

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 26, 2021
REGULAR MEETING
6:00 P.M. IN COUNCIL CHAMBERS
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, Dean, Hamada, Herring, Lewis, Sasaki, Chair Shwarts

2. FLAG SALUTE:

3. REPORT OF THE CITY CLERK 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, July 22, 2021

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

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. 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 Public Works Supervisor (Sanitation).

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Supervisor examination on a promotional basis provided that a minimum of 4 (four) applications are filed and accepted from City employees. If less than 4 (four) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open competitive basis consisting of the following exam components and weights: Written Test (60%) and an Oral Interview (40%). Staff is requesting approval for a 6-month eligible list.

6B. Approve the Examination for Public Works Supervisor (Streetscape).

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Supervisor examination on a promotional basis provided that a minimum of 4 (four) applications are filed and accepted from City employees. If less than 4 (four) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open competitive basis consisting of the following exam components and weights: Written Test (60%) and an Oral Interview (40%). Staff is requesting approval for a 6-month eligible list.

6C. Approve the Examination for Recreation Supervisor.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Recreation Supervisor 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.

6D. Approve the Examination for Senior Recreation Supervisor.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Recreation Supervisor 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

7A. Approve Proposed Class Specification for Policy and Resources Specialist.

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Policy and Resources Specialist and forward it to City Council for approval.

7B. Conduct Civil Service Commission Workshop.

8. HEARINGS

No Business to Consider.

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Civil Service Commission Meeting to Monday, August 9, 2021, at 6:00 p.m.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS SUPERVISOR (SANITATION)

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Supervisor examination on a promotional basis provided that a minimum of 4 (four) applications are filed and accepted from City employees. If less than 4 (four) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open competitive basis consisting of the following exam components and weights: Written Test (60%) and an Oral Interview (40%). Staff is requesting approval for a 6-month eligible list.

SALARY:

\$33.33 - \$35.01 - \$36.76 - \$38.61 - \$42.59 per hour.


BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Public Works Supervisor (Sanitation). There will be one vacancy in Sanitation due to an anticipated retirement.

The class specification has been reviewed by the Public Works Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached class specification.

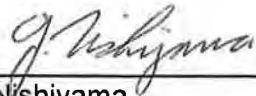
Staff recommends conducting the examination for Public Works Supervisor (Sanitation) on a promotional basis provided there are four (4) applications filed and meet the qualifications. If less than 4 (four) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open competitive basis. The previous examination in 2015 was conducted on a promotional basis and weighted as follows: Written Test (60%) and an Oral Interview (40%). There will be no change to the exam types and weights.

Respectfully submitted,

By 

Kelli Lee
Human Resources Senior Management Associate

CONCUR:



Jason Nishiyama
Interim Enterprise Risk and Human Resources Administrator



Brianne Cohen
Civil Service Manager

Attachment: A) Public Works Supervisor Class Specification



PUBLIC WORKS SUPERVISOR

Class Code:
5347

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Established Date: Sep 1, 2003
Revision Date: Aug 1, 2018

SALARY RANGE

\$33.33 - \$42.59 Hourly
\$5,777.20 - \$7,382.27 Monthly
\$69,326.40 - \$88,587.20 Annually

DEFINITION:

Under direction, supervises assigned programs and/or services in the Sanitation, Street Operations, or Landscape Divisions of the Public Works Department. Assigned programs and/or services include refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or the maintenance and repair of all roadway improvements and paved surfaces, including tree trimming, removals and landscape median maintenance within the street right-of-way or other easements. Work involves planning, prioritizing and scheduling assigned program and/or services; supervising work crews engaged in daily operations; reviewing and approving completed activity; obtaining, allocating and maximizing resources; and preparing and maintaining operational and administrative records. Performs related activities as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Lead Maintenance Worker in that the Public Works Supervisor is responsible for multiple work crews including the supervision of Lead Maintenance Workers assigned to direct a single crew. Distinguished from the Sanitation Services Manager, Street Operations Manager, and Landscape Manager/City Arborist in that the incumbent is not responsible for managing an entire division within the Public Works Department.

The Public Works Supervisor supervises work crews engaged in daily operations for their assigned division. The Public Works Supervisor reports to a Division Manager (Sanitation Services Manager, Street Operations Manager, or Landscape Manager/City Arborist).

