

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, MAY 20, 2024
ADJOURNED 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, May 16, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Warehouse Supervisor.

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

7. ADMINISTRATIVE MATTERS

7A. Cancel the Eligible List for Warehouse Supervisor.

Recommendation of the Human Resources Director that your Honorable Body cancel the eligible list for Warehouse Supervisor.

7B. Consider the Protest of the Eligible List for Warehouse Supervisor Moot.

Recommendation of the Human Resources Director that your Honorable Body consider the protest of the eligible list for Warehouse Supervisor moot.

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.

7C. Consider the Protest of the Eligible List for Warehouse Supervisor Moot.

Recommendation of the Human Resources Director that your Honorable Body consider the protest of the eligible list for Warehouse Supervisor moot.

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, June 10, 2024 at 6:00 p.m. in the Council Chamber.



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 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:

There is a current eligible list for the classification of Warehouse Supervisor, however Human Resources Staff is requesting to cancel this eligible list at the Civil Service Commission meeting on May 20, 2024. Therefore, this examination request is pending approval of the request to cancel the current eligible list promulgated March 13, 2024. There is one (1) vacancy in the Fleet Services Division due to a resignation.

Staff recommends conducting the examination for Warehouse 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 continuous basis.

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

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

There is sufficient pool of internal candidates to qualify; therefore, an promotional recruitment is recommended.

Respectfully submitted,

By 
Tina Ortiz
Principal 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:

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

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

SUBJECT: CANCEL THE ELIGIBLE LIST FOR WAREHOUSE SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body cancel the eligible list for Warehouse Supervisor.

BACKGROUND

At the Civil Service Commission meeting of May 13, 2024, Human Resources Staff requested a continuance to bring forth two items for Commission's consideration in lieu of the Warehouse Supervisor protests that had been submitted by Mr. Larry Basile on March 22, 2024 and Ms. Cindy Russell on March 23, 2024. One of the items being brought forth to your Honorable Body is the recommendation to cancel the Warehouse Supervisor eligible list.

ANALYSIS


Mr. Larry Basile and Ms. Cindy Russell protests raised questions regarding rater reliability and the final scores they received in the examination interview process. The Commission determined that their decision would be considered based Torrance Municipal Code section 14.12.12 which states:

"An applicant may, within ten (10) days of the promulgation of an eligible list by the Civil Service Commission, appeal in writing from any part of the examination but no appeal shall be considered unless the appellant states specific reasons for appealing. All appeals and all correspondence relating thereto shall be referred to the Civil Service Commission for consideration. 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."

Based on this section of the code, it would be prejudicial to the other candidates for the Civil Service Commission to re-rate or re-score only the two applicants, as this would violate the principles of equity and fairness in the recruitment process. The Commission did not interview or rate any of the applicants at any time prior, so singling out these two individuals for re-evaluation would be arbitrary and discriminatory. Additionally, re-rating only these two applicants would undermine the integrity of the examination process and call into question the validity of the results. In conventional recruitment and examination best practices, it is essential that all applicants be treated equally and fairly throughout the examination process.

Therefore, Human Resources Staff is recommending cancelling the current Warehouse Supervisor eligible list and re-conducting the entire recruitment and examination process.

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

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

**SUBJECT: CONSIDER THE PROTEST OF THE ELIGIBLE LIST FOR WAREHOUSE
SUPERVISOR MOOT**

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body consider the protest of the eligible list for Warehouse Supervisor moot.

BACKGROUND

At the Civil Service Commission meeting of December 11, 2023, your Honorable Body approved the ordering of the Warehouse Supervisor examination to be conducted on an open basis. The Warehouse Supervisor exam was ordered as an oral interview (weighted 100%). The eligible list was promulgated on March 13, 2024 with twenty-two (22) candidates on the list.

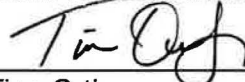
Mr. Larry Basile submitted a protest on March 22, 2024 to the Civil Service Commission regarding the eligible list for Warehouse Supervisor. Mr. Basile's protest stated his concern with rater reliability and his final score received in the examination interview process. The protest item was brought forth to the Commission on April 8, 2024. Human Resources staff requested a continuance of this matter at the April 22, 2024 meeting and Commission approved the continuance to the next meeting on May 13, 2024. At the meeting of May 13, 2024, Human Resources staff pulled the protest item from consideration and requested a continuance to May 20, 2024 in order to bring forth two new items for Commission's consideration.

ANALYSIS

One of the items presented at tonight's Commission meeting is a recommendation to cancel the Warehouse Supervisor eligible list. If the recommendation to cancel the eligible list is granted by the Commission, then consideration for Mr. Basile's protest would be considered moot as there will be no current eligible list to protest against. If the recommendation to cancel the eligible list is denied by the Commission, then Mr. Basile's protest should be considered.

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

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

SUBJECT: CONSIDER THE PROTEST OF THE ELIGIBLE LIST FOR WAREHOUSE SUPERVISOR MOOT

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Ms. Cindy Russell submitted a protest on March 23, 2024 to the Civil Service Commission regarding the eligible list for Warehouse Supervisor. Ms. Russell's protest stated her concern with rater reliability and her final score received in the examination interview process. The protest item was brought forth to the Commission on April 8, 2024. Human Resources staff requested a continuance of this matter at the April 22, 2024 meeting and Commission approved the continuance to the next meeting on May 13, 2024. At the meeting of May 13, 2024, Human Resources staff pulled the protest item from consideration and requested a continuance to May 20, 2024 in order to bring forth two new items for Commission's consideration.

ANALYSIS


One of the items presented at tonight's Commission meeting is a recommendation to cancel the Warehouse Supervisor eligible list. If the recommendation to cancel the eligible list is granted by the Commission, then consideration for Ms. Russell's protest would be considered moot as there will be no current eligible list to protest against. If the recommendation to cancel the eligible list is denied by the Commission, then Ms. Russell's protest should be considered.

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