

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 EMPLOYEE RELATIONS COMMITTEE
(CIVIL SERVICE COMMISSION)
MONDAY, JULY 26, 2021
6:00 P.M. IN COUNCIL CHAMBERS
AT 3031 TORRANCE BL.**

**EMPLOYEE RELATIONS COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Dean, Hamada, Chair Adelsman

2. 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

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

4. 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.

5. 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.

No Business to Consider

6. ADMINISTRATIVE MATTERS

6A. Determine Unit for the New Classification of Policy and Resources Specialist.

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Policy and Resources Specialist to the Professional Unit of the Torrance Professional Supervisory Association.

7. COMMISSION ORAL COMMUNICATIONS

8. ADJOURNMENT

8A. Adjournment of Employee Relations Committee Meeting to Date to be Determined.

Honorable Chair and Members
of the Employee Relations Committee
City Hall
Torrance, California

Honorable Members:

SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF POLICY AND RESOURCES SPECIALIST

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Policy and Resources Specialist to the Professional Unit of the Torrance Professional Supervisory Association.

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.

Anticipating approval of the class specification by the Civil Service Commission, a recommendation for unit determination for the proposed class specification for Policy and Resources Specialist is being submitted.

ANALYSIS

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11 (f) (2) which states that "the principal criterion shall be whether there is a community of interest among the employees" (Attachment B). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Policy and Resources Specialist is the Professional Unit.

● **Fullest Freedom in the Exercise of Rights**

The Policy and Resources Specialist will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level and therefore share a common interest. They will share common interests within the Professional Unit, which will assure the Policy and Resources Specialist the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.

● **History of Employee Relations in the Unit**

The Professional Unit has traditionally represented classifications that similar in nature and level and is therefore appropriate that the Policy and Resources Specialist be designated to this unit.

● **Effect on the Efficient Operation to the City**

Designating the Policy and Resources Specialist to the Professional Unit will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Policy and Resources Specialist will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.

● **Common Skills, Working Conditions, Job Duties, and Educational Requirements**

The Policy and Resources Specialist will work in a setting similar to other classifications in the Professional Unit such as the Information Technology Analyst and Systems Analyst.

● Job Duties

The incumbent in the position will perform duties similar to other classifications in the representation unit, such as:

- Assists in the preparation of the annual budget of assigned Division; and monitors program and/or project budgets performance against the annual department budget.
- Conducts research and complex analyses, develops recommendations, and prepares reports for management.
- Researches and prepares grant funding applications.
- Prepares written reports and makes formal oral presentations to managers, executives, City Council, City Commissions and community-based organizations as necessary.

● Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.

This does not apply as this classification is proposed to be in a single unit.

Respectfully submitted,



By _____

Kelli Lee

Human Resources Senior Management Associate

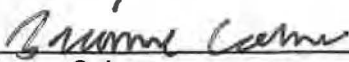
CONCUR:



Jason Nishiyama
Interim Enterprise Risk and Human Resources
Administrator



Aram Chaparyan
City Manager



Brianne Cohen
Civil Service Manager

Attachments:

- A) Policy and Resources Specialist Class Specification (Pending Approval of Council Item)
- B) Torrance Municipal Code Section 14.8.11 (f) (2)
- C) Positions Represented by Torrance Professional & Supervisory Association Professional Unit
- D) Resolution

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 facilities 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.

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

TORRANCE MUNICIPAL CODE

SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.

2) In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:

- i) which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
- ii) the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
- iii) the effect of the unit on the efficient operation of the City and sound employer- employee relations;
- iv) the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
- v) the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

**Positions Represented by the Torrance Professional & Supervisory Association
Professional Unit**

Administrative Analyst – Tier 1 & 2
Buyer
Identification Analyst
Juvenile Diversion Case Worker
Juvenile Diversion Coordinator
Producer Writer, Assistant
Information Technology Analyst
Systems Analyst

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE
CLASSIFICATION OF POLICY AND RESOURCE SPECIALIST
TO THE TORRANCE PROFESSIONAL & SUPERVISORY ASSOCIATION PROFESSIONAL UNIT

WHEREAS, the Employee Relations Committee is responsible for the assignment of all job classifications to an appropriate employee representation unit; and

WHEREAS, the Human Resources Division has created a new Civil Service job classification of Policy and Resources Specialist; and

WHEREAS, the City Manager has recommended the classification of Policy and Resource Specialist be assigned to the Torrance Professional & Supervisory Association Professional Unit; and

WHEREAS, the Policy and Resource Specialist shares a number of common duties and working conditions with current members of the Torrance Professional & Supervisory Association Professional Unit; and

WHEREAS, membership in the Torrance Professional & Supervisory Association Professional Unit will afford the Policy and Resource Specialist the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Policy and Resources Specialist to the Torrance Professional & Supervisory Association Professional Unit.

INTRODUCED, APPROVED AND ADOPTED this _____ day of July, 2021.

Chair, Employee Relations Committee

ATTEST:

Brienne Cohen
Civil Service Manager

APPROVED AS TO FORM:

PATRICK SULLIVAN
CITY ATTORNEY

By _____