

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, DECEMBER 11, 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 Thursday, December 7, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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. Accept and File Employee Transition Report for November 2023.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of November 2023.

**6B. Approve the Examination for Library Technician.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Library Technician 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.

**6C. Approve the Examination for Warehouse Supervisor.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Warehouse Supervisor examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

**7. ADMINISTRATIVE MATTERS**

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, January 8, 2024 at 6:00 p.m.



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

**Honorable Members:**

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR NOVEMBER 2023**

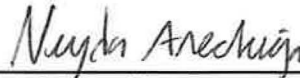
**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of November 2023.

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for November 2023 is attached for your information and review.

Respectfully submitted,



\_\_\_\_\_  
Neyda Arechiga  
Human Resources Technician

CONCUR:



\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for November 2023

**EMPLOYEE TRANSITION REPORT  
NOVEMBER 2023**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Maintenance Worker	Community Services	Water System Operator I	Public Works
Maintenance Worker	Public Works	Water System Operator I	Public Works
Management Aide	Human Resources	Management Assistant	Human Resources
Box Office Attendant	General Services	Senior Box Office Attendant	General Services
Police Records Technician	Police	Administrative Assistant	Police
Police Services Officer	Police	Police Recruit	Police

**NEW HIRES**

TITLE	DEPARTMENT
Ambulance Operator	Fire
Ambulance Operator	Fire
Crossing Guard	Police
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Custodian	General Services
Custodian	General Services
Deputy City Clerk II	City Clerk's Office
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Management Aide	City Manager's Office
Management Aide	Finance
Payroll Specialist	Finance
Permit Technician I	Community Development
Permit Technician I	Community Development
Permit Technician I	Community Development
Police Recruit	Police
Police Recruit	Police
Police Recruit	Police
Police Recruit	Police
Program Specialist	Community Services
Senior Forensic Identification Specialist	Police
Senior Welder	General Services
Water System Operator I	Public Works
Water System Operator I	Public Works

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR LIBRARY TECHNICIAN**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Library Technician 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 Library Technician. There are vacancies due to separations.

The class specification has been reviewed by the Community Services Department and appropriately reflects the position for the examination process.

The previous examination in 2022 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 Analyst

CONCUR:



Hedieh Khajavi  
Human Resources Director

NOTED:



Brianne Cohen  
Civil Service Manager

Attachment: A) Library Technician Class Specification

**6B**



# LIBRARY TECHNICIAN

Class Code:  
1182

Bargaining Unit: Torrance Library  
Employees Association

CITY OF TORRANCE  
Revision Date: Sep 1, 2015

## SALARY RANGE

\$22.08 - \$28.17 Hourly  
\$3,827.20 - \$4,882.80 Monthly  
\$45,926.40 - \$58,593.60 Annually

### DEFINITION:

Under general supervision, performs highly specialized library support work, using clerical, technology, and public service skills, which requires independent judgment and functional expertise in library operations utilizing a variety of office machines. May be left in charge of a work unit, and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Library Technician is the journey level class in the Library support series. The Library Technician is distinguished from the Senior Library Technician in that the Senior Library Technician assists with professional level duties and supervises staff. The Library Technician is distinguished from the Senior Library Page in the scope and complexity of work assigned. Assignments frequently require the exercise of independent judgment and functional expertise in division operations. Public service skills and interpretation of general administrative or operational policies is necessary.

Receives supervision from a designated Senior Librarian, Librarian, or Senior Library Technician. Incumbents may provide functional supervision for assigning, reviewing, training and coordinating the work of lower level classes. Incumbents will routinely be left in charge of a work unit for a period of time.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Enters or modifies data in a complex database with multiple fields to ensure accurate information regarding patron information, fines and fees, library staffing information, and library materials;
- Collects information by researching records or files, and utilizes computer applications to accurately enter, record and retrieve divisional information and to prepare reports such as routine library performance data;
- Provides reference and reader's advisory service and instruction in the use of the library to patrons in person or by phone, utilizing professional reference resources, and library technology;
- Registers borrowers; charges and discharges library materials; and modifies patron records in the Integrated Library System;
- Prepares routine correspondence on procedural or informational matters without review by supervisor;
- Physically processes and prepares materials for circulation;
- Performs copy cataloging by editing or modifying bibliographic data according to established rules;
- Maintains a complex system of inter-related files and records, in physical or digital form, regarding one or more aspects of library operations;
- Responds to inquiries and requests for assistance from City staff and the public involving an understanding of divisional, departmental, and City policies and regulations;
- Resolves problems for customers related to City and Library programs or services by researching records, providing information and taking appropriate action to correct errors or facilitate services;
- Provides reference and reader's advisory service and instruction in the use of the library to patrons utilizing professional reference resources, and library technology;
- May assume responsibility for a Branch library or section of the library in the absence of Senior Librarian, Librarian or Senior Library Technician as necessary;
- May receive checks (excluding Payroll), route and distribute incoming internal and external documents, materials and supplies;
- May research or prepare purchase requisitions, order supplies and maintain inventory as requested.

