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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 EMPLOYEE RELATIONS COMMITTEE
(CIVIL SERVICE COMMISSION)
MONDAY, MARCH 11, 2024
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

**EMPLOYEE RELATIONS COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Committee members Sasaki, Zygielbaum, Herring

2. 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, March 6, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

4. ORAL COMMUNICATIONS (Limited up to a 15 minute period)

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.

5. 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.

5A. Approve Employee Relations Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Employee Relations Committee minutes of July 10, 2023, July 31, 2023, and August 7, 2023.

(Minutes provided to Commission members only, copies available in the Personnel Building).

6. ADMINISTRATIVE MATTERS

6A. Determine Unit for the New Classification of Fire Prevention Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Fire Prevention Supervisor to the Torrance Professional and Supervisory Association (TPSA).

7. COMMITTEE ORAL COMMUNICATIONS

8. ADJOURNMENT

8A. Adjournment of Employee Relations Committee Meeting to Date to be Determined.



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

Honorable Members:

SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF FIRE PREVENTION SUPERVISOR

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Fire Prevention Supervisor to the Torrance Professional and Supervisory Association (TPSA).

BACKGROUND

The Fire Prevention Supervisor has day to day operational supervision of the functions and staff in the Community Risk Reduction Division of the Fire Department. This position plans, organizes, and oversees the activities related to life safety and hazardous materials and provides guidance on complex and technical fire prevention matters.

Anticipating approval of the class specification by the Civil Services Commission, a recommendation for unit determination for Fire Prevention Supervisor is submitted for your approval.

ANALYSIS

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11(f)(2) which states that “the principal criterion shall be whether there is a community of interest among the employees” (Attachment B). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Fire Prevention Supervisor is the Torrance Professional and Supervisory Association.

- **Fullest Freedom in the Exercise of Rights**

The Fire Prevention Supervisor will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level, and therefore, share a common interest. They will share common interests within the Torrance Professional and Supervisory Association which will assure the Fire Prevention Supervisor the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.

- **History of Employee Relations in the Unit**

The Torrance Professional and Supervisory Association has traditionally represented classifications that are similar in nature and level, and is therefore appropriate that the Fire Prevention Supervisor be designated to this unit.

- **Effect on the Efficient Operation to the City**

Designating the Fire Prevention Supervisor to the Torrance Professional and Supervisory Association will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Fire Prevention Supervisor will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.

- **Common Skills, Working Conditions, Job Duties, and Educational Requirements**

The Fire Prevention Supervisor will work in a setting similar to other classifications in the Torrance Professional and Supervisory Association.

- **Job Duties**

The incumbent in the position will perform duties similar to other classifications in the representation unit, such as:

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing fire prevention, inspection, or investigation services within the Fire Department.
- Interprets fire and life safety laws and regulations and provides technical advice and assistance to the general public and other City Departments, architects, contractors, engineers, builders, and owners.
- Evaluates and analyzes plans, structures and processes to ensure adequate fire protection and conformance with Federal, State and local fire safety laws and regulations.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and making recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- May perform duties as acting Fire Marshal.
- Conducts post-fire analysis to address fire prevention issues.
- Supervises and performs fire origin and cause.
- Conducts fire prevention training activities for Fire Department personnel. Speaks to public groups about fire and life safety and Fire Department operations. Participates in a continuous program of fire and life safety education in the community and coordinates fire prevention activities with other City departments and public agencies.

- **Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.**

This does not apply as this classification is proposed to be in a single unit.

Respectfully submitted,

By 
Tina Ortiz
Principal Human Resources Analyst


Aram Chaparyan
City Manager

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Fire Prevention Supervisor Class Specification (Pending Approval of March 25, 2024 Council Item)
B) Torrance Municipal Code Section 14.8.11(f)(2)
C) Positions Represented by Torrance Professional and Supervisory Association
D) Resolution

Fire Prevention Supervisor

Definition

Under direction, directs, manages, assigns, and reviews work in the Community Risk Reduction Division. Responsible for overseeing the daily operations of the Division such as inspection, investigation, public education, CUPA/hazardous materials and plan review services; ensures adherence to established policies and procedures; and supervises the more technical and complex tasks of the Community Risk Reduction Division.

