

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 22, 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, 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, January 18, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 the Examination for Administrative Assistant.

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

6B. Approve the Examination for Environmental Quality Officer.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Environmental Quality Officer 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.

6C. Approve the Examination for Fleet Services Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fleet Services Supervisor examination on a promotional 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.

6D. Approve the Examination for Planning Associate.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Planning Associate 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.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

8. HEARINGS

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.

9. CLOSED SESSION

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

- 1) Appeal of Discipline of a Police Officer (6).

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

- 11A.** Adjournment of Civil Service Commission Meeting to Monday, January 29, 2024 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 ADMINISTRATIVE ASSISTANT

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Administrative Assistant examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written 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 Administrative Assistant. There are current vacancies in the Community Services Department, Police Department and the City Manager's Office due to retirements and resignations.

This position is utilized throughout City Departments, therefore the class specification has been reviewed by the Human Resources Department and appropriately reflects the position for the examination process.

The examination in 2023 was weighted as follows: Application Review (Qualifying), Written Test (40%) and Oral Interview (60%). 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,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Administrative Assistant Class Specification



ADMINISTRATIVE ASSISTANT

Class Code:
1133

Bargaining Unit: Torrance City
Employees Association

CITY OF TORRANCE
Revision Date: Apr 11, 2023

SALARY RANGE

\$22.88 - \$28.56 Hourly
\$3,965.87 - \$4,950.40 Monthly
\$47,590.40 - \$59,404.80 Annually

DEFINITION:

Under general supervision, performs a variety of advanced clerical and routine administrative work of a general or specialized nature in support of the operations of an assigned division or departmental function; relieves division management and professional staff of clearly defined and delegated administrative or technical detail; provides information and assistance to other City staff and the general public regarding assigned programs, policies, and procedures serves as point of contact for the division coordinating communication, information, schedules and activities, may provide training and direction to less experienced office support staff; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Administrative Assistant is the journey level within the office and administrative support series. Incumbents perform difficult, responsible, and specialized office and administrative support duties requiring a thorough knowledge of departmental regulations, policies, and procedures within a framework of established policies and procedures. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, interacting with and handling complaints from customers, parties of interest, and the public, and in solving non-routine problems based on knowledge gained through experience.

Distinguished from the entry-level classification of Office Assistant in that incumbents perform a variety of advanced clerical and administrative duties in support of the management and operations of an assigned division or departmental function; use a higher level of administrative and/or operations knowledge and experience to perform assigned duties; and exercise a higher level of independent judgment and initiative in the performance of duties

and responsibilities.

Receives general supervision from a Senior Administrative Assistant, Supervising Administrative Assistant or a designated manager; incumbents may provide training and/or direction to less experienced office support staff.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

- Types, formats, edits, revises, proofreads and processes a variety of routine to moderately complex materials including correspondence, forms, memorandum, agenda items, reports, agreements, technical and statistical charts and tables and other specialized and/or technical materials from verbal instruction, rough draft or other source documents; may compose correspondence and other documents for signature from brief instruction;
- Processes various forms such as time and leave records; personnel forms, purchase requisitions, invoices and other forms specific to the operations of assigned work unit;
- Verifies and reviews materials, applications, records and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; collects and processes appropriate information;
- Answers phones and greets visitors; responds to general inquiries and/or complaints pertinent to division, departmental and/or City programs, facilities, services, policies or procedures; and/or refers them to appropriate department or staff member according to established policies and procedure;
- Compiles and verifies data from a variety of sources for accuracy and completeness; enters data into departmental and/or City-wide databases; inputs corrections and updates to maintain computer-based tracking information; and generates reports as scheduled and/or requested;
- Sorts, codes, files, tracks, locates and maintains a variety of logs, records and documents using standard manual or automated filing systems and databases;
- Performs a variety of general bookkeeping and clerical accounting duties for assigned work division such as balancing and posting payments received, verifying and entering time and leave data, preparing and entering purchase requisitions, reconciling invoices and maintaining related routine financial records to support the processing of payroll, accounts receivable, and accounts payable functions for work unit; may serve as custodian for petty cash fund, account expenditures and develop and maintain account activity reports;
- Opens, sorts, and distributes incoming and outgoing mail;
- Ensures that all required supplies are available and that the facility and equipment are in proper working order. Monitors, requisitions and maintains inventory of forms and office supplies for assigned division or function; monitors supplies budget to ensure adequate funds balance; and submits requests for service to maintain facilities and/or office equipment;
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assign;
- Coordinates, makes, processes and confirms transportation and accommodation arrangements for division staff arrangements; checks and processes expense claims;
- Assists with the planning, coordination and implementation of special projects and events as assigned; may serve as primary point of contact to ensure successful coordination and implementation of project and/or event activities;
- Effectively operates a variety of office equipment including a personal computer, typewriter, calculator, telephone, copier, facsimile machine, and adding machine;

