

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, JULY 8, 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 Tuesday, July 2, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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. Accept and File Employee Transition Report for June 2024.

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

6B. Approve the Examination for Information Technology Specialist.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Information Technology (IT) Specialist examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (30%) and an Oral Interview (70%). Staff is requesting approval for a three-month eligible list.

6C. Approve the Examination for Police Services Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Services Supervisor examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a three-month eligible list.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

8. HEARINGS

8A. Appeal of Discipline of a Torrance Police Officer (5).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of public employee discipline 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.

9. CLOSED SESSION

No Business to Consider

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, July 22, 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 JUNE 2024

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

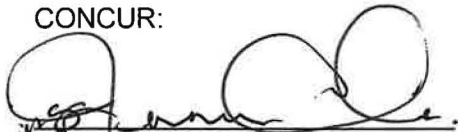
The Employee Transition Report for June 2024 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga
Senior Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

signed
for

Attachment: A) Employee Transition Report for June 2024

**EMPLOYEE TRANSITION REPORT
JUNE 2024**

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Administrative Assistant	Public Works	Human Resources Technician	Human Resources
Custodian	General Services	Maintenance Worker	Public Works
Management Aide	Finance	Management Assistant	Finance
Management Aide	City Manager's Office	Staff Assistant	City Manager's Office
Management Assistant	Human Resources	Human Resources Technician	City Manager's Office
Police Cadet	Police	Police Recruit	Police
Public Safety Communications Supervisor	Police	Administrative Services Manager	Police
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit

NEW HIRES

TITLE	DEPARTMENT
Administrative Assistant	General Services
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Bus Operator	Transit
Bus Operator	Transit
Bus Operator	Transit
Crossing Guard	Police
Human Resources Technician	Human Resources
Human Resources Technician	Human Resources
Human Resources Technician	Transit
Library Technician	Community Services
Maintenance Worker	Public Works
Police Records Technician	Police
Principal Human Resources Analyst	Human Resources
Program Leader	Community Services
Program Leader	Community Services
Transit Equipment Attendant	Transit
Transit Equipment Attendant	Transit

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR INFORMATION TECHNOLOGY SPECIALIST

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Information Technology (IT) Specialist examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (30%) and an Oral Interview (70%). Staff is requesting approval for a three-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Information Technology Specialist. There are currently two (2) vacancies due to resignation and retirement.

The class specification has been reviewed by the Communications & Information Technology Department and appropriately reflects the position for the examination process.


The previous examination in 2022 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). Staff conducted an analysis of the previous exam components and it was determined that basic IT knowledge could be assessed through a written test and the more technical IT knowledge could be assessed through the interview process.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

signing for


Brianne Cohen
Civil Service Manager

signing for

Attachment: A) Information Technology Specialist Class Specification

6B



INFORMATION TECHNOLOGY SPECIALIST

Class Code:
1517

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Revision Date: Oct 1, 2014

SALARY RANGE

\$31.20 - \$41.78 Hourly
\$5,408.00 - \$7,241.87 Monthly
\$64,896.00 - \$86,902.40 Annually

DEFINITION:

Under direction, installs and maintains computer systems, networks and related equipment; conducts training and develops training materials, administers the City's network infrastructure and information systems, and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Information Technology Specialist is the entry-level class in the information technology series. Incumbents are distinguished from the Information Technology Analyst in that the IT Specialist is not primarily responsible for City-wide major applications, and does not act as a project manager. Assignments are generally limited in scope and are set within procedural frameworks established by higher level positions. As experience accrues, the incumbent performs with increasing independence. Work requires incumbent to exercise some judgment in selecting appropriate actions within 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.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs system and network administration and functions such as, user adds, moves and deletes, backup and restore, preventive maintenance, and upgrades.
- Provides project recommendations and input for implementation strategies.
- Assists in the planning and coordination of software and applications upgrades.
- Installs, upgrades, and configures personal computers and peripherals including modems, printers, disk drives, memory and other system boards, keyboards, and monitors;
- Securely integrates City systems with outside entities using various communication links.
- Monitors systems and peripheral equipment, system processing and error listings to maintain control of hardware and software malfunctions.
- Assists with HTML and Web development and in the maintenance of the City's Internet and intranet web sites.
- Responds to trouble calls, analyzes problems with software and hardware and takes appropriate action to correct problems.
- Assists users with computers, network, and application related issues and may provide training in areas such as database, security and LAN administration.
- Conducts individual and group training sessions, demonstrates computer programs and explains program and training objectives.
- Analyzes user training needs and develops computer based training or selects the appropriate applications.
- Develops, prepares and evaluates training program outlines, training manuals, instructions, reference manuals and other materials for various computer programs in use by the City; and prepares documentation materials as required.
- Prepares course training schedules, and reports based on user participation.
- Provides training in City procedures as they relate to computerized applications.

