

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, JUNE 10, 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 Wednesday, June 5, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. Approve Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of March 18, 2024, March 25, 2024 and April 8, 2024. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

6B. Accept and File Employee Transition Report for May 2024.

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of May 2024.

6C. Approve the Examination for Fire Prevention Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Prevention 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 six-month eligible list.

6D. Approve the Examination for Human Resources Analyst.

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

6E. Approve the Examination for Legal Assistant II.

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

6F. Approve the Examination for Wastewater Technician.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Wastewater Technician examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (20%), Performance Test (50%) and Oral Interview (30%). Staff is requesting approval for a three-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Deny Protest of the Eligible List for Custodian.

Recommendation of the Human Resources Director that your Honorable Body deny the protest of the eligible list for Custodian.

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 24, 2024 at 6:00 p.m. in the Human Resources Multi-Purpose Room.



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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR MAY 2024

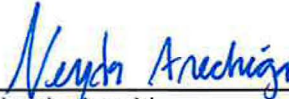
RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of May 2024.

BACKGROUND/ANALYSIS:

The Employee Transition Report for May 2024 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga
Senior Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for May 2024

**EMPLOYEE TRANSITION REPORT
MAY 2024**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Library Page	Community Services	Library Technician	Community Services
Management Aide	General Services	Management Assistant	General Services
Police Trainee	Police	Police Officer	Police
Police Trainee	Police	Police Officer	Police
Police Trainee	Police	Police Officer	Police
Police Trainee	Police	Police Officer	Police
Police Trainee	Police	Police Officer	Police
Police Trainee	Police	Police Officer	Police
Program Specialist	Community Services	Management Aide	Human Resources
Relief Bus Operator	Transit	Bus Operator	Transit
Senior Program Specialist	Community Services	Program Coordinator	Community Services

NEW HIRES

TITLE	DEPARTMENT
Administrative Assistant	Community Services
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Box Office Attendant	General Services
Box Office Attendant	General Services
Instructor I	Community Services
Instructor I	Community Services
Lifeguard	Community Services
Management Aide	Community Development
Police Officer	Police
Police Records Technician	Police
Police Services Officer	Police

NEW HIRES CONT.

Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Senior Program Specialist	Community Services
Theater Technician	General Services
Theater Technician	General Services
Theater Technician	General Services
Transit Dispatcher	Transit

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIRE PREVENTION SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Prevention 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 six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Fire Prevention Supervisor.

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

This is a new position and there have been no previous examinations. It was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

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) Fire Prevention Supervisor Class Specification

Fire Prevention Supervisor

Definition

Under direction, directs, supervises, 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 Resources – 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 strained interpersonal situations
- Leadership – Guiding and encouraging others 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; and
(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.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR HUMAN RESOURCES ANALYST

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Human Resources Analyst. This is a new budgeted position in the Human Resources Department.

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

The previous examinations in 2023 and 2019 were weighted as follows: Application Review (Qualifying), Performance Test (50%), and Oral Interview (50%). 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


Brianne Cohen
Civil Service Manager

Attachment: A) Human Resources Analyst Class Specification

6D



HUMAN RESOURCES ANALYST

Class Code:
1317

Bargaining Unit: Certain Full-Time
Salaried and Hourly Employees

CITY OF TORRANCE
Established Date: Feb 1, 1999

SALARY RANGE

\$38.53 - \$59.77 Hourly
\$6,678.53 - \$10,360.13 Monthly
\$80,142.40 - \$124,321.60 Annually

DEFINITION:

Under direction, performs professional level work in one or more personnel functions and human resources programs including classification and compensation, employee relations, benefits, training and professional development and recruitment and selection; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This classification encompasses the entry/journey level to the senior level. Assignments at the entry/journey level are generally limited in scope and are set within procedural frameworks established by higher level positions. Work requires the incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is necessary. Work is reviewed upon completion for overall results. As experience accrues, the incumbent performs with increasing independence.

Assignments at the senior level perform a full range of complex tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Work is reviewed upon completion for overall results. Work involves frequent interpretation of policies, procedures and guidelines, and may involve the development of recommendations consistent with directives, policies and regulations.

Receives direction from a Division Manager or Department Head and may provide functional

supervision to lower-level employees, but this task is ancillary to the primary focus of the classification.

