

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, JANUARY 8, 2024
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, Zyguelbaum, 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, January 4, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of August 28, 2023, September 11, 2023, September 18, 2023, September 25, 2023, October 16, 2023, October 23, 2023, November 6, 2023, November 13, 2023, December 4, 2023 and December 11, 2023. (Minutes provided to Commission members only, copies available in the Personnel Building).

6B. Accept and File Employee Transition Report for December 2023.

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

6C. Approve the Examination for Senior Custodian

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Custodian examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%), and Oral Interview (50%). 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 22, 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 DECEMBER 2023

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

The Employee Transition Report for December 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 December 2023

**EMPLOYEE TRANSITION REPORT
DECEMBER 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 |
| Apprentice Relief Bus Operator | Transit | Relief Bus Operator | Transit |
| Cable TV Operations Assistant | City Manager's Office | Cable TV Production Supervisor | City Manager's Office |
| Equipment Attendant | General Services | Mechanic | General Services |
| Fire Captain | Fire | Fire Battalion Chief | Fire |
| Fire Fighter | Fire | Fire Engineer | Fire |
| Fire Fighter | Fire | Fire Engineer | Fire |
| Management Aide | Transit | Staff Assistant | Transit |
| Mechanic | General Services | Senior Mechanic | General Services |
| Police Cadet | Police | Police Recruit | Police |
| Program Leader | Community Services | Program Specialist | Community Services |
| Program Leader | Community Services | Program Specialist | Community Services |
| Relief Bus Operator | Transit | Bus Operator | Transit |

INTERNAL TRANSFERS

| FROM TITLE | DEPARTMENT | TO TITLE | DEPARTMENT |
|----------------------------|------------|---------------------|-----------------------|
| Assistant Finance Director | Finance | Deputy City Manager | City Manager's Office |

NEW HIRES

| TITLE | DEPARTMENT |
|-----------------------|------------------|
| Account Clerk | Finance |
| Ambulance Operator | Fire |
| Ambulance Operator | Fire |
| Ambulance Operator | Fire |
| Ambulance Operator | Fire |
| Delivery Driver/Clerk | General Services |

NEW HIRES (CONT.)

| TITLE | DEPARTMENT |
|---------------------|-----------------------|
| Equipment Attendant | General Services |
| Lifeguard | Community Services |
| Lifeguard | Community Services |
| Lifeguard | Community Services |
| Mechanic | General Services |
| Police Recruit | Police |
| Police Recruit | Police |
| Police Recruit | Police |
| Police Recruit | Police |
| Police Recruit | Police |
| Senior Mechanic | General Services |
| Staff Assistant | City Manager's Office |
| Staff Assistant | City Manager's Office |
| Staff Assistant | City Manager's Office |

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR CUSTODIAN

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Custodian examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%), and Oral Interview (50%). Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Senior Custodian. Current vacancy is due to a promotion.

On October 23, 2023, your Honorable Body approved the examination for Senior Custodian on a promotional basis. This ordering of examination did not include language that if less than eight (8) applications were filed and accepted, the promotional examination would be canceled and the examination would be conducted on an open basis.

A promotional recruitment for the position of Senior Custodian was opened November 27, 2023 through December 5, 2023, and a total of three (3) internal applications were received. Due to the limited number of applications, staff is recommending your Honorable Body cancel the promotional examination and approve the examination for Senior Custodian on an open basis.

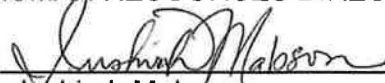
The class specification has been reviewed by the General Services Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

The previous examination in 2020 was weighted as follows: Application Review (Qualifying), Written Test (50%), and Oral Interview (50%). 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) Senior Custodian Class Specification

6C



CUSTODIAN, SENIOR

Class Code:
5732

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Established Date: Aug 1, 1987
Revision Date: Oct 24, 2023

SALARY RANGE

\$24.31 - \$26.82 Hourly
\$4,213.73 - \$4,648.80 Monthly
\$50,564.80 - \$55,785.60 Annually

DEFINITION:

Under supervision, supervises and inspects the work of custodial staff in the cleaning and maintenance of City buildings; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

Distinguished from Custodian in that the Senior Custodian is responsible for supervision of subordinates. Distinguished from Facilities Services Supervisor in that the Senior Custodian does not have over all responsibility for the Custodial Services of the General Services Department.

May lead the work of custodians.

EXAMPLES OF ESSENTIAL DUTIES:

- Schedules, assigns, inspects and evaluates the work of custodial personnel engaged in cleaning, maintaining, and securing City buildings;
- Maintains proper level of supplies and issues to custodial personnel for completing assigned tasks;

- Maintains records regarding employee time and supply and equipment inventory;
- Responsible for building security and efficient and economical use of custodial supplies and materials;
- Makes minor adjustments or repairs to equipment and furniture;
- Trains and disciplines subordinates;
- May perform custodial and maintenance work in an assigned location/area;
- In the absence of the Facility Services Supervisor, may assume tasks and responsibilities performed by that classification.

QUALIFICATION GUIDELINES:

Education and Experience

Two years of experience in custodial work maintaining buildings in clean, orderly and secure condition. The ability to read, understand, and provide direction on the use of cleaning materials and equipment in a safe manner.

License and/or Certificates

A valid Class C California Driver's License.

Knowledge of

- Methods, equipment and supplies used in the cleaning of buildings;
- Proper procedures in lifting or moving heavy objects;
- Hazards and safety precautions related to custodial work.

Ability to

- Plan schedules and ensure scheduled work is done effectively;
- Assign, inspect and evaluate the work of subordinates and train and discipline subordinates;
- Develop and maintain cooperative working relationships with those contacted in the course of work;
- Estimate quantity and types of materials and supplies needed;
- Understand and carry out oral and written instructions;
- Clean and care for surfaces of building walls, floors, and installed equipment of many types;
- Follow label directions on cleaning products in order to use properly and safely;
- Operate and maintain a variety of custodial equipment;
- Make minor adjustments and repairs to furniture and equipment.

SPECIAL REQUIREMENTS:

Requires the ability to exert a moderate amount of physical effort to perform cleaning activities within meeting rooms, administrative offices, eating areas, restrooms, offices, libraries, stock rooms, and Police Station. Incumbents are regularly exposed to fumes and odors, restroom odors, cleaning solutions/solvents, food odors, trash odors, and potentially bodily fluids from public restrooms.

CAREER LADDER INFORMATION:

Experience gained in the classification of Senior Custodian may serve to meet the minimum qualifications for promotion to Facilities Services Supervisor.

ESTABLISHED / REVISED DATE:

Revised Date: August 1987
Reviewed Date: October 2023