

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, AUGUST 26, 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, Hamada, Kohus, Lohnes, Sasaki, Zygielbaum, Chair Herring

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, August 21, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Administrative Analyst (Police Department – Crime Analyst).

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Administrative Analyst (Crime Analyst) examination on open continuous basis consisting of an Application Review (Qualifying), Performance Exam (60%), and an Oral Interview (40%). Staff is requesting approval for a six-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Approve the Reclassification of Incumbent to Deputy Fire Chief.

Recommendation of the Human Resources Director that your Honorable Body approve the reclassification of Alec Miller of the Fire Department from the classification of Fire Battalion Chief to the classification of Deputy Fire Chief.

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, September 9, 2024 at 6:00 p.m. in the Council Chamber.



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

Honorable Members:

**SUBJECT: APPROVE THE EXAMINATION FOR ADMINISTRATIVE ANALYST (POLICE DEPARTMENT-
CRIME ANALYST)**

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Administrative Analyst (Crime Analyst) examination on an open continuous basis consisting of an Application Review (Qualifying), Performance Exam (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 Administrative Analyst (Crime Analyst). The current vacancy is due to a retirement.

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

The previous examination in 2018 was weighted as follows: Application Review (Qualifying), Performance exam (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 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



City of Torrance
ADMINISTRATIVE ANALYST

CLASS CODE	1330	SALARY	\$28.76 - \$46.32 Hourly \$4,985.07 - \$8,028.80 Monthly \$59,820.80 - \$96,345.60 Annually
BARGAINING UNIT	Torrance Professional & Supervisory Association	REVISION DATE	January 01, 2000

DEFINITION

Under direction provides staff assistance of a generalized and/or specialized nature to City Manager, Department Director, Department Manager and/or City boards or commissions. Performs assignments ranging from routine administrative to more complex and varied professional, confidential and/or specialized nature. Supports management/supervisory staff with problem resolution, research and data compilation and report preparation; performs related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Assignments entail various areas of day to day business operations within a specific department or defined areas of operation or specialty. Work requires the ability to identify and initiate steps to secure required information and to make independent decisions within a limited scope for assigned projects or delegated areas of responsibility. Work is performed under general direction. As experience accrues, more complex work assignments require a higher degree of initiative, the ability to make independent and sound decisions and performance with greater autonomy requiring minimal instruction or assistance. Progression from the entry, mid/journey and senior levels of the class is contingent upon the ongoing acquisition and demonstration of core competencies associated with the successively higher performance expectations.

Entry Level: Performs the basic duties of the class. Typically handles more routine departmental or division administrative and analytical work that requires a minimum of previous administrative or analytical experience. Assignments are made under immediate supervision and work is reviewed to ensure compliance with instructions.

Journey/Intermediate Level: Distinguished from entry level by the increased complexity of assignments, broader range of duties, and greater independence with which employee is expected to operate. Requires prior professional level administrative, business and analytical experience. Works under limited supervision with greater flexibility in achieving specified objectives. Work review is occasional in progress and upon completion.

Senior Level: Distinguished from the Entry and Journey/Intermediate levels by the greater complexity and responsibility of the assignments received and the increased independence with which the employee is expected to operate. Incumbent is expected to exercise significantly more independent judgment and decision making. Requires substantial knowledge of and interface within a specific area of operation or specialty and prior experience in municipal government. Work is performed with periodic to minimal supervision.

Receives direction from City Manager, Department Head or Division Manager.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties ranging from the entry to senior level of the class; however, they may not be present in all areas of assigned operation or specialty, nor are they all-inclusive. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Provides staff assistance of a generalized nature as well as in areas of specialty such as finance, engineering, transportation, public services, and grants management;
- Researches and provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis;
- Conducts studies and surveys, and produces reports, written and oral, recommending appropriate courses of action;
- Prepares written correspondence, agenda items, documents and presentation material;
- Acts as resource to public, City departments and other organizations for inquiries, complaints, or dissemination of general information including public presentations; requires effective written and oral communications, judgment and tact and a broad understanding of City policy and procedures and/or area of specialty;
- Interprets and applies rules, regulations, and policies; monitors and keeps abreast with current developments or proposed changes, legally and internally;
- Coordinates various programs and projects, overseeing, implementation and administration, which may include budget preparation and tracking, expenditure control, internal training/communication, and public relations;
- Assists with Departmental day to day operations such as RFP's, contract administration, grant preparation, and personnel related matters.

