

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, APRIL 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, April 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Budget Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Budget Supervisor 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 three-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Request Continuance for Protest of the Eligible List for Warehouse Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve the request for continuance of the protest of the eligible list for Warehouse Supervisor to May 13, 2024.

Consideration of public employee employment 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.

7B. Request Continuance for Protest of the Eligible List for Warehouse Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve the request for continuance of the protest of the eligible list for Warehouse Supervisor to May 13, 2024.

Consideration of public employee employment 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.

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, May 6, 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 BUDGET SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Budget Supervisor 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 three-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Budget Supervisor. There is currently one vacancy due to a promotion.

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

The previous examination in 2023 was weighted as follows: Application Review (Qualifying) and Oral 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,

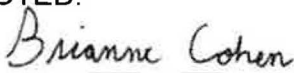
HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Budget Supervisor Class Specification



BUDGET SUPERVISOR

Class Code:
1264

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Established Date: Aug 8, 2023
Revision Date: Aug 9, 2023

SALARY RANGE

\$47.90 - \$64.18 Hourly

DEFINITION:

Under general direction, plans, organizes, and oversees activities related to the City's budget, such as the annual development process, financial performance and analysis activities, periodic reporting, and any policy-related impact assessments. This position directs the work of subordinates providing guidance on complex, technical financial matters and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

The Budget Supervisor receives general direction from the Assistant Finance Director. This is a single position within the Finance Department. May exercise supervision over professional and technical staff, frequently reviewing work in process, and carefully reviewing completed work.

EXAMPLES OF ESSENTIAL DUTIES:

- Plan, coordinate and manage the development, implementation and administration of the citywide budget, including capital and operating budgets of the general fund, internal service funds, enterprise funds, fiduciary funds, and other governmental funds.
- Develop multi-year budget projection models to support long-term financial decision-making processes, including impacts of Strategic Plan initiatives, labor relations

- outcomes, and Capital Improvement Plan resources requirements.
- Administer systems utilized by the City to calculate detailed labor expenditure budgets; including funding allocation detail for all positions citywide.
 - Analyzes proposed department budgets for accuracy, impact on City resources, and adherence to established fiscal policies of the City.
 - Serve as the lead administrative liaison in assisting department budget staff in preparing department budget requests.
 - Support Labor Relations efforts by calculating cost impacts of various negotiations strategies, including multi-year financial impacts.
 - Supervise, review and support the work of staff engaged in the preparation, distribution and explanation of published and unpublished budget documents. Preparation includes responsibility for budget instructions, revenue monitoring, expenditure analyses and forecasts.
 - Supervise and participate in the preparation of first quarter, mid-year, and end-of-fiscal year budget reviews and related budget revision recommendations for City Council approval.
 - Implement procedures and reporting distribution cycle that provides departments with regular budget to actual projection models during the fiscal year.
 - Reviews, analyzes and makes recommendations concerning annual budget requests submitted by departments.
 - Develop and oversee approaches of tracking recruitment efforts (personnel requisitions) to ensure budgeted positions are verified and available utilizing a position control methodology.
 - Research local, state, and federal law with potential effects on the City's budget.
 - Oversee budget transfer requests submitted by departments during the fiscal year.
 - Analyze and provide recommendations of fiscal control of budgetary expenditures.
 - Research and make recommendations on best budget practices, organizational issues, structure, staffing, operations, procedures, and policies.
 - Attends City Council and Council committees/commissions, as needed.
 - Performs other related functions as assigned.

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:

- Provides technical assistance to other departments and the City Council.
- Makes presentations, as needed, to the City Manager and City Council.
- Prepares reports and recommendations for City Council and commission agenda items.
- Participates on external committees, boards, task forces, etc., as appropriate.
- Attends various City Council, Commission, and community and staff meetings as required.

QUALIFICATION GUIDELINES:

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:

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a related field. At least three (3) years of progressively responsible financial experience in accounting, budgeting, or auditing, preferably in a government agency.

A Master's degree in Public or Business Administration or a related field is desirable.

License or Certificates

Possession of a valid California driver's license.

