

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, NOVEMBER 18, 2024
SPECIAL 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, November 14, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Finance Director.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Finance Director examination on an open 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

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, November 25, 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 FINANCE DIRECTOR

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body recommend to the City Council to approve conducting the Finance Director examination on an open 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 Finance Director. The current Finance Director has decided to resign from the position creating an immediate need to conduct an examination for Finance Director.

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

Similar to other Department Head examinations, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and an Oral Interview (100%).

Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. Since there is not a sufficient pool of internal candidates to qualify for a promotional recruitment; an open recruitment is recommended.

Respectfully submitted,

By  _____
Hedeh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Finance Director Class Specification



City of Torrance
FINANCE DIRECTOR

| | | | |
|------------------------|-------------------------------------|----------------------|---|
| CLASS CODE | 1279 | SALARY | \$17,467.00 - \$25,846.00 Monthly \$209,604.00 - \$310,152.00 Annually |
| BARGAINING UNIT | Executive & Management Employees | REVISION DATE | September 01, 2020 |

DEFINITION

Under general administrative direction, plans, organizes, directs, and integrates departmental functions which include: auditing and accounting services, budget management, risk management, financial reporting, debt issuance, payroll operations, purchasing, revenue and billing operations, insurance, worker's compensation, cash management, and utility billing. Represents the Department to City management, the City Council and the community; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Finance Director is distinguished from other department heads by the specific areas of responsibility described above and by method of appointment in that, according to City Charter, the Finance Director is appointed by the City Council upon the recommendation of the City Manager. Distinguished from the Assistant Finance Director and division managers in that the incumbent is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Receives general administrative direction from the City Manager; exercises direct supervision over division managers, professional and supervisory positions and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES

- Directs, plans, and organizes, through subordinate staff the policies and procedures governing the operation of the Department, which currently includes; auditing and accounting services, budget management, risk management, financial reporting, debt issuance, payroll operations, purchasing, revenue and billing operations, insurance, worker's compensation, cash management, and utility billing;
- Provides administrative direction to the Department in areas of professional financial expertise, budgeting and planning, debt management, and personnel training and development;
- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards;
- With managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities;
- Ensures compliance with legislative, regulatory and judicial mandates, regulations and professional standards;
- Manages and directs the City budget, includes revenue forecasting; Departmental budget reviews and budget recommendations to the City Manager; supports the City Manager in presentation of the budget and

- capital improvement programs to City Council and other committees;
- Reviews, evaluates and recommends improvements to citywide administrative and financial internal controls, systems, and procedures;
- Manages and directs the preparation and publication of all required governmental reports, regarding the financial condition of the City;
- Provides oversight for the management of the City's cash flow, banking and debt management program;
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development;
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies;
- Provides leadership and works with managers to develop and retain highly competent and customer service oriented staff through selection, compensation, training, and management practices which support the City's mission and values;
- Participates directly, and across departmental lines, in significant projects, acquisitions, and negotiations that have fiscal and/or financial implications for the City;
- Manages the collection of all taxes, special assessments, utility charges, license fees, and other revenues collectible by the City;
- Participates in the general administration of the City as a member of the executive team by providing input into problem-solving and decision-making process;
- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Integrates the efforts and results of managers in the Finance Department.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required.
- Participates on external committees, boards, and task forces as appropriate.

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.

- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
- Acts as the 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.
- Reviews reports and other documents submitted by subordinates.
- Performs other 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:

Graduation from a recognized four-year college or university with a major in accounting, finance, business administration, or a closely related field, and; eight years of progressively responsible financial experience in accounting, budgeting, or auditing, preferably in a governmental agency which includes at least three years of management experience of a major financial function or division, or in the management of financial audits of local government entities.

Possession of a Master's Degree in Accounting, Finance, Business or Public Administration or a Certified Public Accountant may be substituted for one year of the required experience.

Licenses and Certificates:

Valid California Class C Drivers' License.

Certification as Certified Public Accountant (CPA); Certified Management Accountant; or Graduate Degree in related field is desirable.

Knowledge of

- Governmental accounting principles and practices, taxation and finance; GAAP and GASB accounting standards and pronouncements, financial management and administration including enterprise and internal service;
- Municipal strategies and practices; debt management and financial analysis, including revenue forecasting and long range planning; pooled cash; and fixed income investments;
- Municipal financing techniques including bonds, assessment districts, fees, lease/purchases, and private/public partnerships;
- Laws and ordinances relating to the financial administration of public agencies;
- Principles and practices and techniques of a comprehensive risk management program;
- Workers' Compensation laws, rules and regulations and jurisdiction, functions and procedures of the Workers' Compensation Appeals Board (WCAB);
- Evaluates the City's financial needs and recommends and implements solutions;
- City functions and associated financial management and reporting issues;
- Principles of supervision, training and performance evaluation, organizational development and management;
- Quantitative analysis methods;
- Basic internal control procedures;
- City and department mission, including strategic goals and objectives;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Plan, organize, and direct the activities of a centralized financial services department;
- Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes;
- Analyze complex financial matters, evaluate alternative solutions, develop sound conclusions, and recommend an appropriate course of action;
- Develop and explain summaries of financial analysis, prepare narrative, statistical and technical reports; analyze existing systems, processes and procedures and modify/develop changes as necessary;
- Gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing.
- Interpret and apply Memorandums of Understanding, City ordinances, and administrative rules and regulations affecting financial operations and personnel matters;
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

- Demonstrate proficiency in software in use by the City, including by not limited to: spreadsheets, databases, and presentation software.

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 of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. Work may be required on evenings and weekends as needed.

ESTABLISHED/REVISED DATE

Revised Date: April 1986

Revised Date: September 2020

Dept. Review Date: October 2024