- Serves as back up to other support positions and assists others with a variety of support assignments or special projects on an as needed basis.

Examples of Other Duties

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

- Upon request, attends meetings for the purpose of preparing minutes, notes or other documentation of actions;
- Attends division and department meetings as required.
- Serves on various committees as appropriate;
- Upon request, may deliver documents and or packages on an urgent or as needed basis to locations within the City limits;
- May coordinate the work of and provide training and technical direction to less experienced support staff;
- May assist in the preparation of the division budget and monitor budget expenditures in assigned accounts to ensure maintenance of an appropriate funds balances;
- May provide support to one or more commissions with responsibility to arrange and coordinate meetings, create meeting schedules for review and approval; post agendas, and schedules; attend, take, transcribe and properly distribute minutes and verbatim transcripts as requested;
- May provide front counter assistance; screen office visitors, respond to requests for information, distribute appropriate forms and instructions and/or assist visitors in locating appropriate information and materials;
- May update and maintain the division or department's web page on the City's public and intra-city websites.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from high school or equivalent and three (3) years of increasingly responsible clerical and customer service experience. Specialized training in office skills and effective use of standard office software is highly desirable.

License and/or Certificates

Possession of a valid California Class C Driver License and safe driving record may be required for assignment to some positions in the classification.

Knowledge of

- Standard office procedures and practices;
- Departmental policies, procedures, systems, programs and functions;
- Telephone etiquette and principles of effective public relations;
- English usage, spelling, grammar, syntax and punctuation and business math;
- Principles and practices of business correspondence and report preparation;
- Basic methods of budget preparation and financial record keeping;
- Principles and practices of effective record keeping applicable to the maintenance of a variety of administrative, personnel, payroll, statistical and financial records;
- Working knowledge of a personal computer, other standard office equipment and software applications used by assigned department;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to

- Communicate tactfully and effectively in person and on the phone;
- Understand and follow oral and written instructions;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures and applicable federal, state, and local laws, codes and regulations;
- Maintain attention to detail in a work environment of frequent interruptions;
- Effectively operate a computer and other standard office equipment and use word processing, spreadsheet and database software applications;
- Accurately type a variety of documents from printed materials, rough draft and/or as dictated and independently prepare correspondence and memorandum from brief instructions;
- Proofread and detect errors in typing, spelling, syntax and punctuation and make accurate mathematical computations;
- Establish and maintain a variety of specialized files and records;
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, and the general public;
- Shift priorities as departmental workload demands require;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information;
- Work independently and follow through on assignments to ensure accuracy;
- Work under pressure to meet multiple and simultaneous deadlines.

SPECIAL REQUIREMENTS:**Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to sit for extended periods of time in front of a computer screen; to walk to provide customer service and perform other office duties; to reach for files and other lightweight objects; to hear and verbally exchange information with the public, staff and others on the phone and in the office; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to see sufficiently to perform assignments; and to effectively use a telephone, computer keyboard and other office equipment. Frequently, the essential duties of this classification require the ability to stoop and kneel; and occasionally, to climb stairs and to lift, carry push and pull objects weighing up to 15 pounds.