Knowledge of

- Principles and practices of advanced municipal budgeting.
- Budget research techniques.
- Fund accounting.
- Position Control.
- Budget document preparation.
- Laws and ordinances relating to the financial administration of public agencies.
- Customer service techniques.
- Quantitative analysis methods.
- Internal control procedures.
- Projects and program management.
- Research and report writing methods and techniques.
- Computer software applications related to data analysis and report preparation.
- Applicable federal, state and local laws and regulation.
- City ordinances and administrative rules and regulations affecting departmental operations.
- City and department mission, including strategic goals and objective.
- Management and supervisory principles and practices including coaching and employee relations.

Ability to:

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances.
- Analyze complex financial issues, evaluate alternative solutions, develop sound conclusions, and recommend an appropriate course of action.
- Interpret and apply City ordinances and administrative rules and regulations affecting financial operations and personnel matters.
- Work with confidential information.
- Analyze situations accurately and adopt an effective course of action.
- Analyze trends and problems in order to develop long-range plans.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Make effective presentations to City Council.
- Establish and maintain effective working relationships with City employees at all levels, public officials, private and community organizations, and others encountered in the course of work.
- Utilize a computer and other office equipment.

SPECIAL REQUIREMENTS:

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

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. On occasion, work will be required on evenings and weekends.

CAREER LADDER INFORMATION:

Experience gained in this position may serve to meet the minimum requirements for promotion to Finance Manager.

ESTABLISHED/REVISED DATE:

August 2023
Department Review Date - April 2024

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

**SUBJECT: REQUEST CONTINUANCE FOR PROTEST OF THE ELIGIBLE LIST FOR
WAREHOUSE SUPERVISOR**

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve the request for continuance of the protest of the eligible list for Warehouse Supervisor to May 13, 2024.

BACKGROUND:

At the Civil Service Commission meeting of April 8, 2024, your Honorable Body was presented with a protest for the Warehouse Supervisor eligible list by Ms. Cindy Russell. During discussion, the Civil Service Commission requested continuance of the protest discussion to April 22, 2024 with specific documentation be provided.

As Ms. Russell's protest addressed rater reliability and her concern over her final score, your Honorable Body requested that her specific interview rating sheets be provided. Municipal Code section 14.12.12 states "In considering an appeal, the Commission may permit the appellant to be heard and after consideration of the entire matter the Commission shall make its decision and determine the final rating of the applicant, which determination shall be final for all purposes", therefore a complete package of documentation and information regarding the examination interview process is essential and should be furnished to the Commission to assist in making an informed decision.

Due to the complexity of the protest and to be able to provide necessary relevant information to the Commission, Human Resources staff is requesting a continuance for the protest of the eligible list for Warehouse Supervisor.

Furthermore due to unforeseen circumstances, the Principal Human Resources Analyst who presented the item that night became ill and was out of the office for the rest of the week. Consequently, the Principal Human Resources Analyst was unable to conduct the research needed in order to prepare an agenda item for the Commission meeting on April 22, 2024.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

7A

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

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Recommendation of the Human Resources Director that your Honorable Body approve the request for continuance of the protest of the eligible list for Warehouse Supervisor to May 13, 2024.

BACKGROUND:

At the Civil Service Commission meeting of April 8, 2024, your Honorable Body was presented with a protest for the Warehouse Supervisor eligible list by Mr. Larry Basile. During discussion, the Civil Service Commission requested continuance of the protest discussion to April 22, 2024 with specific documentation be provided.

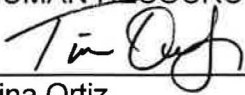
As Mr. Basile's protest addressed rater reliability and his concern over his final score, your Honorable Body requested that his specific interview rating sheets be provided. Municipal Code section 14.12.12 states "In considering an appeal, the Commission may permit the appellant to be heard and after consideration of the entire matter the Commission shall make its decision and determine the final rating of the applicant, which determination shall be final for all purposes", therefore a complete package of documentation and information regarding the examination interview process is essential and should be furnished to the Commission to assist in making an informed decision.

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HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

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Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

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