EXAMPLES OF ESSENTIAL DUTIES:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, coordinates and supervises daily operations and activities of assigned work crews engaged in sanitation, operations, or landscape activities;
- Supervises programs and services including refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or repair of all roadway elements within the street right-of-way or other easements, including roadway improvements and other paved surfaces, curb, gutter, sidewalk, street tree trimming and replacement and maintenance of medians/parkways and other related improvements; plans daily operations; assigns work to crew members;
- Obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews; supervises the work of subordinate staff; reviews and evaluates work in progress and upon completion; approves final work product; ensures work adheres to quality standards and safety practices; may provide project parameters and inspect the work of contractors;
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and makes recommendations regarding leaves, disciplinary matters and other personnel actions to division head;
- Conducts inspections of assigned refuse collection routes, City, rights of way, streets and/or landscape; assesses conditions and needs pertaining to assigned programs and services; completes records of findings; identifies needed sanitation, operations, or landscape work/services as appropriate.
- Prioritizes projects and/or services; estimates costs and needed equipment, materials and manpower; and establishes project and/or service schedules;
- Supervises the maintenance of assigned tools and equipment used in performing daily operations and services; schedules and coordinates preventive maintenance and repair; replaces broken or damaged tools and equipment, ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies;
- Provides information, assistance and directions to the general public regarding assigned operations, maintenance, services and projects;
- Interprets policies and procedures; investigates complaints; discusses service requests; may discuss City policies, contract requirements, and other project related issues with contractors; and may represent the City in matters pertaining to the performance of contractors on assigned projects;
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to division head, director and other City officials as required; and maintains operational records and files;
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance and /or service needs; identifies and/or refers issues to other department supervisors as appropriate; and establishes effective working relationships with City personnel and other agencies.

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.

- Serves on boards, teams and committees as assigned. May represent the division and/or department at public meetings, etc., as required;
- Performs other duties as assigned.

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 equivalent; and three years of progressively responsible experience with at least two of the three years directly related to the assigned area of operation (i.e., sanitation, operations or landscape.)

Formal technical training in a relevant field is preferred.

One year of supervisory or lead work experience is preferred.

Licenses and/or Certificates

Must maintain and possess the following:

Requires a valid California commercial driver's license with appropriate endorsements.

Knowledge of

- Policies, procedures, equipment, materials, techniques and technological aspects pertaining to assigned division programs, activities and services (Sanitation, Street Operations, or Landscape Divisions);
- Principles of supervision, training and employee relations;
- Safety hazards and proper safety procedures, protective equipment and policies;
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic;
- Report writing techniques;
- Software applications currently in use by the Department, including word-processing, spreadsheet and database applications;
- Principles of customer relations;
- City policies and procedures affecting departmental operations;
- General City operations.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff and handling grievances;
- Operate radios, modern office equipment, computers and software applications.
- Operate assigned tools, equipment and vehicles for the purpose of training staff and demonstrating proper techniques;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Establish effective working relationships with City officials, contractors, employees and the general public;
- Accurately complete departmental reports, forms and necessary documentation;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports;
- Understand and carry out oral and written directions;
- Maintain accurate records of time, materials and equipment.

SPECIAL REQUIREMENTS:

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

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 in addition to training and course work may serve to meet the minimum requirements for promotion to Sanitation Services Manager, Street Operations Manager or Landscape Manager/City Arborist.

ESTABLISHED/REVISED DATE:

Established Date: September 2003

Revised Date: August 2018

Review Date: July 2021

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS SUPERVISOR (STREETSCAPE)

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Supervisor examination on a promotional basis provided that a minimum of 4 (four) applications are filed and accepted from City employees. If less than 4 (four) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open competitive basis consisting of the following exam components and weights: Written Test (60%) and an Oral Interview (40%). Staff is requesting approval for a 6-month eligible list.

SALARY:

\$33.33 - \$35.01 - \$36.76 - \$38.61 - \$42.59 per hour.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Public Works Supervisor (Streetscape). There is one vacancy in Streetscape due to a promotion of an incumbent.

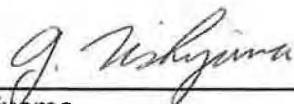
The class specification has been reviewed by the Public Works Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached class specification.

Staff recommends conducting the examination for Public Works Supervisor (Streetscape) on a promotional basis provided there are four (4) applications filed and meet the qualifications. If less than 4 (four) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open competitive basis. The previous examination in 2014 was conducted on a promotional basis and weighted as follows: Written Test (60%) and an Oral Interview (40%). There will be no change to the exam types and weights.

Respectfully submitted,

By 
Kelli Lee
Human Resources Senior Management Associate

CONCUR:


Jason Nishiyama
Interim Enterprise Risk and Human Resources Administrator


Brianne Cohen
Civil Service Manager

Attachment: A) Public Works Supervisor Class Specification

6B



PUBLIC WORKS SUPERVISOR

Class Code:
5347

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Established Date: Sep 1, 2003
Revision Date: Aug 1, 2018

SALARY RANGE

\$33.33 - \$42.59 Hourly
\$5,777.20 - \$7,382.27 Monthly
\$69,326.40 - \$88,587.20 Annually

DEFINITION:

Under direction, supervises assigned programs and/or services in the Sanitation, Street Operations, or Landscape Divisions of the Public Works Department. Assigned programs and/or services include refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or the maintenance and repair of all roadway improvements and paved surfaces, including tree trimming, removals and landscape median maintenance within the street right-of-way or other easements. Work involves planning, prioritizing and scheduling assigned program and/or services; supervising work crews engaged in daily operations; reviewing and approving completed activity; obtaining, allocating and maximizing resources; and preparing and maintaining operational and administrative records. Performs related activities as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Lead Maintenance Worker in that the Public Works Supervisor is responsible for multiple work crews including the supervision of Lead Maintenance Workers assigned to direct a single crew. Distinguished from the Sanitation Services Manager, Street Operations Manager, and Landscape Manager/City Arborist in that the incumbent is not responsible for managing an entire division within the Public Works Department.