Work Environment

Essential duties of this classification are primarily performed in a dynamic controlled temperature office environment that may include frequent interruptions and/or a high level of public contact.

CAREER LADDER INFORMATION:

Experience gained in the classification of Administrative Assistant may serve to meet minimum qualifications for promotion to Senior Administrative Assistant or Human Resources Technician.

ESTABLISHED/REVISED DATE:

Revised Date: October 2014

Revised Date: April 2023

Dept. Review: January 2024

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ENVIRONMENTAL QUALITY OFFICER

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Environmental Quality Officer 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 Environmental Quality Officer. There is 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 examinations in 2017 and 2015 were weighted as follows: Written Test (weighted 60%), a Writing Exercise (Qualifying), and a Panel Interview (weighted 40%). Staff conducted an analysis of previous exam components, and it was determined that the knowledge and abilities required for this position can be assessed using the following weighting: Application Review (Qualifying) and Oral Interview (100%). The oral interview will test the candidates' preparation for the position, technical skills, and oral communication skills.

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. Alonzo
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Environmental Quality Officer Class Specification

6B



ENVIRONMENTAL QUALITY OFFICER

Class Code:
3301

Bargaining Unit: Engineers Association &
Torrance Fiscal Employees Association

CITY OF TORRANCE
Revision Date: Oct 1, 1983

SALARY RANGE

\$32.92 - \$41.04 Hourly
\$5,706.13 - \$7,113.60 Monthly
\$68,473.60 - \$85,363.20 Annually

DEFINITION:

Under general supervision reviews building related permit applications to determine proper land usage; inspects properties and investigates complaints to enforce environmental ordinances and zoning codes; assists in preparing legal prosecutions for zoning and environmental code violations; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Environmental Quality Administrator in that an incumbent is not responsible for the supervision and management of the Environmental Quality Division. Distinguished from Building Inspector in that an incumbent does not enforce City and State construction codes.

EXAMPLES OF ESSENTIAL DUTIES:

- Reviews building and other permit applications to determine that zoning and environmental regulations are complied with;
- Determines that buildings and adjacent structures and land usage are in conformance with health, safety, zoning, and environmental regulations;

- Assists builders in correcting plans to comply with the City planning, environmental and zoning laws and regulations;
- Inspects and monitors new and existing developments to enforce municipal codes and environmental regulations related to matters such as appropriate land use, inoperative vehicles, signs, animal control, community and aircraft noise, oil production and air quality;
- Makes office and field investigations in response to environmental related complaints and inquiries;
- Analyzes problem situations and develops sound solutions;
- Observes, notes and may photograph conditions, operates sound measuring equipment and obtains evidence in order to prepare case records and write reports;
- Issues notices of code violations and discusses requirements for conformance with responsible parties;
- Recommends prosecution when appropriate and assists the legal department in preparing cases involving zoning and environmental violations for prosecution;
- Testifies at hearings or at other legal proceedings when necessary;
- Attends Commission meetings and other environmental associated meetings as directed;
- Researches and prepares correspondence, memos and reports for special projects;
- Advises the public and personnel of other City departments on environmental, energy conservation and zoning matters.

QUALIFICATION GUIDELINES:

Education and Experience

Graduation from a college or university with a Bachelor's degree in planning, civil engineering, architecture, public administration, social sciences or related fields. Additional qualifying experience, which also includes report writing and public speaking, may be substituted for the required education on a year for year basis.

Two years of public contact experience which includes resolving conflicts and interpreting, applying and enforcing rules, regulations, policies or codes.

License and/or Certificates

A valid California Class 3 Driver's License.

Knowledge of

- Techniques of investigation (includes interviewing and fact finding);
- English grammar and methods of report preparation;
- Basic math to include practical application of fractions, percentages, proportions, and calculating square footage and angles.