Examples of Other Duties

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

- Supports older technology during the transition phases.
- Monitors and distributes helpdesk calls.
- Assists with report programming.
- Tests new equipment, software, or technologies.
- Replaces data communications equipment when needed.
- Performs related duties as required.

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:

Two years of technical experience performing a full range of computer support and networking activities including software and hardware installation, applications support, trouble-shooting, LAN administration, or in conducting training or preparing user documentation involving data processing systems or software currently in use by the City and graduation from a recognized two-year college with an AA degree in computer science or a related field.

Licenses and/or Certificates

Certification as a Microsoft Certified Systems Engineer (MCSE) is desirable. MCSE certification must be related to products and versions currently in use by the City.

Knowledge of

- Computers and peripheral equipment including operating systems and basic operations functions, system and memory configurations and software currently in use by the City.
- Operation of local area networks (LAN) and wide area networks (WAN).
- Computer programming in languages currently in use by the City of Torrance.
- Data processing terminology.
- Data communications equipment and networks.
- Safety precautions necessary when working in a data processing environment.
- Methods, materials and equipment used for installing and cleaning computers and peripheral equipment.
- Proper English usage, spelling, grammar and punctuation.
- City policies and procedures affecting departmental operations.
- Public relations and customer service techniques, including telephone etiquette.
- City and Department Mission including strategic goals and objectives.
- General City operations.
- Applicable local, State and Federal laws and regulations

Ability to

- Install, operate, configure, diagnose and repair computers, related software and peripheral equipment.
- Monitor activity and components of data communications network.
- Detect software and hardware malfunctions and regulate the quality of printed output.
- Load and unload magnetic media on tape and disk drives.
- Determine users needs and problems, understand program requirements and develop effective solutions.
- Prepare documentation materials using proper spelling, grammar and punctuation.
- Read and understand software documentation and present technical concepts and procedures.
- Assist in the preparation of program estimates and meet deadlines.
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality.
- Learn and utilize new skills and information to improve job performance and efficiency.
- Shift priorities as departmental workload demands require.
- Clearly and concisely communicate orally and in writing to non-technical audience.
- Follow oral and written instructions accurately.
- Establish rapport quickly and effectively with groups and individuals and maintain effective working relationships with those encountered in the course of work both internal and external to the City.

SPECIAL REQUIREMENTS:

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

Requires the ability to perform installation work involving exertion of a moderate amount of physical effort to stoop, crouch and lift in the performance of duties; ability to perform duties in a safe manner; ability to lift objects up to 50 lbs.; sufficient hand/eye coordination to perform repetitive movements such as installing and setting up computer equipment and using office

equipment and supplies. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions such as performing work in confined spaces.

The duties of this position may require the employee to be available at times other than regularly scheduled work hours to perform system back-ups and to assist in resolving operational problems.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Information Technology Analyst.

ESTABLISHED/REVISED DATE:

Revised Date: October 2014

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 POLICE SERVICES SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Services Supervisor examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and an 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 Police Services Supervisor. There are two (2) vacancies due to new budgeted positions.

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

The previous examination in 2022 was weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

There is a sufficient pool of internal candidates to qualify; therefore, staff recommends conducting the examination for Police Services 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.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

signing for


Brianne Cohen
Civil Service Manager

signing for

Attachment: A) Police Services Supervisor Class Specification



POLICE SERVICES SUPERVISOR

Class Code:
1124

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Established Date: Dec 1, 2010
Revision Date: May 23, 2023

SALARY RANGE

\$31.95 - \$40.79 Hourly
\$5,538.00 - \$7,070.27 Monthly
\$66,456.00 - \$84,843.20 Annually

DEFINITION:

Under general direction, plans, directs and supervises the operations of the Community Affairs, Jail, Property Room, Police Records, and Traffic, sections of the Police Department, and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Police Services Supervisor is distinguished from the Police Sergeant or Police Lieutenant in that the incumbents are civilian and are primarily responsible for administrative functions of an assigned section. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives direction from higher-level staff. Provides direction to lower-level staff such as Police Services Officer, Police Records Technician, Police Cadets, and support staff.