EXAMPLES OF ESSENTIAL DUTIES:

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

When assigned to entry/journey level positions:

- Conducts job analysis for classification studies, prepares revised and new class specifications and makes recommendations regarding compensation; and prepares agenda items for review and approval by the Civil Service Commission and City Council;
- Conducts compensation and benefit surveys and gathers other related information; and responds to requests for compensation and benefit information from other agencies;
- Advises employees, staff, supervisors and managers on application and interpretation of personnel policies, practices, procedures, rules, benefits, programs, and memoranda of understanding;
- Performs research, prepares reports, and recommends action on a variety of personnel and employee relations matters;
- Assists in employee benefit activities and programs and makes recommendations regarding systems and procedures;
- Conducts new employee orientation program;
- Prepares and analyzes data for negotiations with employee organizations and may participate as a member of the City management negotiating team;
- Assists in conducting investigations and makes recommendations regarding discipline and grievance matters, and harassment and discrimination complaints;
- Participates in the development, implementation, and evaluation of personnel policies and programs;
- Assists in developing and coordinating training programs for City employees;
- Conducts job analysis for selection and recruitment activities; makes recommendations regarding examination components and weights; prepares written, oral and performance tests; and conducts item analysis;
- Prepares recruitment bulletins, and develops recruitment sources and other recruiting materials;
- Instructs raters in selection policies and procedures and may conduct interviews;
- Advises employees and applicants on testing qualifications and requirements and examination procedures;
- Responds to appeals and protests by candidates or employee groups including presentation of management's recommendations to the Civil Service Commission;
- Prepares responses to Unemployment Insurance claims and may represent the City at Unemployment Insurance hearings.

In addition to the duties listed above, incumbents at the senior level perform the following:

- Represents the Department at Civil Service Commission meetings, administrative hearings and presents management's recommendations;
- Prepares and analyzes data, makes recommendations regarding personnel matters and procedures for negotiations with employee organizations and participates as a member of the City management negotiating team;
- Coordinates activities related to employee benefit programs;
- Develops written, oral, and performance tests; and conducts content and empirical validation studies;
- Coordinates and develops comprehensive training programs for City employees;
- Prepares and administers professional contracts for services and approves payment for services and use of allocated funds;
- Conducts or coordinates investigations in discipline and grievance matters, and harassment and discrimination complaints;

- Develops, implements and evaluates personnel policies, procedures and programs;
- Makes recommendations' regarding departmental systems and procedures, goals and objectives, and short and long range planning;
- May assign, review and coordinate the work of Human Resources staff; and train other staff members in a variety of areas;
- Participates as a member on interdepartmental teams and committees as required;
- Keeps abreast of current personnel principles and practices, laws and regulations, and literature.

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:

- Processes employee benefits at separation;
- Monitors performance evaluations;
- Assists in the preparation of the City newsletter;
- Participate on external committees, boards and task forces etc., as appropriate;
- Attends meetings, workshops and seminars as required or appropriate.

QUALIFICATION GUIDELINES:

Education and Experience

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

Graduation from a college or university with a Bachelor's degree in industrial/organizational psychology, public or business administration, political science, or a related field and two years of experience in one or more of the following personnel areas: classification and compensation, benefits, employee relations, recruitment and selection, training, and personnel policy and procedure development.

License and/or Certificates

None.

Knowledge of

- Principles and practices of personnel administration and employee relations including relevant legislation and case law;
- Principles and practices of public or business administration;
- Principles and practices of social science and human behavior strategies that can be used to improve organizational performance;
- Principles and practices of supervision and training;
- Employee benefit components and programs and the Public Employees Retirement System (PERS);
- Applicable local, State and Federal laws and regulations;
- Job analysis methods and techniques;
- Principles and practices of test development including written, performance and oral components of tests;

- Mathematics as applied to personnel work including calculation of percentages, averages, medians, and statistics used in testing;
- Research and report writing methods and techniques;
- Computer software applications related to data analysis and report preparation;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Public relations and customer service techniques, including telephone etiquette;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to

- Collect, analyze and interpret data including classification and salary and benefit information;
- Develop and prepare clear, concise, and comprehensive studies, reports, and agenda items;
- Identify critical elements of occupations and translate those into test items;
- Perform mathematical computations including calculation of percentages, averages, medians, and apply and interpret statistics used in testing;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Research, evaluate and recommend policies and programs to comply with state laws and regulations;
- Communicate effectively orally and in writing including making effective oral presentations to City Commissions, the City Council and other groups;
- Establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations and the public;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Exercise judgment and tact in the application of rules, regulations, policies, and procedures in dealing with others in difficult or sensitive situations;
- Shift priorities as departmental workload demands require;
- Maintain confidentiality and exercise sound judgment.