Ability to

- Read, understand and interpret zoning and environmental codes and regulations;
- Read and interpret plans, specifications and drawings;
- Make field and office investigations and inspections to insure compliance with regulations;
- Interact firmly yet diplomatically with the public in order to assure compliance with regulations;
- Establish and maintain effective working relationships with contractors, other public agency officials, other employees, and the general public;
- Prepare and present recommendations and reports;
- Speak to groups or individuals to explain policies and persuade others to accept a specific action;

- Operate equipment such as sound level measuring equipment, camera and audio/visual equipment.

CAREER LADDER INFORMATION:

Revised Date: October 1983

Department Review Date: January 2024

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FLEET SERVICES SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fleet Services Supervisor examination on a promotional 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:

The current eligible list for the classification of Fleet Services Supervisor will expire on March 11, 2024, and is nearly exhausted. Therefore, the department has requested a new recruitment to supplement the existing eligible list. There is one (1) vacancy in the Fleet Services Division due to a promotion.

Staff recommends conducting the examination for Fleet Services Supervisor 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 basis.

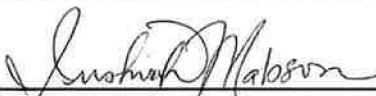
The class specification has been reviewed by the General Services Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

The previous examination in 2023 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

There is a sufficient pool of internal candidates to qualify; therefore, a promotional 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) Fleet Services Supervisor Class Specification

6C



FLEET SERVICES SUPERVISOR

Class Code:
5303

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Established Date: Jul 1, 1988

SALARY RANGE

\$41.84 - \$50.86 Hourly
\$7,252.27 - \$8,815.73 Monthly
\$87,027.20 - \$105,788.80 Annually

DEFINITION:

Under direction of the Fleet Services Manager, supervises a shift of personnel engaged in the servicing and repair of vehicular, fire apparatus, and other equipment including welding repairs and body and paint work, and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Fleet Services Manager in that the incumbent reports to the Manager and is responsible for operations but is not responsible for administrative tasks such as interdepartmental coordination, planning, and budgeting. Distinguished from mechanic classifications in that the incumbent is involved in servicing or repair duties only on an emergency basis.

EXAMPLES OF ESSENTIAL DUTIES:

- Supervises the day-to-day shift operations of the repair and servicing of the city's gasoline, diesel, and natural gas powered vehicles and equipment including automobiles, trucks, tractors, buses, street sweepers, police and fire emergency response vehicles, and a variety of other municipal mechanical equipment;
- Prioritizes work based on the needs of the department and the City;

ATTACHMENT A

- Provides direction and technical assistance to mechanics, welders and others, including diagnosing problems and trouble-shooting;
- Monitors status of repair work on vehicles and equipment to ensure quality control and efficient turnaround time;
- Makes recommendations for vehicle replacement;
- Interacts with auto parts personnel regarding parts, supplies, and product specifications suitable to job needs;
- Oversees the safe working condition of the facility, tools, and shop equipment; interacts with vendors regarding the integrity of products and applicability to job needs;
- Authorizes the purchase of parts used in repair and overhaul jobs;
- Prepares and reports on equipment status, work progress, etc.;
- Assigns, prioritizes, monitors, and evaluates the work of subordinate staff; counsels staff and recommends discipline.

QUALIFICATION GUIDELINES:

Education and Experience

Three years of responsible journey level experience in servicing and repairing of buses, automobiles, trucks, or similar automotive equipment. No specific education minimum.

License and/or Certificates

None.

Knowledge of

- Diagnosis, repair, and maintenance of major systems found in automotive, bus, truck, emergency response vehicles, and off-road equipment;
- Systems including air and hydraulic brake systems, gas and diesel engines, transmission differentials, electrical and hydraulic systems;
- Safety procedures related to the repair, servicing, welding, and fabricating of the above equipment;
- State-of-the-art equipment maintenance methods including diagnosis, tune-up, overhaul, and repair;
- Supervisory principles and practices.