### **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:*

- Ensures the proper maintenance of department office equipment;
- Assists in maintaining a neat and orderly workplace;
- Attends meetings, workshops and seminars as required or appropriate;
- Performs related duties as assigned.

## **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:*

Bachelor's degree; or Associates degree or equivalent and two (2) years of experience in a library environment; or Library Support Staff Certificate and two (2) years of experience in a library environment; or High School graduation and four (4) years of experience in a library environment.

### **License and/or Certificate**

None required.

### **Knowledge of**

- The Dewey Decimal System;
- Practices and procedures of modern library operations, including use of an integrated library system, use of internet or online resources, cataloging, ready reference, and public outreach;
- General reference and readers advisory sources, practices, and procedures;
- City policies and procedures and procedures affecting divisional operations;
- Proper use of English grammar and accurate spelling;
- Mathematics for using a cash register and making proper change;
- Customer relations and public relations techniques, including telephone and online customer etiquette;
- City and department mission, including strategic goals and objective;
- General City operations.

### **Ability to**

- Exercise independent judgment and tact in the applications of rules, regulations, policies, and procedures and in difficult or sensitive situations in person, over the telephone, or in an online environment;
- Apply, interpret and explain City and Department administrative rules and regulations affecting divisional operations;
- Prepare clear and concise correspondence, reports and materials;
- Complete work with minimal supervision and instruction;
- Spell and punctuate correctly, use proper English and make arithmetical computations;
- Operate a variety of office equipment;
- Effectively utilize personal computers, standard office software applications, and specialized library applications;
- Accurately enter data into databases;
- Produce routine reports;
- Communicate effectively orally and in writing;
- Understand and accurately follow complex written and oral instructions;
- Receive money and maintain accurate records of monetary transactions;
- Establish and maintain effective working relationships with co-workers, the public, other City employees and individuals from outside agencies;
- Perform duties courteously and professionally;
- Learn a variety of online databases and library resources, and teach the public basic use of such resources;
- Learn a variety of vendor databases to accurately track acquisitions;
- Learn basic use and structure of MARC (Machine Assisted Readable Cataloging) and RDA (Resource Description and Access) records;
- Learn and utilize new skills and information to improve job performance and efficiency.

## **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; some positions require sufficient hand/eye coordination to perform skilled repetitive movements, such as typing, filing, data entry, and/or use of calculator, or other office equipment or supplies; may involve extensive VDT exposure. May require the ability to climb up ladders or step stools. Independently lift and carry books weighing up to 10 lbs. Independently move boxes or other materials or equipment of materials weighing up to 10 lbs. from one location to another. Tasks require visual perception and discrimination as well as oral communications ability.

Positions in this classification may be required to work evenings and weekends.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Senior Library Technician.

## **ESTABLISHED/REVISED DATE:**

Re-Titled/Revised Date: September 2015

Department Review Date: November 2023

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR WAREHOUSE SUPERVISOR**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Warehouse Supervisor examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Warehouse Supervisor. There is a current vacancy due to resignation.

The class specification has been reviewed by the General Services Department and appropriately reflects the position for the examination process.