The Public Works Supervisor supervises work crews engaged in daily operations for their assigned division. The Public Works Supervisor reports to a Division Manager (Sanitation Services Manager, Street Operations Manager, or Landscape Manager/City Arborist).

EXAMPLES OF ESSENTIAL DUTIES:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, coordinates and supervises daily operations and activities of assigned work crews engaged in sanitation, operations, or landscape activities;
- Supervises programs and services including refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or repair of all roadway elements within the street right-of-way or other easements, including roadway improvements and other paved surfaces, curb, gutter, sidewalk, street tree trimming and replacement and maintenance of medians/parkways and other related improvements; plans daily operations; assigns work to crew members;
- Obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews; supervises the work of subordinate staff; reviews and evaluates work in progress and upon completion; approves final work product; ensures work adheres to quality standards and safety practices; may provide project parameters and inspect the work of contractors;
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and makes recommendations regarding leaves, disciplinary matters and other personnel actions to division head;
- Conducts inspections of assigned refuse collection routes, City, rights of way, streets and/or landscape; assesses conditions and needs pertaining to assigned programs and services; completes records of findings; identifies needed sanitation, operations, or landscape work/services as appropriate.
- Prioritizes projects and/or services; estimates costs and needed equipment, materials and manpower; and establishes project and/or service schedules;
- Supervises the maintenance of assigned tools and equipment used in performing daily operations and services; schedules and coordinates preventive maintenance and repair; replaces broken or damaged tools and equipment, ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies;
- Provides information, assistance and directions to the general public regarding assigned operations, maintenance, services and projects;
- Interprets policies and procedures; investigates complaints; discusses service requests; may discuss City policies, contract requirements, and other project related issues with contractors; and may represent the City in matters pertaining to the performance of contractors on assigned projects;
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to division head, director and other City officials as required; and maintains operational records and files;
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance and /or service needs; identifies and/or refers issues to other department supervisors as appropriate; and establishes effective working relationships with City personnel and other agencies.

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.

- Serves on boards, teams and committees as assigned. May represent the division and/or department at public meetings, etc., as required;
- Performs other duties as assigned.

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 equivalent; and three years of progressively responsible experience with at least two of the three years directly related to the assigned area of operation (i.e., sanitation, operations or landscape.)

Formal technical training in a relevant field is preferred.

One year of supervisory or lead work experience is preferred.

Licenses and/or Certificates

Must maintain and possess the following:

Requires a valid California commercial driver's license with appropriate endorsements.

Knowledge of

- Policies, procedures, equipment, materials, techniques and technological aspects pertaining to assigned division programs, activities and services (Sanitation, Street Operations, or Landscape Divisions);
- Principles of supervision, training and employee relations;
- Safety hazards and proper safety procedures, protective equipment and policies;
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic;
- Report writing techniques;
- Software applications currently in use by the Department, including word-processing, spreadsheet and database applications;
- Principles of customer relations;
- City policies and procedures affecting departmental operations;
- General City operations.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff and handling grievances;
- Operate radios, modern office equipment, computers and software applications.
- Operate assigned tools, equipment and vehicles for the purpose of training staff and demonstrating proper techniques;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Establish effective working relationships with City officials, contractors, employees and the general public;
- Accurately complete departmental reports, forms and necessary documentation;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports;
- Understand and carry out oral and written directions;
- Maintain accurate records of time, materials and equipment.

SPECIAL REQUIREMENTS:

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

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 in addition to training and course work may serve to meet the minimum requirements for promotion to Sanitation Services Manager, Street Operations Manager or Landscape Manager/City Arborist.

ESTABLISHED/REVISED DATE:

Established Date: September 2003

Revised Date: August 2018

Review Date: July 2021

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR RECREATION SUPERVISOR

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Recreation Supervisor 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:

\$27.09 - \$28.48 - \$29.89 - \$31.39 - \$32.18 - \$32.99 - \$33.79 per hour.

BACKGROUND/ANALYSIS:

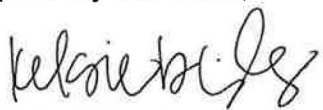
There is no current eligible list for the classification of Recreation Supervisor. There is a vacancy due to a retirement.

The class specification has been reviewed by the Recreation Manager 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 attached class specification.

The previous examination in 2018 was weighted as follows: A Supplemental Application (Qualifying), a Performance Test/Work Sample (30%) and an Oral Interview (70%). 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%). The interview will test the candidates' preparation for the position, technical skills, and oral communication skills.