SPECIAL REQUIREMENTS:

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communications ability.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Administrator or Civil Service Administrator.

ESTABLISHED/REVISED DATE:

Revised Date: February 1999

Department Review Date: June 2024

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR LEGAL ASSISTANT II

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

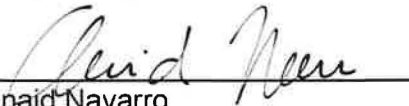
There is no current eligible list for the classification of Legal Assistant II. There is currently one (1) vacancy due to a promotion.

The class specification has been reviewed by the City Attorney's Office and appropriately reflects the position for the examination process.

There has not been a previous examination conducted for this position. Staff determined that the knowledge and core competencies that are required for this position can be effectively assessed using the following weights: Application Review (Qualifying), Written Exam (50%), and Oral Interview (50%).

There is not a sufficient pool of internal candidates to qualify, therefore, an open continuous recruitment is recommended.

Respectfully submitted,

By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Legal Assistant II Class Specification



LEGAL ASSISTANT II

Class Code:
1408

Bargaining Unit: Torrance City
Employees Association

CITY OF TORRANCE
Established Date: Jun 1, 1997
Revision Date: Jan 1, 2017

SALARY RANGE

\$30.76 - \$37.42 Hourly
\$5,331.73 - \$6,486.13 Monthly
\$63,980.80 - \$77,833.60 Annually

DEFINITION:

Under direction, performs complex and specialized legal and administrative support duties in the Office of the City Attorney; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Legal Assistant II is the advanced journey/senior level class in legal support series. Distinguished from the Legal Assistant I in that the incumbent performs more complex and specialized duties. Incumbents independently perform technically difficult legal support functions, including drafting basic legal documents, conducting basic legal research and performing other similar duties.

Receives direction from the Law Office Administrator, Assistant City Attorney or the City Attorney. The Legal Assistant II receives functional supervision from a Deputy City Attorney. May provide technical supervision, which includes assigning, coordinating and training of Legal Assistant I but this task is ancillary to the primary focus of the classification.

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.

- Prepares a broad range of legal documents, memoranda, City Council items, ordinances, resolutions, pleadings, briefs and transactional documents;
- Files pleadings and other court forms in state court and electronically files in federal court;
- Follows through on requesting missing information and/or bring to attorney's attention for action;
- Prepares exhibit and trial notebooks;
- Maintains a note chronology, calendar and docket of civil litigation cases including appearance dates, deposition dates, and other related matters;
- Prepares litigation reports for the City Council;
- Acts as a liaison between outside counsel and City employees;
- Drafts discovery requests and reviews discovery responses upon receipt;
- Requests/subpoenas records, files and other data; tracks legal service to other attorneys as assigned;
- Checks and corrects legal citations to ensure accuracy and appropriate format;
- Opens and closes case files in the office's case management system;
- Prepares copies of documents for attorneys and judges;
- Provides general information to the public and responds to inquiries from City officials, staff and employees of other agencies on matters such as status of cases, scheduling of depositions, coordination of witnesses, etc.;
- Maintains the City Attorney's law library by updating materials, documents and references as needed and maintains a current database of all information;
- Prints, scans and/or archives documents, emails and records;
- Transcribes audio recordings;
- Composes correspondence for signature;
- Opens, reviews and distributes mail;
- Assists with a variety of office administrative tasks including processing invoices and contracts for payment;
- Keeps abreast of changes in court rules, legal procedures, office equipment and software in general use in the legal community.

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;
- May coordinate the work of and provide training and technical direction to less experienced support staff;
- Performs other duties as assigned.

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:

High school graduation or equivalent. Four years of recent experience in a law office or criminal justice setting as a Legal Assistant or Secretary; or two years of experience as a Legal Assistant or Secretary that included civil litigation and completion of a paralegal program that required a minimum of one year of study. Experience in a public agency is preferred.

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.

Certification as a Paralegal is preferred.