EXAMPLES OF ESSENTIAL DUTIES:

ATTACHMENT A

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

- Organizes, plans, and oversees the day-to-day operations of an assigned section.
- Supervises staff; including instructing, assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed.
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Participates in the development of related goals, objectives, policies, and procedures.
- Implements and maintains operational procedures consistent with established practices and Government/Penal Code requirements.
- Determines section training needs, develops, implements and coordinates training programs for assigned personnel and oversees training of new staff.
- Institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency.
- Ensures operations are maintained within established budget, and directs the allocation of resources to accomplish objectives.
- Receives and responds to difficult customer service inquiries and complaints.
- Responds to inquiries and provides assistance to department personnel regarding section activities and procedures.
- Acts as a liaison to other law enforcement agencies regarding section related responsibilities; and keeps superiors informed of events that may have an impact on the department or City.
- Completes assigned routine and administrative tasks such as preparing work schedules and completing payroll documents.
- Reviews filed reports and citations prepared to ensure completeness and accuracy, directs necessary corrections, and refers reports to higher level personnel.
- Observes and enforces strict adherence to safety regulations and safe work practices.
- Responds to emergency calls during work and after normal working hours.
- Manages inventory and obtains/compiles bids for goods or services.

In addition to the duties listed above, incumbents assigned to the specific sections listed below perform the following:

Community Affairs

- Coordinates community events and programs;
- Oversees the Volunteer Program; recruits and trains qualified volunteers for various assignments; tracks and evaluates the contribution of volunteers;
- Facilitates the implementation of new volunteer activities and assignments;
- Maintains liaison with other volunteer-utilizing programs in the community and assists in community-wide efforts to recognize and promote volunteering;
- Organizes and assists with programs and activities that create opportunities for department members and community members, including youth, to interact in a positive setting;
- Develops methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe;
- Assists in reviewing the use of department social media to report back on the resources being used, the effectiveness of the content, and trends.

Jail

- Assists the Services Division Commander to manage the overall operations of the Jail Facility;
- Supervises and monitors the daily operation of the City's Type I Jail Facility;
- Ensures compliance with policies, procedures and regulations as established by the department, the jail manual, the Penal Code, California Standards and Training for Corrections (S.T.C.) operations and training mandates, and other applicable law enforcement codes and regulations;
- Assists in the care and custody of prisoners; monitors jail bookings; photographs and fingerprints prisoners; ensures the proper transfer of in-custodies, and the transfer of

- appropriate paperwork to other agencies;
- Trains, supervises, and evaluates Police Services Officers in the proper procedures for handling prisoners;
- Maintains accurate records of jail operations;
- Oversees the maintenance of the jail facility and equipment within, including but not limited to routine maintenance of the Livescan and Data Master Breathalyzer systems; coordinates the security, maintenance, and cleanliness of the jail;
- Reviews crime reports taken at the front desk for legal elements, accuracy, and completeness;
- Responds to complaints and conducts initial investigations;
- Recommends improvements to the jail operations and jail manual as appropriate.

Property

- Supervises daily operation of the Property Room;
- Oversees the maintenance of the property facility and equipment within;
- Monitors safety and security of the Property Room and staff;
- Ensures compliance with applicable Federal, State, and Local laws and ordinances;
- Supervises the destruction of narcotics, drugs, and firearms not returned to the owners;
- Prioritizes and assigns work to staff; resolves procedural and work related problems;
- Recommends improvements to Property Room operations.
- Supervises Motor Transport and Court Liaison personnel.

Police Records

- Supervises the daily operation of the Records Division relative to coding, data entry, maintenance, retrieval, purging, sealing, scanning and storing of police records and reports such as crime, arrest, and accident reports;
- Makes recommendations for recordkeeping policies, procedures and systems to improve operations and ensure compliance with new and existing laws;
- Trains staff on proper systems and procedures to ensure compliance with laws, court decisions, rules and regulations relating to the use and confidentiality of police records;
- Approves release or inspection of police reports and monitors collection of fees at public counter;
- Responds to non-routine questions and information requests;
- Compiles or verifies statistical information/reports generated from computerized system;
- Complies with court orders for subpoenaed records;
- Tests and monitors automated recordkeeping programs to ensure accuracy.