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:


Jason Nishiyama
Interim Enterprise Risk & Human Resources
Administrator


Brianne Cohen
Civil Service Manager

Attachment: A) Recreation Supervisor Class Specification



RECREATION SUPERVISOR

Class Code:
9023

Bargaining Unit: Torrance Professional
Park & Recreation Employees
Organization

CITY OF TORRANCE
Revision Date: Dec 1, 2000

SALARY RANGE

\$27.09 - \$33.79 Hourly
\$4,695.60 - \$5,856.93 Monthly
\$56,347.20 - \$70,283.20 Annually

DEFINITION:

Under supervision (tasks and work assignment), plans, organizes and conducts recreation programs and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Senior Recreation Supervisor in that the incumbent is not accountable for the total operation of a section within a division including budget preparation and implementation; does not have direct accountability for the assessment of community program needs; does not supervise other full time personnel. Distinguished from seasonal recurrent in that the incumbent is not a paraprofessional part time employee.

EXAMPLES OF ESSENTIAL DUTIES:

- Conducts recreation programs and supervises part time employees involved in such programs;
- Engages in direct contact with program participants and the general public;
- Trains recurrent personnel and evaluates staff performance;
- Enforces safety standards;

- Schedules recreation activities at appropriate facilities; initiates program publicity;
- Makes recommendations to supervisors regarding community needs;
- Conducts studies and writes reports; makes budget recommendations and assists in budget implementation;
- Recommends the purchase of necessary equipment and supplies.

QUALIFICATION GUIDELINES:

Education and Experience

Graduation from college with a degree in Recreation, or related field, or completion of required coursework within a recreation related specialty, or specific and substantial full-time experience which prepares one to function in this position may be substituted for the required education on a year-for-year basis. Related part-time experience will be credited in proportion to the average amount of time worked per year.

No specific minimum of experience.

License Required

A valid California Motor Vehicle Operators Class 3 License.

Knowledge of

- Theories and principles of supervised recreation activities;
- Methods and means of identifying recreation resources and neighborhood interests;
- Recreational and leisure time activities for all age groups;
- Training, counseling and selection methods;
- First aid.

Ability to

- Organize and conduct recreational activities for groups and individuals;
- Train and supervise part time employees and volunteers;
- Render first aid;
- Keep records;
- Establish and maintain effective working relationships with the public and with other City personnel.

ESTABLISHED/REVISED DATE:

Revised Date: December 2000
Department Review Date: July 2021

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR RECREATION SUPERVISOR

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Recreation Supervisor 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:

\$34.89 - \$36.64 - \$38.43 - \$40.39 - \$41.37 - \$42.45 - \$43.44 per hour.

BACKGROUND/ANALYSIS:


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

The class specification has been reviewed by the Recreation Manager 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 attached class specification.

The previous examination in 2019 was weighted as follows: Application Review (Qualifying), Written Test (30%), Performance Test/Job Simulation (30%) and an Oral Interview (40%). 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%). The interview will test the candidates' preparation for the position, technical skills, and oral communication skills.

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:



Jason Nishiyama
Interim Enterprise Risk & Human Resources
Administrator



Brianne Cohen
Civil Service Manager

Attachment: A) Senior Recreation Supervisor Class Specification

6D



RECREATION SUPERVISOR, SENIOR

Class Code:
9026

Bargaining Unit: Torrance Professional
Park & Recreation Employees
Organization

CITY OF TORRANCE
Revision Date: Jul 1, 1982

SALARY RANGE

\$34.89 - \$43.44 Hourly
\$6,047.60 - \$7,529.60 Monthly
\$72,571.20 - \$90,355.20 Annually

DEFINITION:

Under program supervision plans, organizes, and supervises a section of the Park and Recreation Department; supervises full time professional personnel; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Recreation Services Manager in that an incumbent is not accountable for the operation of an entire departmental division; distinguished from Recreation Supervisor in that the incumbent does not have regular direct contact with program participants and the general public; does not regularly conduct recreation activities; does not supervise only recurrent personnel.

EXAMPLES OF ESSENTIAL DUTIES:

- Supervises recreation programs in a section of the Park and Recreation Department;
- Trains full time and recurrent personnel and evaluates their performance;
- Assists in preparation and administration of budget; schedules recreation activities and personnel;

- Orders the purchase of necessary equipment and supplies;
- Accountable for section's safety program;
- Conducts studies and writes reports regarding recreation and leisure time programs.

QUALIFICATION GUIDELINES:

Education and Experience

Graduation from college with a degree in Recreation, or related field, or completion of required coursework within a recreation related specialty, or specific and substantial full-time experience which prepares one to function in the position may be substituted for the required education on a year-for-year basis. However, this substitution must be in addition to the experience requirement. Related part-time experience will be credited in proportion to the average amount of time worked per year.

Two years of full time professional experience in the field of recreation.

License Required

A valid California Motor Vehicle Operators Class 3 License.

Knowledge of

- Theories and principles of supervised recreation activities;
- Theories and methods of supervising community recreation programs and recreation personnel;
- Types of facilities, materials and equipment needed for various recreational activities;
- Affirmative action, employee relations, industrial safety, employee counseling and training techniques;
- Methods and means of identifying community resources and neighborhood interests;
- Program budgeting.