Knowledge of

- Formatting requirements, preparation, filing and service of legal documents;
- Legal terminology and legal citation formats;
- Applicable state and federal legal procedures including court rules, court proceedings and statutory deadlines;
- Terminology, forms, documents and court rules and requirements used in civil litigation and criminal practice and proceedings;
- Methods, practices, procedures and requirements for drafting a wide variety of motions, pleadings, discovery and other legal documents;
- Basic techniques of legal research and investigation;
- Office practices and procedures including business correspondence, filing, and standard office equipment operation;
- Law office administrative practices and procedures;
- Principles and practices of legal communication;
- Federal, state and municipal law governing the maintenance and disclosure of public records;
- Standard legal forms and documents and their uses and formatting requirements for state and federal civil cases and criminal cases;
- General understanding of the judicial process, departments and legal procedures and practices.
- Proper use of business English and grammar and spelling;
- Working knowledge of a personal computer, other standard office equipment and software applications used in a law office;
- 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

- Perform complex legal secretarial work involving independent judgment and requiring accuracy and speed in typing and transcription;
- Understand and maintain confidentiality, including but not limited to the attorney-client privilege and attorney work product;
- Perform multiple and concurrent detailed tasks often under time constraints and/or in an environment of frequent interruptions;
- Exercise judgment and discretion, and respond courteously and tactfully in a wide range of situations;
- Work independently and exercise good judgment in making decisions and in performing assigned duties;
- Reach sound decisions in accordance with applicable law and court procedures, rules and policies;
- Understand and accurately follow brief complex oral and written instructions;
- Communicate tactfully and effectively in person, on the phone and in written communications;
- Organize, research and maintain orderly, accurate and appropriate legal office files and calendars;
- Compose correspondence and prepare standard legal documents from brief instructions;
- Read and understand legal documents;
- Operate a personal computer utilizing software commonly used in a law office;
- Accurately type a variety of documents from printed materials, rough drafts and/or as dictated and independently prepare correspondence and memoranda from brief instruction;
- Establish and maintain effective working relationships with all levels of City employees;
- Develop and maintain accurate recordkeeping systems.

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 use a telephone, computer keyboard and other office equipment effectively. 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 35 pounds.

Work Environment

Essential duties of this classification are primarily performed in a 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 Legal Assistant II may serve to meet minimum qualifications for promotion to Law Office Administrator.

ESTABLISHED/REVISED DATE:

Re-titled & Revision Date: January 2017

Reviewed Date: June 2024

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR WASTEWATER TECHNICIAN

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Wastewater Technician examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (20%), Performance Test (50%) and Oral Interview (30%). Staff is requesting approval for a three-month eligible list.

BACKGROUND/ANALYSIS:

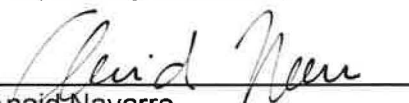
There is no current eligible list for the classification of Wastewater Technician. There is currently one (1) vacancy due to a separation.

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

The previous examination in 2022 was weighted as follows: Application Review (Qualifying), Written Test (20%), Performance Test (50%) and Oral Interview (30%). 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 continuous recruitment is recommended.

Respectfully submitted,

By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Wastewater Technician Class Specification



WASTEWATER TECHNICIAN

Class Code:
5708

Bargaining Unit: Torrance Municipal
Employees (AFSCME Local 1117)

CITY OF TORRANCE
Established Date: Mar 1, 2009

SALARY RANGE

\$27.26 - \$31.54 Hourly
\$4,725.07 - \$5,466.93 Monthly
\$56,700.80 - \$65,603.20 Annually

DEFINITION:

Under general supervision, performs a variety of routine duties to assist with the servicing, cleaning, maintenance, inspection and repair of the City's wastewater collection systems; learns to safely operate a sewer vacuum truck, video truck and a variety of manual and power driven equipment, devices and tools; cleans and ensures maintenance of all assigned vehicles, equipment and tools; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Wastewater Technician is the journey level classification in the Wastewater Technician series. Incumbents in this classification are distinguished from the Maintenance Worker by the ability to perform the full range of assigned duties and tasks under general supervision, the safe operation of assigned tools and equipment, and a greater complexity of work assignments. Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets.

Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

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.

