

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, SEPTEMBER 13, 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, September 9, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 not 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 Civil Service Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of July 26, 2021, August 9, 2021 and August 23, 2021. (Minutes provided to Commission members only, copies available in the Personnel Building).

6B. Accept and File Employee Transition Report for August 2021.

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

6C. Approve the Examination for Fire Battalion Chief.

Recommendation of Human Resources Staff that your Honorable Body approve conducting Fire Battalion Chief examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and Performance Test (100%), which will consist of an Accomplishment Survey (40%), Administrative Assignment Exercise (40%), and Emergency Event Exercise (20%). Staff is requesting approval for a two (2) year eligible list.

6D. Approve the Examination for Senior Librarian.

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

6E. Approve the Examination for Warehouse Supervisor.

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

7. ADMINISTRATIVE MATTERS

7A. Approve Revised Class Specification for Fire Captain.

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Fire Captain and forward it to the City Council for final approval.

7B. Approve Revised Class Specifications for Fire Recruit and Fire Fighter.

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specifications for Fire Recruit and Fire Fighter and forward it to the City Council for final approval.

7C. Approve Revised Class Specification for Warehouse Supervisor.

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Warehouse Supervisor and forward it to the City Council for final approval.

7D. Approve the Reclassification of Incumbents to Policy and Resources Specialist.

Recommendation of Human Resources Staff that your Honorable Body:

1. Approve the reclassification of Charles "Chuck" Schaich, Senior Administrative Analyst to the classification of Policy and Resources Specialist and forward to City Council for approval; and
2. Approve the reclassification of John Drakodaidis, Senior Administrative Analyst to the classification of Policy and Resources Specialist and forward to City Council for approval.

8. HEARINGS

8A. Appeal of Discipline of an Equipment Attendant.

Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Civil Service Commission Meeting to Monday, September 27, 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 AUGUST 2021

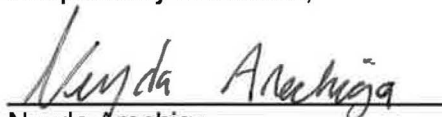
RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

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

Respectfully submitted,



Neyda Arechiga
Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for August 2021

**EMPLOYEE TRANSITION REPORT
AUGUST 2021**

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Community Services Leader I	Community Services	Community Services Leader II	Community Services
Intern II	Transit	Administrative Analyst	Transit
Library Page	Community Services	Senior Library Page	Community Services
Management Assistant	General Services	Administrative Analyst	General Services
Permit Technician I	Community Development	Account Clerk	Finance
Water System Operator I	Public Works	Water System Operator II	Public Works
Water System Operator I	Public Works	Water System Operator II	Public Works

NEW HIRES

TITLE	DEPARTMENT
Account Clerk	Finance
Accounting Manager	Finance
Administrative Analyst	Fire
Administrative Assistant	Community Services
Ambulance Operator	Fire
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Community Services Leader II	Community Services
Customer Service Representative	General Services
Human Resources Manager	City Manager's Office
Interactive Communications Officer	City Manager's Office
Interactive Communications Officer	City Manager's Office
Interactive Communications Office	City Manager's Office
Legal Counselor I	City Attorney's Office
Legal Counselor I	City Attorney's Office
Management Aide	Community Development
Telecommunications Technician	Communication & Information Technology
Water System Operator II	Public Works

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIRE BATTALION CHIEF

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fire Battalion Chief examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and Performance Test (100%), which will consist of an Accomplishment Survey (40%), Administrative Assignment Exercise (40%), and Emergency Event Exercise (20%). Staff is requesting approval for a two (2) year eligible list.

SALARY:

Step 1 \$11,327 – Step 2 \$13,704 per month

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Fire Battalion Chief. There are no current vacancies, however the Fire Department is requesting a new eligible list in anticipation of retirements that may occur within the next two (2) years.

The class specification has been revised and approved by your Honorable Body on August 23, 2021 and will be submitted for City Council approval at the September 14, 2021 meeting. If approved by City Council, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of the attached class specification.

