

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**  
**REVISED**  
**MONDAY, SEPTEMBER 09, 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 Thursday, September 05, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 Lead Airport Worker.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Lead Airport Worker examination on a promotional basis if four (4) applications are filed and accepted consisting of an Application Review (Qualifying), Written Test (40%), and an Oral Interview (60%), or on an open continuous basis if less than four (4) applications are filed and accepted. 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, September 23, 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 LEAD AIRPORT WORKER**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Lead Airport Worker examination on a promotional basis if four (4) applications are filed and accepted consisting of an Application Review (Qualifying), Written Test (40%), and an Oral Interview (60%), or on an open continuous basis if less than four (4) applications are filed and accepted. Staff is requesting approval for a six-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Lead Airport Worker. There is one (1) current vacancy in the General Services Department, Airport Division due to a retirement.

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


The previous examination in 2017 was weighted as follows: Application Review (Qualifying), Written Test (40%), and Oral Interview (60%). There will be no change in the exam types and weights.

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


Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By

  
\_\_\_\_\_  
Leallani Stewart  
Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

Attachment: A) Lead Airport Worker Class Specification



City of Torrance  
**AIRPORT WORKER, LEAD**

<b>CLASS CODE</b>	5705	<b>SALARY</b>	\$26.81 - \$34.23 Hourly \$4,647.07 - \$5,933.20 Monthly \$55,764.80 - \$71,198.40 Annually
<b>BARGAINING UNIT</b>	Torrance Municipal Employees (AFSCME Local 1117)	<b>REVISION DATE</b>	March 01, 2014

**DEFINITION**

Under general supervision, assists, leads, instructs, directs and monitors the work of a crew engaged in the daily operations of the Torrance Airport; coordinates contracted work; and ensures enforcement of airport rules and regulations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

Incumbents in this classification are distinguished from the Airport Worker by the responsibility for crew leadership and the safety of the assigned work site; the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating schedules.

This classification is distinguished from the classification of Business Manager who has full supervisory responsibility for the performance of the crew and overall responsibility for Airport operations and administration; while the Lead Airport Worker has responsibility for the leadership of an assigned crew and job site safety; full supervisory responsibility for crew performance remains with the Business Manager.

Receives supervision from the Business Manager; provides technical supervision to Airport Worker.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Leads, instructs, assigns and assists a crew engaged in the daily operations of the Torrance Airport; ensures adequate staff to cover all work shifts of airport operations and security; oversees the collection of fees; and prepares and maintains operational records;
- Confers with supervisor relative to crew member performance and on deviations from work schedules or assignments;
- Assists customers, pilots and the general public by providing information regarding airport operations, runway length, wind conditions, etc.; and explains and enforces airport rules and regulations;
- Inspects the work in progress and upon completion, including work performed by subordinate staff and outside contractors; ensures the quality and compliance with FAA regulations, standards, and safety requirements; and approves project completion;
- Inspects and evaluates airport grounds, equipment and facilities including runways, buildings, lights, fences, pavement and landscaping; identifies needed repair, replacement and maintenance and preventive

maintenance; estimates costs; prioritizes and assigns work; and coordinates work performed by outside contractors;

- Responds to airport emergencies as needed, including those emergencies that occur during off duty hours; and directs personnel in airport emergencies;
- Cleans drains, drainage areas and ditches and makes minor repairs to drains and headwalls for flood control;
- Performs minor service and repairs on airport equipment such as vehicles and power tools;
- Operates local government radio base station and mobile radios, maintaining communications at all times with FAA personnel in the Airport Control Tower;
- Ties down transient and permanently based aircraft in assigned spaces when necessary; assigns transient aircraft temporary parking spaces; collects transient tie down fees and maintains records of transient aircraft using the airport;
- Conducts a daily aircraft tie down inventory;
- Closes runways or the airport as required;
- Performs airport security functions by opening and closing gates and monitoring hangar and tie down areas;
- Prepares reports and various forms incidental to airport operations, maintenance and security.

### **Examples of Other Duties**

*While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Conducts tours of the airport as requested;
- Issues Notices to Airmen (NOTAMS) as required;
- Prepares written and oral reports on airport operations as needed;
- Conducts equipment safety training;
- Performs other duties as assigned.

## **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:*

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; vocational/technical training in airport operations and safety and a minimum of three (3) years of responsible experience performing airport operations.

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

Possess and maintain a valid California Driver license of appropriate class or grade with appropriate endorsements as required by work assignment.

### **Knowledge of**

- Airport operating policies, procedures and regulations;
- Principles, practices and techniques of airport operations and maintenance activities including safety practices used in airport construction and maintenance activities;
- Principles of supervision;
- Basic mathematics;
- Standard departmental work procedures;
- Effective public service techniques;

- Defensive driving practices;
- City and Department Mission including strategic goals and objectives; and
- General City operations.

#### **Ability to**

- Operate all airport equipment and related tools, including modern office equipment, computers and software applications;
- Plan, schedule, inspect, monitor and assist the work of an assigned crew;
- Inspect airport equipment, facilities and grounds; to identify needed repairs and maintenance; and to plan, coordinate and supervise airport construction and maintenance work;
- Assist and provide service to pilots, airport customers and the general public; and to explain and enforce airport rules and regulations;
- Read and interpret plans and specifications;
- Physically perform sustained manual labor;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments;
- Operate vehicles with automatic transmissions observing legal and defensive driving practices;
- Effectively follow oral and written instructions;
- Identify and effectively resolve technical problems related to work assignments;
- Understand, follow and instruct others on work safety procedures and practices;
- Develop and maintain time and material records and produce a variety of reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work;
- Work any shift including evenings, nights, weekends, and holidays.

#### **SPECIAL REQUIREMENTS**

##### **Physical Requirements**

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-45 pounds).

##### **Sensory Requirements**

Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

##### **Work Environment**

Tasks may risk exposure to dust, pollen, machinery, odors, fumes, vibrations, and temperature and noise extremes.

**May be required to be available to respond during off duty hours.**

#### **CAREER LADDER INFORMATION**

Experience gained in this classification in addition to training and course work may serve to meet the minimum qualification guidelines for Business Manager.

#### **ESTABLISHED/REVISED DATE**

Revised Date: March 2014

Department Review Date: August 2024