Traffic

- Directs and assigns work relating to the Parking Enforcement and crossing guard functions;
- Determines need for services;
- Inspects workstations to observe and evaluate performance;
- Handles public relations, post storage hearings and investigates claims and complaints;
- Maintains time records and logs; prepares a variety of reports;
- May occasionally perform the duties of Police Services Officer (Parking Enforcement) or Crossing Guard;
- Supervises and coordinates special events such as the Armed Forces Day Celebration & Parade and the Fourth of July Celebration.
- Reviews, comments, approves, and/or denies all permits for Special Events, Street Use, and Filming within the City limits.
- Receives and reviews special requests and/or complaints from various platforms including internal and external emails, Accela, and the City's Interactive Communications Officers; assigns work based on need.

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:

- Requests criminal filings and appears in court when required;
- Attends division, department, and community meetings as required;
- Performs special assignments and related duties 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 high school or possession of a GED Certificate; and three years of increasingly responsible experience in a law enforcement environment or similar agency that has provided the knowledge, skills, and abilities necessary in the specific area of assignment.

One year of supervisory or lead work experience is preferred.

An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field, is desirable.

License and/or Certificates

Must possess and maintain a Class C California Driver's License.

Complete a basic supervisory course within one year of appointment.

Incumbents assigned to Police Records must complete within one (1) year of appointment: Police Officer Standards and Training (POST) Records Supervisor Course and Public Records Act Course, CLETS Basic Course, and the CLETS Train and Trainer Course.

Incumbents assigned to Jail must possess:

Corrections Officer Core Course (as described in Section 1020).

STC or POST Supervisory Core Course (as described in Section 181, Title 15, CCR) *within one (1) year of appointment.*

Knowledge of

- Principles of supervision, training and employee relations;
- Police procedures, rules, regulations and terminology and law enforcement codes as related to assigned functions;
- Computerized law enforcement and public safety information systems;
- Modern office equipment including computers and applicable software applications;
- Municipal codes, police policy and procedures, penal code, vehicles codes, health and safety codes and business and professional code;
- Basic English, grammar, spelling, punctuation, vocabulary, and arithmetic;
- Courtroom and hearing practices;
- Report writing techniques;
- Effective interviewing techniques;
- Effective safety principles and practices;
- City policies and procedures affecting departmental operations;
- City, Department, and Division mission, including strategic goals and objectives;
- General City operations

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

Police Records

- Penal, government and other laws and codes pertaining to the management, reporting and dissemination of criminal and related records and other information.
- County and municipal ordinances and procedures relating to records, warrants, and public counter functions.
- Office practices, procedures, and clerical techniques involved in classifying, indexing, processing, filing, retrieving, and controlling a large volume of records and reports.
- State mandated file purging requirements relative to police records.

- Laws pertaining to privacy and security of criminal history records and laws governing the release of crime report information under the Public Records Act to specific public agencies and the general public;
- Uses of automated data or word processing equipment utilized in records systems.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances;
- Supervise and motivate personnel in a high stress environment;
- Analyze and interpret laws, codes, ordinances and administrative rules and regulations;
- Inspire confidence in subordinate personnel and new employees in training;
- Promote cooperative team work and customer service values among employees;
- Deal constructively with conflict and develop effective resolutions;
- Quickly assess a situation and take appropriate action under stressful and emergency conditions;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Communicate effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality.
- Understand and interpret rules, regulations and laws related to assigned function;
- Deal tactfully and effectively with the public;
- Interpret, apply and explain section related laws, codes, regulations, and policies;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports.
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Operate modern office equipment, computers and software applications;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Learn 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:

Must be able and willing to work rotating shifts and holidays.

Requires the ability to drive to specific locations; work outdoors and possible exposure to variable weather conditions. Frequently required to walk, stand, stoop, kneel and use arms, legs, and back to lift and or move up to 50 pounds. Requires back and leg coordination to stoop, kneel, crouch, bend and crawl. Requires use of arms to reach and carry and use of hands to operate, finger and handle objects and controls. Requires sound and visual perception and discrimination, as well as oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions. Requires the ability to accurately perceive sounds.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Administrative Services Manager.

ESTABLISHED/REVISED DATE:

Established Date: December 2010

Revised Date: May 2023

Dept. Review Date: June 2024