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.

- Researches and locates appropriate vendor contacts;
- Manages petty cash;
- Processes purchase requisitions;
- Reviews and processes expense reports;
- Coordinates recruitment and temporary staffing requirements with Human Resources Division/Civil Service.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge and skills would be acceptable. A typical way to obtain the knowledge, skills and abilities would be:

A Bachelor's Degree from a college or university in Public Administration, Business Administration, or a related field and at least one-year of related professional experience or 2 years of related college course work and 4 years of progressively responsible administrative or analytical experience.

License and/or Certificate

None.

Knowledge of

- Principles and practices of public and/or business administration;

- Principles and practices of office management, modern office equipment and software applications;
- Organizational effectiveness theory and practices, including general, procedural and statistical analysis;
- Research methodologies & resources, including Internet and report writing;
- Professional public relations skills, principles and practices, including both written and oral presentation;
- Principles and practices of budget preparation;
- Applicable local, State and Federal laws and regulations;
- General customer service techniques.

Ability to

- Prepare and organize data for professional reports and/or presentations using various research resources and modern software applications including word processing, spreadsheet, presentation, and database;
- Conduct data collection, and analysis;
- Compute, interpret and compile statistics;
- Research, interpret, and apply policy and procedure, City ordinances, administrative rules and regulations, and/or legal compliance requirement;
- Apply functional reasoning, rational judgment and creativity to resolve problems and accomplish diversified work assignments;
- Communicate effectively orally and in writing, including clear and convincing oral presentations;
- Establish and maintain effective working relationships with others and exercise tact and diplomacy;
- Plan, organize and direct programs or projects;
- Adapt to shifting priorities;
- 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 communication ability.

ESTABLISHED/REVISED DATE

Revised Date: January 2000

Dept. Review: August 2024

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

Honorable Members:

SUBJECT: APPROVE RECLASSIFICATION OF INCUMBENT TO DEPUTY FIRE CHIEF

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the reclassification of Alec Miller of the Fire Department from the classification of Fire Battalion Chief to the classification of Deputy Fire Chief.

BACKGROUND

The Deputy Fire Chief is an assignment premium per the Safety Management Salary Resolution, Section 2.2.A Premium Pay and is bestowed upon one Fire Battalion Chief. This special assignment premium is given upon department head and City Manager approval. Due to CalPERS regulations governing premium pay for special assignment, the premium pay language is being removed from the Safety Management Salary Resolution. The assignment to Deputy Fire Chief will become a classification and the 5% premium will be added to the current salary, which means this classification will have its own salary grid within the salary resolution. The 1.0 FTE Fire Battalion Chief position who is assigned to Deputy Fire Chief, should therefore be reclassified to the Deputy Fire Chief classification to align with the nature and scope of the work being performed by the current incumbent.

ANALYSIS

The methodology of the study included an analysis of the level of responsibility and knowledge, skills and ability requirements in the performance of the duties. An analysis of each factor relative to the reclassification of the incumbent to this classification is explained below in accordance with the Transfer of Incumbent Employees Without Examination Policy (Attachment C). The Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination establishes six criteria for considering a transfer of incumbents to positions that are reclassified or reallocated.

Criterion #1

“Determination of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.”

The incumbent is performing the duties and has the experience and education required of the proposed classification of Deputy Fire Chief.

Criterion #2

“That the incumbents have been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.”

Fire Battalion Chief Miller was assigned to the Deputy Fire Chief premium pay in January 2023. Deputy Chief Miller has assumed and is performing all the duties of the Deputy Fire Chief since that time.