Ability to

- Inspect automotive equipment to locate mechanical defects, determine the necessity for repairs, and estimate costs;
- Operate machine tools and other equipment used in the repair, diagnosis, and servicing of vehicular and other equipment;
- Maintain work progress records and other records;
- Supervise including assigning, prioritizing, monitoring, and evaluating the work of subordinate staff, training, counseling and disciplining staff;
- Develop and maintain effective working relationships with subordinates, other employees, vendors, and the public.

ESTABLISHED / REVISED DATE:

Established Date: July 1988

Reviewed Date: January 2024

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PLANNING ASSOCIATE

RECOMMENDATION

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

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

The previous examinations in 2022 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. Alonzo
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Planning Associate Class Specification



PLANNING ASSOCIATE

Class Code:
3312

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Revision Date: Apr 1, 1988

SALARY RANGE

\$37.10 - \$46.27 Hourly
\$6,430.67 - \$8,020.13 Monthly
\$77,168.00 - \$96,241.60 Annually

DEFINITION:

Under supervision, performs complex professional planning, redevelopment and housing work; interprets and explains zoning, redevelopment and housing regulations; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Planning Associate is distinguished from the Principal Planner in that an incumbent is not responsible for organizing and managing a major division of the Planning Department. The Planning Associate is distinguished from the Planning Assistant in that an incumbent performs complex professional rather than entry level planning work including exercising independent judgment in preparing projects.

EXAMPLES OF ESSENTIAL DUTIES:

- Collects, computes, records and interprets land use, demographic, economic and other data for planning purposes;

- Conducts studies which involve office and field research and the interpretation of data; prepares maps, charts, and other graphic materials to be used in planning studies;
- Writes comprehensive reports on zoning variances, conditional use permits, redevelopment activities and other applications to be submitted to the Planning Commission and City Council; makes oral presentations to the City Council, Redevelopment Agency, City Commissions, and committees;
- Processes zoning applications through the various departments, the Planning Commission, and the City Council;
- Reviews subdivision plans for conformity to ordinances and general planning procedures; monitors the progress of specific development and components of redevelopment projects; prepares initial studies and reviews environmental impact reports for conformance with the California Environmental Quality Act; prepares and maintains base maps, zoning maps, land use maps, redevelopment maps and special block study maps;
- Responds to inquiries from the public over the telephone, in person and by mail;
- Performs field work in relation to planning,
- Redevelopment and housing matters.

QUALIFICATION GUIDELINES:

Education and Experience

Graduation from an accredited college or university with a major in city or regional planning, architecture, geography, landscape architecture, engineering, public administration or closely related field.

Two years of responsible professional urban planning experience which includes technical work in one of the following areas: General Plan preparation and maintenance, design/development review administration, CEQA administration, Redevelopment/Housing administration. A Master's Degree in Planning may be substituted for one year of the required experience.

License and/or Certificates

A valid California Driver's License Class 3 is normally required.

Knowledge of

- Fundamental principles and practices of City Planning;
- Techniques and processes involved in the preparation and implementation of long-range plans and redevelopment plans;
- Federal, state and local planning legislation;
- California Redevelopment Law and California Environmental Quality Act (CEQA);
- Zoning and Redevelopment administration and Housing and Community Development trends, goals and objectives.

Ability to

- Collect, analyze, and interpret planning, zoning and design/development data;
- Read and interpret subdivision and redevelopment plans;
- Interpret and explain planning, redevelopment and housing procedures, and related laws, rules and regulations;
- Write effective reports;
- Make oral presentations to the City Council, Redevelopment Agency, commissions, and committees;

- Establish and maintain effective working relationships with a variety of people including City personnel, state and federal agencies, developers and the general public.

ESTABLISHED/REVISED DATE:

Revised Date: April 1988

Department Review Date: January 2020

Department Review Date: January 2022

Department Review Date: August 2022

Department Review Date: January 2024

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 Officer (6).

Respectfully submitted,



Brianne Cohen
Civil Service Manager