

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 24, 2024  
REGULAR MEETING  
6:00 P.M. IN HUMAN RESOURCES MULTI-PURPOSE ROOM  
AT 3231 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, June 20, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 Traffic Signal Technician.**

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

**7. ADMINISTRATIVE MATTERS**

No Business to Consider.

**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, July 8, 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: APPROVE THE EXAMINATION FOR TRAFFIC SIGNAL TECHNICIAN**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

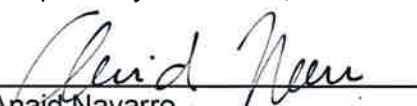
There is no current eligible list for the classification of Traffic Signal Technician. There is currently one (1) vacancy due to an overfill.

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), Performance Test (60%), and an Oral Interview (40%). 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   
Anaïd Navarro  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Traffic Signal Technician Class Specification



# TRAFFIC SIGNAL TECHNICIAN

Class Code:  
5530

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Established Date: Jan 1, 2010

## SALARY RANGE

\$33.39 - \$40.57 Hourly  
\$5,787.60 - \$7,032.13 Monthly  
\$69,451.20 - \$84,385.60 Annually

## DEFINITION:

Under general supervision, maintains, repairs, and performs modifications to traffic signal control equipment, wiring systems, outdoor overhead lighting, and other electrical devices and performs other related work as required.

## DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Traffic and Lighting Supervisor in that the incumbent regularly performs maintenance, repairs and modifications to traffic signal control equipment. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval.

Supervision is received from the Traffic and Lighting Supervisor. Traffic Signal Technician may provide technical direction to lower level classifications.

## EXAMPLES OF ESSENTIAL DUTIES:

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

- The installation, maintenance and repair of City traffic signals, outdoor overhead lighting, signs, pavement markings and other assigned traffic control devices; inspects timing, operations, and/or conditions of signals, markings and signs;

- Performs skilled electrical work in the installation, operation, general maintenance, repair, and adjustment of traffic signals;
- Makes field and emergency repairs on traffic signal equipment, such as signal heads, traffic signal standards, detector loops, video detection and controllers;
- Repairs of traffic signals and controllers;
- Assists with relocations and modifications of traffic signals and electronic equipment at street intersections;
- Installs street traffic detectors, video cameras pedestrian push button units, safety lights and large illuminated traffic signs;
- Synchronizes traffic signal systems;
- Turns on and tests traffic signals and makes timing adjustments;
- Cleans, tests, repairs, and overhauls controllers, coordinators, program clocks, computers, and other electric and electronic equipment in the shop;
- Ensures safe repairs to the City's outdoor overhead lighting systems;
- Performs scheduled maintenance and group re-lamping on the City's outdoor overhead lighting systems;
- Tests electronic and electrical circuits, transformers, and other related equipment;
- Assists with re-wiring of controllers;
- Checks and adjusts traffic signal coordination and timing, and performs preventive maintenance work;
- Reads and interprets traffic signal and electrical wiring diagrams, sketches and schematics. Helps repair other electronic or electrical devices or equipment;
- Maintains and properly utilizes electronic and electrical tools and equipment.

#### **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 emergency calls during work and after normal working hours;
- Assists in the training of new and lower classification employees;
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace;
- May maintain field reports, and work orders;
- Performs other related duties.

## **QUALIFICATION GUIDELINES:**

#### **Education and Experience**

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

Two years of experience in the maintenance, repair, and installation of electrical and electronic equipment that includes at least one year of experience in the maintenance and repair of traffic control equipment. Satisfactory completion of college level courses in electronics and/or computer programming may be substituted for experience on a year-for-year basis.

#### **License and/or Certificates**

- Possession of a valid California Class C driver's license.
- Level One International Municipal Signal Association (IMSA) Traffic Signal Certificate within six (6) months of appointment (once obtained, must possess and maintain). International Municipal Signal Association (IMSA) Level II Signal Electrician – Field Certificate is desirable.

## **Knowledge of**

- Materials, methods, and equipment used in the modification, maintenance, and repair of electronic and solid state digital control devices including traffic signals;
- Standard tools, methods, and practices of the electronic and electrician trade;
- Functions and uses of electrical testing equipment;
- Functions and uses of hand tools used in electronic and electrical repairs;
- Wiring practices;
- Schematic wire size and the proper wire use;
- Traffic safety procedures and delineation with cones.

## **Ability to**

- Perform heavy and physically demanding work for lengthy and continuous period of time;
- Use and operate an aerial boom truck and crane;
- Use of power and hand tools such as a jackhammer;
- Read electronic technical manuals;
- Read and interpret plans, wiring diagrams, blue prints and technical regulations;
- Set up a jobsite in a safe manner;
- Access the digital computer to control traffic signal control timing devices;
- Fit and adjust conduit in the traffic signal installation process;
- Apply electronic principles and practices;
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies;
- Exercise sound judgment in stressful situations;
- Understand and follow detailed oral and written instructions;
- Speak, read, and write basic English;
- Maintain basic records, complete reports and perform basic arithmetic computations;
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

## **SPECIAL REQUIREMENTS:**

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

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to stand for long periods, maintain balance and walk long distances. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 50 pounds. Requires the ability to climb ladders of various heights. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. Work is regularly performed outside in seasonal climate and weather conditions. May be required to work in inclement weather without effective protection from sun, cold, and rain. May be required to work within enclosed spaces or at heights above ground level.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Traffic and Lighting Supervisor.

## **ESTABLISHED/REVISED DATE:**

Established Date: January 2010

Department Review: June 2024