Criterion #3

"That the change of duties has occurred gradually over time."

The incumbent currently performs the full range of duties as required. Battalion Chief Miller assumed the higher-level duties and responsibilities while working in the Fire Department.

Criterion #4

"That there is no evidence the change was created as a subterfuge to circumvent the examination process."

The review revealed that the change of duties described in this report has occurred with no intent to circumvent the examination process. The incumbent's duties changed when he was assigned to the Deputy Fire Chief special assignment.

Criterion #5

"That the salary level of the new position is a consideration in making a determination."

The monthly salary range for the classification of Fire Battalion Chief is \$19,148.13 at the first step and \$19,914.27 at the top step. The following chart shows the salary relationships between the existing classification and the new classification with respect to the top step.

Classification	Top Step Monthly of Fire Battalion Chief	Top Step Monthly of Deputy Fire Chief	% Difference vs. Top Step Proposed
Pay Comparison	\$19,914.27	\$20,910.93	5%

Criterion #6

"That no current eligible list exists for the new class."

There is currently no eligible list for the classification of Deputy Fire Chief.

SUMMARY

Based on analysis of the factors, it is clearly demonstrated that all of the factors have been adhered to in consideration of the allocation of the incumbent to the proposed classification without examination.

In addition, Torrance Municipal Code Section 14.2.3, Allocation of New Positions; Reallocations (Attachment D), states that Human Resources Staff, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission.

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) Class Specification – Fire Battalion Chief
 - B) Class Specification – Deputy Fire Chief
 - C) Policy on Transfer of Incumbent Employees without Examination
 - D) Torrance Municipal Code Section 14.2.3
 - E) Fire Department Organizational Chart



City of Torrance
FIRE CHIEF, BATTALION

CLASS CODE	7115	SALARY	\$14,014.00 - \$16,955.00 Monthly \$168,168.00 - \$203,460.00 Annually
BARGAINING UNIT	Fire Safety Management	ESTABLISHED DATE	June 01, 2009
REVISION DATE	August 01, 2021		

DEFINITION

The Fire Battalion Chief is an upper level management position that serves as a fire platoon commander with responsibility for coordinating and directing emergency incidents and the routine duties of a platoon while managing a functional division within the department. This classification may also be assigned a 40-hour work week with the responsibility of the general supervision of a major division within the Fire Department. Provides ethical and technical assistance to the Fire Chief.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Fire Battalion Chief is distinguished from the Fire Deputy Chief in that the incumbent is not responsible for managing the activities of all Operations Divisions platoons and distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Fire Chief or the Fire Deputy Chief, provides direct supervision to Fire Captains and support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Projects a positive image to individuals and groups as a professional, competent and ethical manager;
- Communicates effectively and openly with different individuals and groups;
- Provides direct supervision and technical assistance to Fire Captains and other staff in the completion of their assigned duties;
- Assists the Fire Chief and/or the Deputy Fire Chief with administrative tasks, reports, planning, and surveys;
- Researches and develops projects from conception to completion including written reports and policies;
- Supervises and coordinates the activities of fire companies;
- Identifies and implements methods to improve "all hazard" emergency response, training and equipment maintenance operations and programs;

- Keeps abreast of fire suppression issues and hazards within the City/Region/State and exercises initiative in finding workable solutions;
- Directs the activities of fire personnel and equipment on an assigned shift engaged in "all hazard" emergency response using the Incident Command System, TFD guidelines, and industry best practices;
- Provides a clear "leaders intent" during emergency response activities;
- Performs the role of the Incident Commander until a proper transfer of command occurs;
- Makes thorough inspections of all companies, their personnel and equipment;
- Creates policy and trains personnel in the application of departmental policy;
- Assures compliance with departmental policies, rules and procedures;
- Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment;
- Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws and codes pertaining to the prevention and control of fire and fire hazards;
- Inspects or provides direction to subordinates to inspect places where fire hazards may exist, and abates hazards found;
- Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment; prepares training manuals and guides;
- Acts as, or coordinates the activities of, subject matter experts for departmental promotional examinations;
- Performs duties of a qualified strike team leader within the state master mutual aid system;
- Plans, assigns, and manages, through supervisors, the activities of the division;
- Monitors the division budget and establishes budgetary controls;
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Administers safety and training programs;
- Prepares and/or reviews correspondence;
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and recommendations for City Council and commission agenda items;
- Attends and conducts meetings as required.
- Completes annual documented performance appraisals of programs under their command and presents the findings to the TFD executive staff;
- Performs related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Equivalent to graduation from high school and an Associate's Degree is required.