Ability to

- Plan, organize and supervise community recreation programs;
- Evaluate employee performance;
- Train, counsel and supervise personnel working with community groups;
- Administer safety programs;
- Establish and maintain effective working relationships with the public and with other personnel;
- Handle grievances.

Revised Date: July 1982

ESTABLISHED/REVISED DATE:

Revised Date: July 1982
Department Review Date: December 2019
Department Review Date: July 2021

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

Honorable Members:

SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR POLICY AND RESOURCES SPECIALIST

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specification for Policy and Resources Specialist and forward it to City Council for approval.

BACKGROUND

The Public Works Department is undergoing a restructuring to enhance organizational efficiencies and address the expansion of services in enterprise-funded operations. These operations include the Water and Sanitation divisions, which have an increasing demand for monitoring legislation and compliance requirements that impact the organization. In order to meet the additional compliance requirements of current regulations, monitor legislation, and represent the City in interagency efforts, the Policy and Resources Specialist classification was created. With this reorganization, a Waste Management Coordinator and a Senior Administrative Analyst position have been upgraded to a new classification of Policy and Resources Specialist. Additionally, the new positions provide a career path for employee development and creates promotional opportunities for staff.

The proposed class specification for Policy and Resources Specialist (Attachment A) is submitted for your review and approval.

ANALYSIS

The major responsibilities of the classification includes performing a variety of difficult and complex professional and analytical assignments in support of Public Works Department enterprise-funded operations; water and environmental resources programs; provides project management for various programs; develops, implements, and coordinates comprehensive plans, programs, and policies in accordance with Federal, State and local legislation and mandates; budget monitoring, analysis, and preparation of Division budgets; conducting tracking legislative and policy matters; serving as a liaison with external committees, organizations, and task forces; and may be assigned to supervise staff.

The **Examples of Essential Duties** section describes the primary duties performed by the position:

- Develops, implements, and coordinates assigned Department enterprise-funded water and environmental resources program activities to ensure achievement of City and division objectives within assigned areas of responsibility.
- Assists in the preparation of the annual budget of assigned Division; and monitors program and/or project budgets performance against the annual department budget.
- Analyzes, formulates and collaborates with stakeholders in the development and implementation of strategies, policies and procedures in support of the program goals and objectives.
- Conducts research and complex analyses, develops recommendations, and prepares reports for management.

- Oversees and conducts complex analysis of rates studies, develops recommended rates, prepares corresponding report, and presents the recommendation at Proposition 218 hearings.
- Manages and coordinates the selection of outside consultants and the use of professional services agreements for technical studies.
- Negotiates purchase agreements and contracts; coordinates Requests for Proposals and manages contract administration; researches and prepares grant funding applications.
- Monitors State and Federal legislation and regulations affecting the Department's activities; manages local, State and Federal legislative consultants; provides information and advice on legislative and regulatory issues to City Council, Commissions, management, and staff including positions on legislation consistent with Department interests.
- Ensures the City's compliance with local, state and federal regulatory agencies related to assigned program areas.
- Serves as liaison to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Represents the City in professional organizations and various task forces to promote City programs and may make presentations outside agencies, businesses, community associations, and neighborhood groups.
- Prepares written reports and makes formal oral presentations to managers, executives, City Council, City Commissions and community-based organizations as necessary.
- Responds to inquiries, provides information and assistance to the public and City staff on assigned program area.

The **Qualification Guidelines** section includes knowledge and ability statements required at entry and those required to successfully perform the duties as an incumbent gains experience in the position.

Examples of Knowledge and Abilities statements are listed below:

Knowledge of:

- Applicable Federal, State, and local regulations pertaining to assigned areas of responsibility;
- Trends, practices and technology in environmental resources sustainability;
- Program development and implementation principles and practices;
- Budget preparation and administration principles and practices;
- Grant application and administration methods and techniques;
- Negotiation and contract administration methods and techniques;
- Project management methods and practices;
- Research and report writing methods and techniques.
- Computer software applications related to data analysis and report preparation.
- Public relations and customer service techniques, including telephone etiquette.

Ability to:

- Plan and organize environmental resources management programs;
- Present proposals, recommendations and technical information clearly, logically and persuasively;
- Communicate effectively both orally and in writing on routine or controversial subjects;
- Develop clear, concise, and comprehensive studies, reports, and agenda items.
- Utilize word processing and spreadsheet applications;

The **License** section describes the licensing and/or certification required as follows:
A valid California driver's license.

The **Experience and Education** section describes the required experience and certification for the position as follows:
Any combination of education and experience that would provide the required Knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Bachelor's Degree from a college or university in Public Administration, Business Administration, Public Policy, Environmental Planning, Biology, or a related field and three (3) years of progressively responsible professional experience in environmental resources which includes at least one (1) year of lead or supervisory experience of at least one major environmental resources program.