- Reads sewer and storm drain system maps to locate manholes, sewer lines and connections;
- Uses a variety of hydro-jet equipment to clean and maintain the City's sewer systems and storm drain facilities;
- Uses a variety of manual and power driven equipment, devices and tools to clean, repair and replace pumps and valves at sewer lift and storm drain pumping stations;
- Locates breaks in sewer line and storm drain pipes; excavates and shores trenches; repairs, replaces or installs new sewer and/or storm drain pipes as appropriate;
- Safely operates large trucks, backhoes, skip loaders and a variety of manual and power-driven equipment, devices and tools; tows equipment to job sites;
- Inspects assigned equipment daily to ensure safe and reliable operation;
- Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew;
- Responds to routine questions from the public relative to clogged drains or system breaks and refers unresolved complaints to supervisor for resolution;
- Prepares a variety of routine reports and maintains a variety of system, equipment and work activity logs and records;
- Responds to various sewer maintenance emergencies and may be subject to call out during non-work hours.

Example of Other Duties

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

- May provide training to less-experienced staff or Maintenance Workers;
- May set flow and sample meter devices;
- Performs other job-related duties as required.

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:

A minimum of one (1) year of responsible experience performing inspection, construction, maintenance and servicing of wastewater collection comparable to the work performed by a Maintenance Worker assigned to Wastewater which includes completion of required training and attainment of required proficiency, licenses and certifications.

Licenses and/or Certificates

Possess and maintain a valid Class B California Driver's License with appropriate

endorsements; and forklift certification prior to the completion of the probationary period.

Knowledge of

- Methods, practices, equipment, tools, and materials used in the inspection, cleaning, maintenance and repair of wastewater collection systems;
- Safety practices applicable to biohazard conditions and wastewater collection systems cleaning, maintenance and repair;
- Pumps and valves used in sewer lift pumping stations;
- Basic methods and use of hand and power tools, materials and equipment used in public works maintenance and construction work;
- Safe work methods and pertinent safety regulations;
- Basic safety and first aid practices;
- Effective public service techniques.

Ability to

- Safely and effectively operate all types of specialized wastewater collection system maintenance equipment;
- Perform heavy physical labor safely for extended periods;
- Work in confined spaces;
- Wear specialized breathing apparatus;
- Safely and properly set up work sites on public streets;
- Prepare and maintain a variety of routine system, equipment and work activity reports and records;
- Follow and understand oral and written instructions, including wastewater collection system maps, work orders, safety and operating manuals and a variety of policies, procedures, rules and regulations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Perform heavy and sustained manual labor;
- Effectively follow oral and written instructions;
- Learn and effectively perform work methods specific to the maintenance of wastewater collection systems;
- Follow work safety procedures and practices;
- Safely and effectively operate a variety of hand and power tools and equipment;
- Operate vehicles while observing legal and defensive driving practices;
- Complete basic time and activity records and reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work.

SPECIAL REQUIREMENTS:

Incumbents may be subject to call-out during non-working hours; may be required to wear breathing apparatus to safely perform duties of the job and may perform work in confined spaces.

Physical Requirements

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, and crouch, to reach, to sit and stand for long periods of time; to walk; to lift, push, pull and carry objects weighing up to 75 pounds and/or weighing up to 200 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Work Environment

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is performed on a daily basis in an atmosphere of constant noise, around moving objects and vehicles, on ladders and scaffolding, and below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, chemicals, treated water, and untreated sewage, and must work in confined spaces. On a less frequent basis, incumbents perform duties around machinery with moving parts, with hands in water and may be exposed to electrical energy.

CAREER LADDER INFORMATION:

If incumbent possesses a class B California driver license, experience gained as a Wastewater Technician level may serve to meet minimum qualifications for transfer to the classification of Equipment Operator or Sanitation Equipment Operator or promotion to Public Works Supervisor.

ESTABLISHED/REVISED DATE:

Established Date: March 2009

Department Review: June 2024

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

SUBJECT: DENY PROTEST OF THE ELIGIBLE LIST FOR CUSTODIAN

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body deny the protest of the eligible list for Custodian.

BACKGROUND

At the Civil Service Commission meeting of March 25, 2024, your Honorable Body approved the ordering of the Custodian examination to be conducted on an open continuous basis. The Custodian exam was ordered as a written test (weighted 50%), performance test (qualifying) and an oral interview (weighted 50%). During this current recruitment, there were one hundred and twenty (120) applicants who passed the written test and were invited to the performance test and oral interview which were conducted on the same day. One hundred and one (101) candidates self-scheduled for their performance test and oral interview. The oral interview and performance were conducted on May 3, 2024, and May 4, 2024. The eligible list was promulgated March 13, 2024, and there were 36 candidates on the list.

