the Department Head, with the concurrence of the City Manager, from an eligible list developed through a selection process as shown in Appendix A. The Staff Assignment(s) shall be at the discretion of the Fire Chief. The Fire Chief or designee's decision shall be final and not grievable. The Fire Chief or designee may at his/her discretion place or remove an employee on the 40-hour pay grid. Removal from the 40-hour assignment may not occur until after 12 months in assignment.

Employees in these positions shall carry Department-issued mobile phones at all times (both on and off duty) for purposes of communication and recall in case of emergencies, vacations optional.

D. Temporary 40-Hour Staff Assignments

Except as otherwise specified herein, employees who are temporarily assigned to duties of an administrative and predominantly staff nature requiring them to work a 40-hour work week shall continue to be paid based on the Safety Employee 56-hour pay grid (Section 2.1). While so assigned safety employees shall receive a premium between 5% and 15% (amount to be subject to the direction of the Fire Chief or designee) above base hourly step pay exclusive of any longevity pay of their appropriate classification. Assignments shall be subjectively based on the decision of the department head. The Fire Chief or designee's decision shall be final and not grievable.

E. Hazard Premium – Hazardous Materials Response Team Assignment

Employees in the classification of Fire Fighter, Fire Engineer, and Fire Captain regularly assigned to the Hazardous Materials Response Team shall receive a hazard premium of 5%, 10% and 13% above base hourly pay. The hazard premium will be paid as follows:

1. Upon permanent assignment by the Fire Chief to the Hazardous Materials Response Team, and:
  - a. Completion of Haz-Mat First Responder Operational State Certification, and completion of Torrance Fire Department Hazardous Materials Basic Training, the eligible employee shall receive 5% hazard premium above base hourly pay.