Respectfully submitted,



By _____

Kelli Lee

Human Resources Senior Management Associate

CONCUR:



Jason Nishiyama
Interim Enterprise Risk and Human Resources Administrator

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Proposed Class Specification for Policy and Resources Specialist
 B) Organization Chart of the Public Works Department

POLICY AND RESOURCES SPECIALIST

Definition

Under direction, performs a variety of difficult and complex professional and analytical assignments in support of Public Works Department enterprise-funded operations; water and environmental resources programs; provides project management for various programs; develops, implements, and coordinates comprehensive plans, programs, and policies in accordance with Federal, State and local legislation and mandates; and performs related duties as required.

Distinguishing Characteristics

The Policy and Resources Specialist is distinguished from a Public Works Division Manager in that the incumbent is not responsible for managing a Division. Distinguished from the Senior Administrative Analyst in that the incumbent has administrative responsibility over Public Works enterprise-funded water and environmental resources programs and may have supervisory duties. At this level, incumbents work with only occasional instruction or assistance. Work is reviewed upon completion for overall results. Work involves frequent interpretation of policies, procedures and guidelines; analysis of various operating budgets and legislative information; and may involve the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received

Receives direction from a Department Manager. May exercise supervision over assigned professional staff and/or office support staff, but this task is ancillary to the primary focus of the classification.

Examples of Essential Duties

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

- Develops, implements, and coordinates assigned Department enterprise-funded water and environmental resources program activities to ensure achievement of City and division objectives within assigned areas of responsibility.
- Assists in the preparation of the annual budget of assigned Division; and monitors program and/or project budgets performance against the annual department budget.
- Analyzes, formulates and collaborates with stakeholders in the development and implementation of strategies, policies and procedures in support of the program goals and objectives.
- Conducts research and complex analyses, develops recommendations, and prepares reports for management.

- Oversees and conducts complex analysis of rates studies, develops recommended rates, prepares corresponding report, and presents the recommendation at Proposition 218 hearings.
 - Manages and coordinates the selection of outside consultants and the use of professional services agreements for technical studies.
 - Negotiates purchase agreements and contracts; coordinates Requests for Proposals and manages contract administration; researches and prepares grant funding applications.
 - Monitors State and Federal legislation and regulations affecting the Department's activities; manages local, State and Federal legislative consultants; provides information and advice on legislative and regulatory issues to City Council, Commissions, management, and staff including positions on legislation consistent with Department interests.
 - Ensures the City's compliance with local, state and federal regulatory agencies related to assigned program areas.
 - Serves as liaison to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
 - Represents the City in professional organizations and various task forces to promote City programs and may make presentations outside agencies, businesses, community associations, and neighborhood groups.
 - Prepares written reports and makes formal oral presentations to managers, executives, City Council, City Commissions and community-based organizations as necessary.
 - Responds to inquiries, provides information and assistance to the public and City staff on assigned program area.
-

Examples of Other Duties

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

- May supervise, train or evaluate assigned staff.
 - Receives and responds to and resolves difficult and sensitive inquiries and complaints.
 - Develops and reviews reports and other documents submitted by subordinates.
 - Performs other related duties as required.
-

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

Sanitation

- Develops programs and policy recommendations for the implementation of or changes to: integrated waste management, municipal solid waste; street sweeping, and organics waste diversion.
- Develops and implements waste water and storm water programs; including all required regulatory reporting-
- Coordinates City-wide household hazardous waste collection program in conjunction with other public and private agencies.
- Coordinates City's Construction and Demolition ordinance and works with contractors to ensure compliance.
- Serves as City liaison with CalRecycle and submits annual reports to CalRecycle and LARA.

- Participates in professional organizations such as LARA, SWANA, SBCOG and various task forces to promote City programs.
- Analyzes applicable legislation and keeps abreast of laws, rules, regulations, trends and innovations applicable to assigned area of specialty with focus on SB1383, AB939, AB341 and AB1826.
- Conducts public outreach and public education activities, including public speaking and creating of multi-media educational materials.

Water

- Acts as liaison to the Water Commission and Metropolitan Water District Director, prepare and coordinate meetings, prepare and present reports to the Commission.
- Attends meetings with outside agencies, such as Metropolitan Water District (MWD), where workshops are held about major policy, programmatic, regulatory or legislative matters that could impact Torrance Municipal Water (TMW).
- Acts as program manager for water use efficiency and conservation for the City, and also attend meetings with MWD, the West Basin Municipal Water District (WBMWD), the Water Replenishment District (WRD) and other agencies for conservation efforts in the area.
- Attends meetings with WRD, WBMWD, WRD and other agencies to consider and discuss future projects and programs that impact the City and the region.
- Assists in preparing pricing and service agreements between the City and WRD, and also between the City and the Torrance Refining Company and other agencies as needed.
- Manages groundwater rights for the City, overseeing the conjunctive use carryover each year, and facilitates acquiring additional groundwater rights by lease or purchase.
- Develops the Urban Water Management Plan for TMW and other water resource, strategic and business plans, initiatives and studies
- Serves on regional boards or committees as needed, and develops collaborative partnerships with other agencies.