A Bachelor's Degree related to the position is highly desirable.

Eight years (8) of service on the Torrance Fire Department and completion of probation as a Fire Captain.

License and/or Certificates

Must possess and maintain an appropriate, valid California driver's license.

Must possess and maintain a California Emergency Medical Technician (EMT) certification.

The following certificates are highly desirable:

Certified as a California Incident Command Certification System (CICCS) Engine/Crew Boss

California Company Officer Certification

California Chief Officer 3A- Human Resource Management

California Chief Officer 3B- Budget and Fiscal responsibilities

California Chief Officer 3C- General Administrative Functions

California Chief Officer 3D- Emergency Services Delivery

Intermediate ICS (I-300)

Firing Operations (S-219)

Basic Air Operations (S-270)

Intermediate Wildland Fire Behavior (S-290)

All-Risk Task Force/Strike Team Leader (AH-330)

Knowledge of

- Commission on Fire Accreditation International risk assessment, strategic planning, and self-assessment processes;
- Modern fire-fighting procedures, techniques and equipment;
- Local, state and national safety codes, regulations, ordinances and laws;
- Building materials and construction and of the principles of combustion;
- Mission driven leadership principles and practices;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Quality customer service.
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Plan, organize and direct platoon and/or division of a fire department;
- Develop a high level of situational awareness during emergency operations;
- Establish Command at all hazard responses;
- Develop clear incident strategy, tactics, and objectives;
- Develop an Incident Action plan;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;

- Develop and monitor the division budget and establish budgetary controls;
- Negotiate project or maintenance contracts on behalf of the division;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Operate a computer and other office equipment.

SPECIAL REQUIREMENTS

The work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

Physical Ability: Tasks involve the ability to exert physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 60 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors. Some tasks require the ability to perceive and distinguish sounds. Some tasks require visual perception and distinction. Some tasks require oral communications ability.

Environmental Factors: Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and traffic hazards.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Deputy Chief or Fire Chief.

ESTABLISHED/REVISED DATE

Established Date: June 2009

Revised Date: August 2021

Department Review Date: August 2023



City of Torrance
FIRE CHIEF, DEPUTY

CLASS CODE	7116	SALARY	\$15,482.00 Monthly \$185,784.00 Annually
BARGAINING UNIT	Fire Safety Management	REVISION DATE	September 01, 2009

DEFINITION

Under direction from the Fire Chief, plans, organizes and directs the activities of the Operations Division of the Fire Department which is responsible for preventing and extinguishing fires; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from the Fire Chief in that the incumbent is not responsible for managing the entire Fire Department. Distinguished from the Fire Battalion Chief in that the incumbent is responsible for the coordination and direction of the activities for all three Operations Division platoons. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Fire Chief, provides direct supervision to the Operations Division, Fire Battalion Chiefs and support staff. Provides technical supervision over the directors for each program within the Fire Department.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, and directs Operations Division personnel and activities in preventing and extinguishing fires; handling hazardous situations/materials; saving lives and property; and providing emergency medical services;
- Provides strategic command during major emergency incidents by managing the personnel, facilities and equipment of the Operations Division;
- Implements and enforces Departmental rules, regulations, policies and procedures to meet current and future needs of the City;
- Coordinates comprehensive training programs for Fire Department personnel to ensure departmental readiness in all situations;
- Recommends and reviews purchase of equipment and supplies;
- Provides Fire Department related information to the news media;
- Represents the Fire Department to other City Departments and at public functions;
- Prepares and maintains technical, budgetary, personnel and activity reports and records;
- Develops and monitors the division budget and establishes budgetary controls;
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating

personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;

- Prepares and/or reviews correspondence;
- Acts as Department liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
- Implements and maintains Federal, State and local mandates;
- Serves as Acting Fire Chief in the absence of the Fire Chief;
- Prepares reports and recommendations for City Council and commission agenda items;
- Attends and conducts meetings as required.