Distinguishing Characteristics

Under the direction of the Fire Prevention Manager/Fire Marshal, the Fire Prevention Supervisor is responsible for the daily supervision of the Community Risk Reduction Division. The Fire Prevention Supervisor provides supervision, coaching and mentoring to staff to create a positive work environment and maintain divisional goals and objectives. The Fire Prevention Supervisor provides a greater scope of administrative and supervisory responsibilities.

Supervision Exercised/Received

The Fire Prevention Supervisor receives direction from the Fire Prevention Manager/Fire Marshal or other higher level Fire Department Staff and supervises staff engaged in the daily operations of the Community Risk Reduction Division.

Example of Essential Duties:

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

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing fire prevention, inspection, or investigation services within the Fire Department.
- Interprets fire and life safety laws and regulations and provides technical advice and assistance to the general public and other City Departments, architects, contractors, engineers, builders, and owners.
- Evaluates and analyzes plans, structures and processes to ensure adequate fire protection and conformance with Federal, State and local fire safety laws and regulations.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and making recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- May perform duties as acting Fire Marshal.
- May perform the duties of Senior Fire Prevention Specialist and Fire Prevention Specialist when needed.
- Conducts post-fire analysis to address fire prevention issues.
- Supervises and performs fire origin and cause.
- Conducts fire prevention training activities for Fire Department personnel. Speaks to public groups about fire and life safety and Fire Department operations. Participates in a continuous program of fire and life safety education in the community and coordinates fire prevention activities with other City departments and public agencies.
- Inspects business occupancies handling, storing or using hazardous materials to review and verify business emergency plans and chemical inventories, proper storage practices including secondary containment of storage areas/containers, hazard communication labels and materials safety data sheets and industrial waste processes.
- Coordinates code enforcement activities related to environmental management, industrial waste, some Certified Unified Program Agency (CUPA) elements, hazardous materials, underground storage tanks, and aboveground storage tanks.

- Provides assistance to customers in finding solutions to code problems or other technical and operational difficulties.
- Performs independent research, makes public presentations, attends meetings, prepares and maintains associated reports and records, and makes recommendations.
- Assists in establishing effective office and field procedures.
- Keeps abreast of emerging trends and practices in all aspects of fire prevention.
- Makes recommendations for enforcement of fire and life safety requirements.
- Assists in budget preparation.
- Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Research and analyze current fire code adoption and amendments to ordinances.

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 division and department meetings as required.
- Attends City Council and Commission meetings
- Receives and responds to public inquiries and complaints regarding inspections.
- Serves on various committees.
- Responds to the Emergency Operations Center (EOC) in the event of an emergency when activated.
- Performs related duties as assigned or as the situation requires.

Qualification Guidelines

Knowledge of:

- Principles of supervision, training and employee relations.
- Fire prevention principles and procedures.
- Fire investigation principles and procedures.
- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings.
- Fire sprinkler designs, plans and hydraulic calculations.
- Principles and practices of plan review.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- Federal, State, County, and City safety codes related to fire prevention including but not limited to California Fire Code, California Building Code, and State Administrative Code.
- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies.
- Mechanical principles.
- Principles of combustion.
- Building materials and construction practices.
- Federal, State, County, and City codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.
- Methods of report writing and data analysis.

Core Competencies:

- Action and Results Focus – Initiating tasks and focusing on accomplishment;
- Allocating Resource – Prioritizing the use of fiscal and material resources to maximize organization effectiveness;
- Assessing Talent – Identifying performance capabilities and potential of others;
- Attention to Detail – Focusing on the details of work content, work steps, and final work products;
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims;
- Customer Focus – Attending to needs and expectation of customers;
- Decision Making – Choosing optimal courses of action in a timely manner;
- Environmental Exposure Tolerance – Performing under physically demanding conditions;
- Fact Finding – Obtaining facts and data pertaining to an issue or question;
- Handling Conflict – Managing interpersonally stained situations;
- Leadership – Guiding and encouraging other to accomplish a common goal;
- Managing Performance – Ensuring superior individual and group performance;
- Oral Communication – Engaging effectively in dialogue;
- Professional and Technical Expertise – Applying technical subject matter to the job
- Reading Comprehension – Understanding and using written information;
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards;
- Self-Management – Showing personal organization, self-discipline and dependability;
- Writing – Communicating effectively in writing.