Qualification Guidelines

Knowledge of:

- Applicable Federal, State, and local regulations pertaining to assigned areas of responsibility;
- Trends, practices and technology in environmental resources sustainability;
- Program development and implementation principles and practices;
- Budget preparation and administration principles and practices;
- Grant application and administration methods and techniques;
- Negotiation and contract administration methods and techniques;
- Project management methods and practices;
- Research and report writing methods and techniques.
- Principles and practices of supervision;
- Computer software applications related to data analysis and report preparation.
- Public relations and customer service techniques, including telephone etiquette.
- Comprehensive understanding of city functions, policies, practices and procedures;

- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to:

- Plan and organize environmental resources management programs;
- Analyze trends, metrics and complex problems to develop short and long-range plans;
- Plan, organize, prioritize, train, monitor and evaluate the work of subordinates;
- Plan and prepare effective written reports and oral presentations; present proposals, recommendations and technical information clearly, logically and persuasively;
- Communicate effectively both orally and in writing on routine or controversial subjects;
- Develop clear, concise, and comprehensive studies, reports, and agenda items.
- Utilize word processing and spreadsheet applications;
- Establish and maintain effective relationships with the City Council, Commissioners, public officials, department heads, staff, community organizations, and others encountered in the course of work.

EXPERIENCE AND EDUCATION

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:

Bachelor's Degree from a college or university in Public Administration, Business Administration, Public Policy, Environmental Planning, Biology, or a related field and three (3) years of progressively responsible professional experience in environmental resources which includes at least one (1) year of lead or supervisory experience of at least one major environmental resources program.

LICENSE

A valid California driver's license.

SPECIAL REQUIREMENTS:

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

Job duties are generally performed in an office environment. 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. While performing the job duties employee is regularly required to sit. Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as use hands to keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aid the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet. Tasks are regularly performed without exposure to adverse environmental conditions.

City of Torrance
Class Code:
Class Designation: Civil Service

Established Date: July 2021

CAREER LADDER INFORMATION:

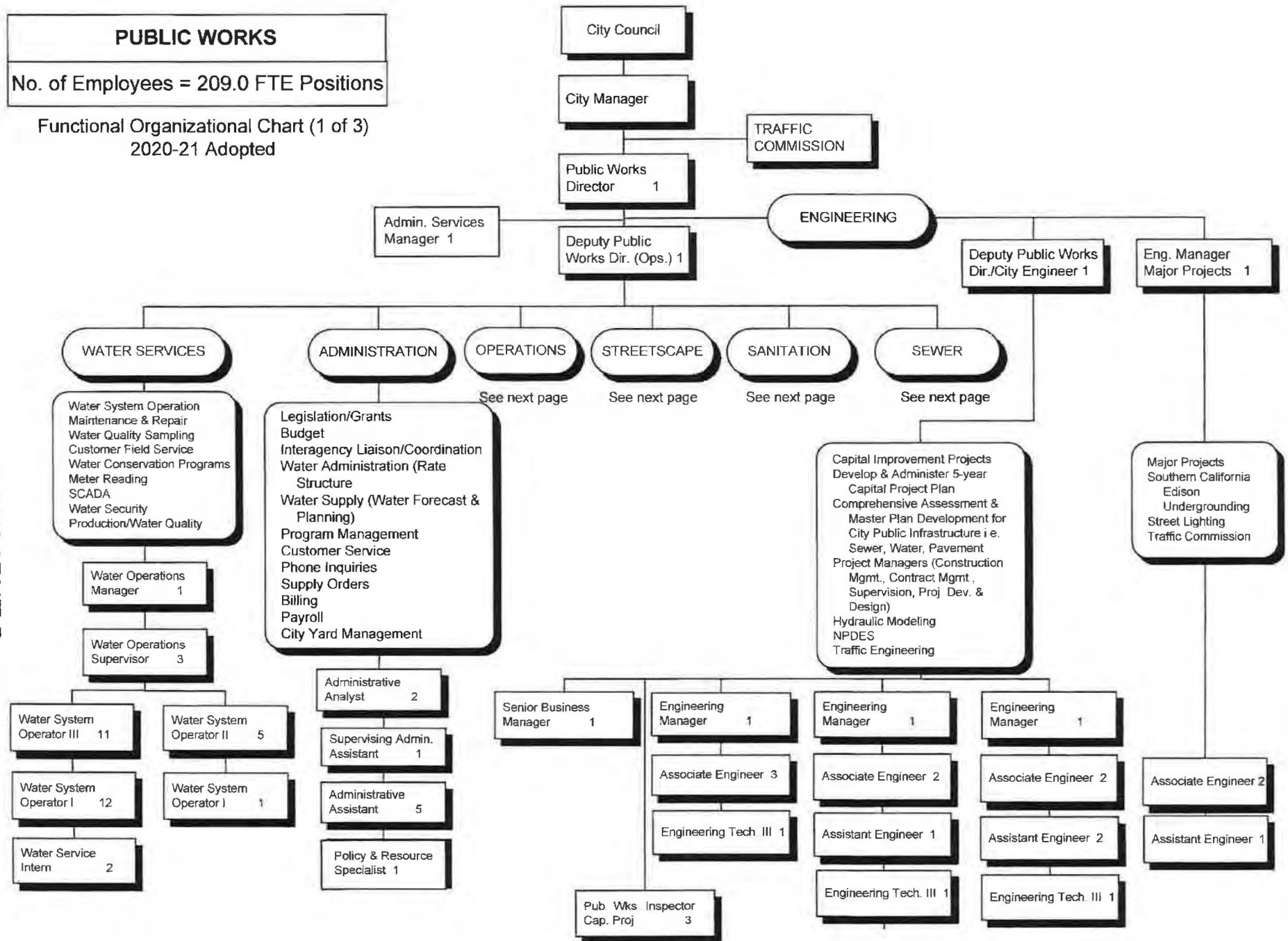
Experience gained in this classification may serve to meet the minimum requirements for promotion to Administrative Services Manager.