Examples of Other Duties

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

- On request, trains or sets up training programs for industrial plant fire forces;
- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Develops and reviews reports and other documents submitted by subordinates;
- Performs related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Ten years fire service experience and current rank of Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/ Public Administration or a related field may be substituted for three years of the required experience.

A Bachelor's degree in Fire Science/Public Administration or a related field is highly desirable.

License and/or Certificates

Must possess and maintain an appropriate, valid California driver's license. Certification as a Chief Officer issued by the California Office of the State Fire Marshal is highly desirable.

Knowledge of

- Principles, practices and techniques of fire department administration, organization and operation;
- Advanced methods and techniques of fire fighting, fire suppression and prevention, and handling of hazardous materials situations;
- Rules, regulations, policies and procedures of the Torrance Fire Department;
- Local, State and Federal safety codes, ordinances and laws;

- Management and supervisory principles and practices including the selection, training, evaluation and discipline of employees; and laws governing employee relations matters;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Applicable Federal, State and local regulations;
- High quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Plan, organize and direct a major unit of a fire department;
- Analyze emergency situations and direct emergency operations;
- Assess situations quickly and adopt effective courses of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement Department policy and programs to improve operations;
- Develop and monitor the division budget and establish budgetary controls;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other City employees, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Operate a computer and other office equipment.

SPECIAL REQUIREMENTS

Work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Chief.

ESTABLISHED/REVISED DATE

Revised Date: September 2009

POLICY OF THE CIVIL SERVICE COMMISSION

SUBJECT: POLICY ON TRANSFER OF INCUMBENT EMPLOYEES WITHOUT EXAMINATION

The following criteria shall be adhered to by the Civil Service Commission when considering requests for transfers of incumbents when positions are reclassified or reallocated under the provisions of Torrance Municipal Code Section 14.2.3.

1. Determinations of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.
2. That the incumbent has been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.
3. That the change of duties has occurred gradually over time.
4. That there is no evidence the change was created as a subterfuge to circumvent the examination process.
5. That the salary level of the new position is a consideration in making a determination.
6. That no current eligible list exists for the new class.

Adopted July 12, 1982
Modified May 12, 1997
Modified May 24, 2021

SECTION 14.2.3. - ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.

(Amended by O-3486)

The Personnel Director, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission. The Commission shall submit its action on such recommendation to the City Council. The City Council shall make the final decision.

- a) Any employee shall have the right to the consideration of any request he may have with respect to a change in the classification of his position. He shall submit his request in writing to his department head, who shall make recommendations and comments as to what action should be taken. The request, with departmental recommendations, shall be submitted to the Personnel Director for review with a copy of such recommendation returned to the employee.
- b) A department head or a representative of a recognized employee organization may initiate a request for a study of an individual position or positions by submitting such request to the Personnel Director for review and recommendation.
- c) When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Civil Service Commission shall allocate or re-allocate the affected positions in the same manner as the original allocations are made. When the classification or allocation of a position is changed in accordance with this rule and the new status of the position is approximately equal to its former status, the Civil Service Commission may approve the transfer of the incumbent of the position in its former status to the position in its new status. When the new status of such a position is higher than the former status, the Civil Service Commission may approve the promotion of the incumbent of the position in its former status to the position in its new status if the employee passes successfully a promotional examination of the same degree of difficulty as an open competitive examination for the same class.

CITY OF TORRANCE
 Organizational Chart
 Fire Department