On May 15, 2024, Mr. Carlos Gasca submitted a protest to the Civil Service Commission regarding the eligible list for Custodian (Attachment A). Mr. Gasca's protest is regarding his concern with failing the Custodian performance test.

ANALYSIS

Mr. Gasca participated in the performance test and interview panel for Custodian on May 4, 2024. Mr. Gasca was sent his interview results on March 13, 2024. Mr. Gasca's notice informed him that he failed the performance test and therefore he would not be moving forward to the eligible list. Mr. Gasca submitted a protest to the Civil Service Commission protesting the eligible list. Mr. Gasca states that he believes he followed all directions given to him during the performance test, however per the performance test rater who was assessing his exercise, he did not follow directions correctly. The purpose of the performance test is to assess the candidate's ability to follow direction as well as demonstrate safe work practices. They are provided fifteen (15) minutes to complete two exercises during the performance test. One of the exercises is to set up a table and three chairs which is typically completed by Custodians during room set-ups. All the candidates were provided directions on how the set-up should be completed and were also provided with a diagram of what the set-up should look like. The raters are told by the HR Analyst during the panel orientation to only provide verbatim the performance test script to the candidates.

The directions that are given to the candidate during this exercise are to set up a table and chairs based on the diagram that is provided to the candidates. The candidate is then told to let the rater know that they have completed the set-up, then are told to tear down the set-up after completion and put the table and chairs back where they found them. They are also asked if they have any questions before they begin.

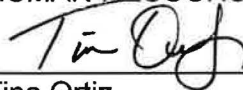
Mr. Gasca states that when he completed this exercise, he took the initiative to ask if he should put the table and chairs back where he found them. However, it clearly states in the performance test script, that is provided to all the candidates, they are to "put the table and chairs back where they were." He states that the rater told him that he did not have to put the furniture back and that he was free to go. This rater has assessed this performance test many times in the past and knows exactly what the candidates need to do to be successful in this exercise. Upon speaking with Mr. Leo Montanez, the rater, he stated that he provided verbatim the exact scripted information to every candidate that he assessed that day and did not deviate from the script. Mr. Montanez wrote on the performance test rating sheet that the candidate "did not qualify" on this test because Mr. Gasca "did not put the table and chairs away" as stated in the directions provided to him. Mr. Montanez also stated he would not have told any candidate that they did not need to put the table and chairs back and then fail the candidate for that reason.

Therefore, based on the information provided, staff recommends that your Honorable Body deny the protest of the eligible list for Custodian and Mr. Gasca's request to re-conduct his performance test.

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

Attachments: A. Custodian eligible list protest submitted by Mr. David Gasca

From: [Carlos Gasca](#)
To: [Civil Service Commission](#)
Subject: Carlos Gasca Formal Protest
Date: Wednesday, May 15, 2024 1:45:43 PM

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

Hello,

This is Carlos Gasca I am a candidate for the custodian position with the city of Torrance. The reason for this email is because I had passing scores for both the interview and test examination. On the performance test right after the interview I did a good job the instructor told me personally after completing the performance test. I did every task as directed just when I was instructed to place the table and 2 chairs as they were located on the picture I placed them as they were on the picture. The instructor only told me to place them as they were on the picture which is what I did. After that I took the initiative and asked the instructor if he wanted me to place the table and chairs back were I originally got them from since he never instructed me to do so he replied "no it's okay you're finished good job." When I received the email with my scores on it I knew something was not adding up or truthfully correct that I insisted on speaking to Tina Ortiz the analyst in charge of the Custodian position and explained to her what occurred and why I was not qualified when I am the right fit for this position and have the experience needed as well as passing scores. Putting a table and chairs back they were belong is no problem for me I will do any task as directed to me and ensure my assignment meets standards with that being said I would not take the time and do a computer test, drive over to Torrance for a interview/ performance test and not want to put a table and chairs back working is not problem for me I will do any task as directed to so and I was not told to place them back. This is a confusion or dishonest information on the instructors side and I would like to make a formal protest.

[REDACTED]

ATTACHMENT A