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

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

Respectfully submitted,

By   
Tina Ortiz  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Warehouse Supervisor Class Specification



# WAREHOUSE SUPERVISOR

Class Code:  
1153

Bargaining Unit: Torrance Professional  
& Supervisory Association

CITY OF TORRANCE  
Revision Date: Sep 1, 2021

## SALARY RANGE

\$31.73 - \$38.56 Hourly  
\$5,499.87 - \$6,683.73 Monthly  
\$65,998.40 - \$80,204.80 Annually

### DEFINITION:

Under direction, supervises, plans, organizes and coordinates the work of employees engaged in all phases of warehouse operations; procures and dispenses stock items and repair parts as required to maintain City fleet, custodial, water, irrigation and fuel inventory, and other supplies as needed; maintains accurate inventory transactions and records; and other related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

Distinguished from the Fleet Services Manager in that the incumbent is not responsible for planning, organizing and directing the Fleet Services Division. Distinguished from Auto parts Storekeeper and Storekeeper in that the incumbent is responsible for the supervision and overall operation of the warehouse.

Receives supervision from the Fleet Services Manager; exercises direct supervision over subordinate personnel.

### EXAMPLES OF ESSENTIAL DUTIES:

ATTACHMENT A

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

- Orders and distributes automotive, custodial, water, irrigation and fuel inventory parts, tools, supplies and equipment for City's warehouse;
- Evaluates turn-over rate of inventory stock and ensures that appropriate stock levels are maintained;
- Leads cyclical inventory counts;
- Monitors purchase order expenditures and prepares recommendations for adjustments and renewals;
- Conducts inquiries to establish the best sources of supply for a variety of products;
- Ensures that the security of the warehouse is maintained against loss;
- Maintains inventory records; reviews and approves invoices for processing;
- Prepares reports and makes recommendations regarding warehouse operating policies to the Fleet Services Manager and Department Head;
- Plans, schedules, assigns, monitors and evaluates the work of employees engaged in all phases of warehouse operations;
- Counsels staff and recommends discipline, and insures that employees are properly trained to perform their duties safely and effectively.

#### **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.*

- Responds to system alarms and assists departments with afterhours callouts;
- Operates and utilizes computers and software related to job functions, including office, payroll, inventory, and work order systems;
- Interacts with vendors to coordinate warehouse inventory in support of City operations and special projects, including preparation of specifications and administration of contracts;
- Prepares and maintains technical, budgetary, personnel and activity reports;
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

#### **Education and Experience**

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

High school graduation or equivalent. Four years of experience involving warehouse inventory control and storekeeping duties including purchasing of stock and repair items, including one year of work in a lead or supervisory capacity involved in the order and distribution of parts, tools, supplies and equipment.

Experience with automated systems is desirable.

#### **License and/or Certificates**

Must possess and maintain a valid California Class C driver's license.

Forklift Operator Certification is desirable.

#### **Knowledge of**

- Principles and practices of effective warehouse operations;
- Methods of maintaining effective inventory systems;
- Principles and best practices of inventory control;

- Automated inventory systems;
- Principles and practices of supervision, training, and employee relations;
- Basic computer operation functions and peripheral equipment including operating systems and software currently in use by the City;
- City policies and procedures affecting departmental operations;
- General City operations;
- Safety procedures and practices related to warehouse operations to include OSHA standards.

**Ability to**

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work; hiring, training, counseling and disciplining staff, and processing grievances;
- Prepare and recommend preliminary budgetary information;
- Analyze information, problems and procedures to define the problem or needs, identify patterns, tendencies and relationships, formulate logical conclusions, recognize and suggest alternatives;
- Prepare and present accurate and timely reports;
- Establish and maintain effective working relationships with subordinates, City employees, vendors, and the public;
- Communicate effectively both orally and in writing;
- Understand the principles and practices of computers and communications systems;
- Understand technical information related to vehicular and equipment repair parts;
- Source specialty repair parts;
- Provide exceptional customer service;
- Learn and utilize new skills and information to improve job performance and efficiency.

**SPECIAL REQUIREMENTS:**

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

Requires frequent walking and standing; lifting and carrying objects of moderate weight, up to 50 lbs.; safe operation of a forklift and City vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are required for safe and/or productive operations. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

**CAREER LADDER INFORMATION:**

Experience gained in this classification in addition to training and coursework may serve to meet the qualification guidelines for Fleet Services Manager.

**ESTABLISHED/REVISED DATE:**

Revised Date: June 1991 Revised Date:  
September 2021  
Department Review Date: November 2023