LICENSES AND CERTIFICATIONS

The following licenses and/or certifications must be in possession and maintained throughout employment.

A valid California Class C Drivers' License.

Incumbents must obtain the following certifications by end of probation:

California Penal Code 832 certificate;

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate;

International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate;

International Code Council (ICC) Fire Inspector I certificate.

The following certifications are desirable:

CSFM Fire Marshal

California State Fire Marshal (CSFM) Fire Investigator

ICC Fire Inspector II

ICC Fire Plans Examiner

CSFM Fire Inspector I or II

CSFM Community Risk Educator

EDUCATION AND EXPERIENCE:

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:

An Associate of Arts/Science degree in Fire Prevention, Fire Science or a related field; and four (4) years of progressively responsible experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education.

One year of supervisory or lead work experience is preferred.

A Bachelor's of Arts/Science in Fire Prevention or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

SPECIAL REQUIREMENTS:

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Prevention Manager/Fire Marshal.

TORRANCE MUNICIPAL CODE

SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.

- 2) In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:
- i) which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
 - ii) the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
 - iii) the effect of the unit on the efficient operation of the City and sound employer- employee relations;
 - iv) the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
 - v) the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

Positions Represented by the Professional and Supervisory Association Unit

Accountant, Senior
Administrative Analyst
Air Condition/Heating Supervisor
Building Inspection Supervisor
Building Maintenance Supervisor
Buyer
Central Services Coordinator
Central Services Supervisor
Communications Supervisor/Wireless
Communications Supervisor/Telecomm
Deputy City Clerk II
Facilities Service Supervisor
Fleet Services Supervisor
Forensic Identification Specialist
Forensic s Supervisor
Housing Supervisor
Information Technology Specialist
Information Technology Analyst
Juvenile Diversion Case Worker
Juvenile Diversion Coordinator
Librarian, Senior
License Supervisor
Park Services Supervisor
Permit Center Supervisor
Police Services Supervisor
Policy and Resources Specialist
Producer Writer, Assistant
Public Safety Communications Supervisor
Public Works Supervisor
Ranger Supervisor
Records Management Coordinator
Senior Admin Assistant
Senior Buyer
Senior Forensic Identification Specialist
Supervising Admin Assistant
Supervising Producer/Writer
Systems Analyst
Traffic & Lighting Supervisor
Transit Supervisor
Warehouse Supervisor
Water Operations Supervisor

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE CLASSIFICATION
OF FIRE PREVENTION SUPERVISOR TO TORRANCE PROFESSIONAL AND SUPERVISORY
ASSOCIATION

WHEREAS, the Employee Relations Committee is responsible for the assignment of all job classifications to an appropriate employee representation unit; and

WHEREAS, the Human Resources Department has created a new Civil Service job classification of Fire Prevention Supervisor; and

WHEREAS, the City Manager has recommended the classification of Fire Prevention Supervisor be assigned to the Torrance Professional and Supervisory Association; and

WHEREAS, the Fire Prevention Supervisor shares a number of common duties and working conditions with current members of the Torrance Professional and Supervisory Association; and

WHEREAS, membership in the Torrance Professional and Supervisory Association will afford the Fire Prevention Supervisor the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Fire Prevention Supervisor to the Torrance Professional and Supervisory Association.

INTRODUCED, APPROVED AND ADOPTED this _____ day of March 2024.

Chair, Employee Relations Committee

ATTEST:

Brienne Cohen
Civil Service Manager

APPROVED AS TO FORM:

PATRICK Q. SULLIVAN
CITY ATTORNEY

By _____
Jeanne-Marie K. Litvin

ATTACHMENT D