

In compliance with Governor Newsom's Executive Order N-29-20, which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), and the County of Los Angeles Public Health Officer's Reopening Safer at Work and in the Community for Control of COVID-19 Blueprint for a Safer Economy – Orange Tier Risk Reduction Measures (issued April 2, 2021), members of the Torrance Civil Service Commission and staff will participate in this meeting via teleconference or other electronic means in our continuing effort to practice social distancing to reduce the spread of COVID-19.

PARTICIPATE BEFORE THE MEETING by emailing CivilServiceCommission@TorranceCA.Gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/34grQR4>

Phone number: 1-669-900-9128

Meeting ID: 962 1061 2400

Passcode: 130924

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

AMENDED

MONDAY, APRIL 12, 2021

REGULAR MEETING

6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS

CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Adelsman, Dean, FoxWood, Herring, Shwartz, Wright, Chair Lewis

2. FLAG SALUTE:

3. REPORT 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, April 8, 2021 /s/ Rebecca Poirier

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. 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 3 minutes per speaker. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.

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 Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of February 8, 2021, February 22, 2021 and March 1, 2021. (*Minutes provided to Commission members only, copies available in the Personnel Building*).

6B. Accept and File Employee Transition Report for February and March 2021.

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of February and March 2021.

6C. Approve the Examination for Recreation Services Manager.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Recreation Services Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a one year eligible list.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

8. HEARINGS

8A. Appeal of Discipline of a Torrance Police Officer (1).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Civil Service Commission Meeting to Monday, April 26, 2021, at 6:00 p.m.

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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR FEBRUARY AND MARCH 2021

RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of February and March 2021.

BACKGROUND/ANALYSIS:

The Employee Transition Report for February and March 2021 is attached for your information and review.

Respectfully submitted,



Jennica Chaparro
Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for February and March 2021

**EMPLOYEE TRANSITION REPORT
FEBRUARY AND MARCH 2021**

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Account Clerk	Finance	Senior Account Clerk	Finance
Administrative Assistant	Community Services	Human Resources Technician	Human Resources
Administrative Assistant	Human Resources	Staff Assistant	City Manager's Office
Customer Service Representative	General Services	Administrative Assistant	Finance
Police Services Supervisor	Police	Administrative Services Manager	Police
Accounting Manager	Finance	Assistant Finance Director	Finance
Engineering Manager	Public Works	Deputy Public Works Director	Public Works
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Management Aide	City Manager's Office	Management Assistant	Communications & Information Technology
Public Safety Dispatcher	Police	Public Safety Communications Supervisor	Police
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Traffic Signal Technician	Public Works	Traffic & Lighting Supervisor	Public Works

INTERNAL TRANSFERS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Administrative Analyst	Communications & Information Technology	Administrative Analyst	Fire

NEW HIRES

TITLE	DEPARTMENT
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire

NEW HIRES (CONT.)

Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Assistant Pool Manager	Community Services
Custodian	General Services
Custodian	General Services
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Mechanic	General Services
Police Cadet	Police
Police Cadet	Police
Police Officer Lateral	Police
Police Officer Lateral	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Police Recruit/Trainee	Police
Sanitation Equipment Operator	Public Works

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR RECREATION SERVICES MANAGER

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Recreation Services Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a one year eligible list.

SALARY:

\$11,208 (Minimum) – \$13,450 (Reference) – \$15,468 (Maximum) per month.

BACKGROUND/ANALYSIS:


There is no current eligible list for the classification of Recreation Services Manager. There is a vacancy due to retirement.

The class specification has been reviewed by the Community Services Director and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

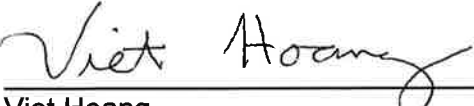
The previous examination in 2008 was weighted as follows: In-Basket Performance Test (40%) and Oral Interview (60%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By 
Kelsie B. Winders
Human Resources Analyst

CONCUR:


Viet Hoang
Assistant to the City Manager


Brianne Cohen
Civil Service Manager



RECREATION SERVICES MANAGER

Class Code:
9027

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Revision Date: Oct 1, 2005

SALARY RANGE

\$11,208.00 - \$13,450.00 Monthly
\$134,496.00 - \$161,400.00 Annually

DEFINITION:

Under general direction, plans, organizes and directs the activities of the division including the development and implementation of City-wide recreation programs; and performance related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Recreation Services Manager is distinguished from the Community Services Director in that the incumbent does not have responsibility for the entire department and is distinguished from Sr. Recreation Supervisors in that the incumbent is responsible for managing the entire division. 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.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans, assigns and manages through supervisors, the activities of the Recreation Division;

- 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;
- Provides leadership, maintains effective employee relations and works with other department managers in the development and retention of competent personnel;
- Develops, implements and evaluates division plans, policies and procedures to achieve annual goals and objectives;
- Develops and monitors the division budget and establishes budgetary controls;
- Develops short-and long-range plans for maximizing resources and services available to the public;
- Assesses community needs and trends; projects future demographic changes and resulting needs; develops long range strategies for programs based upon changes;
- Attends various City Council, Commission, and community and staff meetings as required;
- Administers safety and training programs;
- Prepares and/or reviews correspondence;
- Provides staff support to citizen advisory bodies appointed by the City Council (i.e., Parks and Recreation Commission, Youth Council and Senior Citizens' Council);
- 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.

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:

- Conduct and/or attend meetings as required;
- Participates on external committees, boards, and task forces, etc., as appropriate;
- Responds to citizen inquiries and resolves difficult and sensitive complaints;
- Perform 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:

Bachelor's Degree from a college or university in Public Administration, Business Administration, Recreation or a related field and four (4) years of progressively responsible professional Recreation experience which includes at least one (1) year of supervisory experience of a major program.

Specific and substantial experience, in addition to the four (4) years required, which prepares one to perform the job duties may be substituted for the education on a year for year basis

License and/or Certificates

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

Knowledge of

- Theories, principles, operational practices and trends of public recreation program administration, including laws, regulations, and safety measures used in the operation of recreational programs;
- Principles of customer service and public relations;
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration;
- Principles of public relations;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Applicable Federal, State and local regulations;
- 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

- 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;
- 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;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- 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;
- Prepare and monitor a preventative maintenance program;
- Read and interpret plans and specifications;
- Operate a computer and other office equipment.

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 data entry and the use of

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.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Community Services Director.

ESTABLISHED/REVISED DATE:

Revised Date: October 2005
Department Review Date: April 2021