PUBLIC WORKS

No. of Employees = 209.0 FTE Positions

Functional Organizational Chart (1 of 3)
2020-21 Adopted

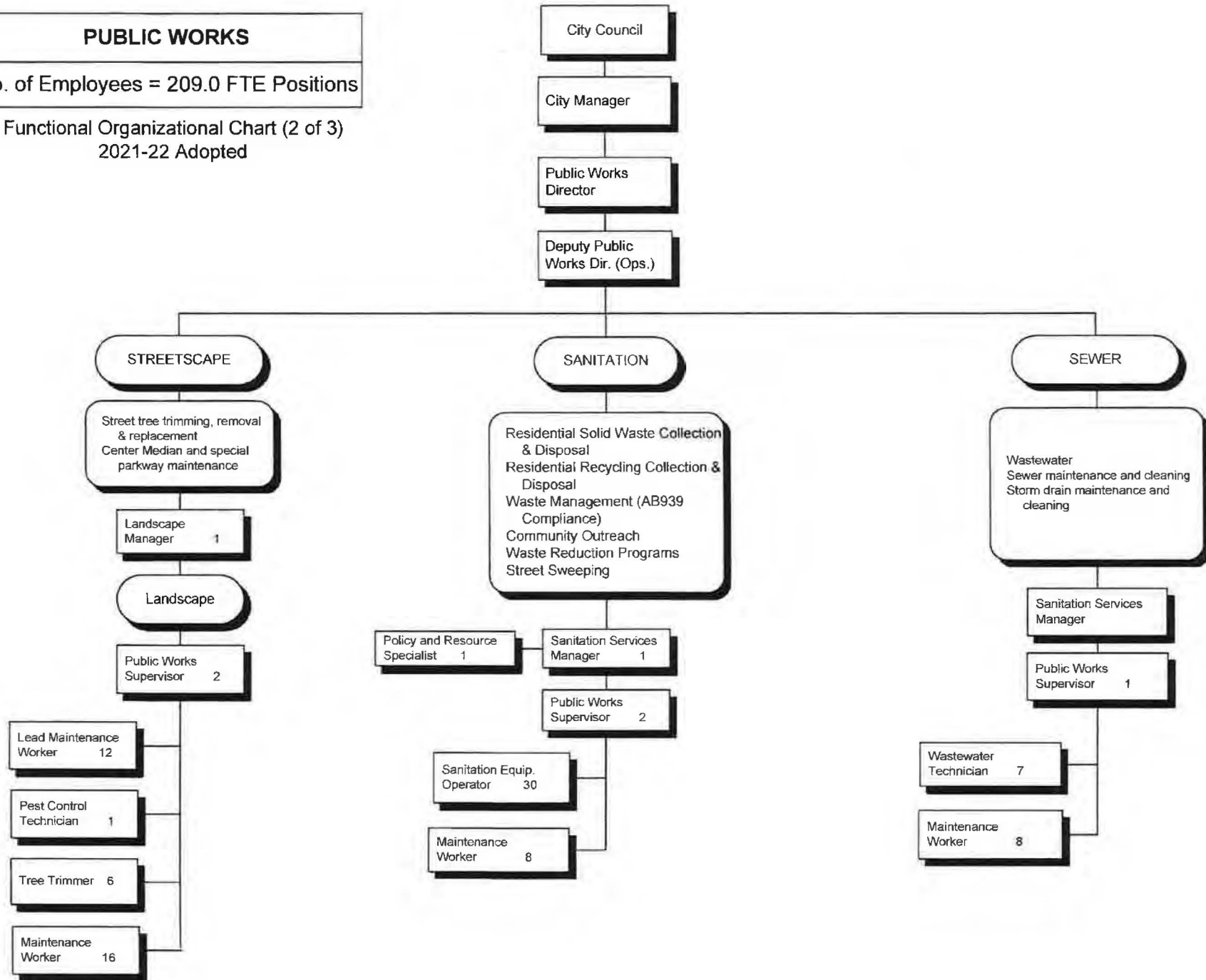
ATTACHMENT B



PUBLIC WORKS

No. of Employees = 209.0 FTE Positions

Functional Organizational Chart (2 of 3)
2021-22 Adopted



PUBLIC WORKS
 No. of Employees = 209.0 FTE Positions

Functional Organizational Chart (3 of 3)
 2021-22 Adopted