The previous examination in 2019 was weighted as follows: Application Review (Qualifying) and Performance Test (100%), consisting of Individual Accomplishment Survey (30%), Administrative Assignment Exercise (20%), Emergency Event Assessment (30%), and Supervisory Exercise/Interview (20%). For this examination process, the Accomplishment Survey component has been provided more weighting and importance to assess the knowledge, skills and abilities that the Fire Department determines are necessary competencies for a Fire Battalion Chief.

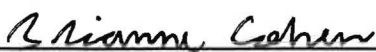
There is a sufficient pool of internal candidates to qualify; therefore, a promotional recruitment is recommended.

Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Fire Battalion Chief Class Specification

6C

FIRE BATTALION CHIEF

DEFINITION

The Fire Battalion Chief is an upper level management position that serves as a fire platoon commander with responsibility for coordinating and directing emergency incidents and the routine duties of a platoon while managing a functional division within the department. This classification may also be assigned a 40-hour work week with the responsibility of the general supervision of a major division within the Fire Department. Provides ethical and technical assistance to the Fire Chief.

~~Under general direction, manages a major unit of the Fire Department; to direct the staff, equipment and activities of that unit and perform related work as required.~~

DISTINGUISHING CHARACTERISTICS

The Fire Battalion Chief is distinguished from the Fire ~~Division~~ Deputy Chief in that the incumbent is not responsible for managing the activities of all Operations Divisions platoons and distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire department. 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.

Supervision Exercised/Received

Receives general direction from the Fire Chief or the Fire ~~Division~~ Deputy Chief, provides direct supervision to Fire Captains and support staff.

Examples of Essential Duties

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

- Projects a positive image to individuals and groups as a professional, competent and ethical manager;
- Communicates effectively and openly with different individuals and groups;
- Provides direct supervision and technical assistance to Fire Captains and other staff in the completion of their assigned duties;
- Assists the Fire Chief and/or the Deputy Fire Chief with administrative tasks, reports, planning, and surveys;
- Researches and develops projects from conception to completion including written reports and policies;
- Supervises and coordinates the activities of fire companies;
- Identifies and implements methods to improve "all hazard" emergency response, training and equipment maintenance operations and programs;
- Keeps abreast of fire suppression issues and hazards within the City/Region/State and exercises initiative in finding workable solutions;
- Directs the activities of fire personnel and equipment on an assigned shift engaged in ~~lifesaving and fire suppression activities~~ "all hazard" emergency response using the Incident Command System, TFD guidelines, and industry best practices;
- Provides a clear "leaders intent" during emergency response activities;

- Responds to alarms and details personnel and fire fighting equipment to achieve the most effective fire suppression;
 - Directs rescue, ventilation, first aid and resuscitation, fire extinguishment, covering of exposures and salvage operations;
 - Has full command at fires until relieved by a superior;
 - Performs the role of the Incident Commander until a proper transfer of command occurs;
 - Makes thorough inspections of all companies, their personnel and equipment;
 - Creates policy and trains personnel in the application of departmental policy;
 - Assures compliance with departmental policies, rules and procedures;
 - Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment;
 - Enforces all rules and regulations and special orders;
 - Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws, and codes pertaining to the prevention and control of fire and fire hazards;
 - Inspects or details provides direction to subordinates to inspect places where fire hazards may exist, and abates hazards found;
 - Reports arson cases and locates and preserves evidence of arson;
 - Inspects and approves multiple occupancy dwellings and business establishments;
 - Checks building plans for conformance to fire code sections;
 - Issues fire clearances;
 - Formulates and conducts programs of basic in-service training;
 - Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment; prepares training manuals and guides;
 - Prepares written tests to determine the effectiveness of training and areas of deficiencies;
 - Acts as, or coordinates the activities of, subject matter experts for departmental promotional examinations;
 - Establishes and maintains current and up-to-date running cards and running maps;
 - Maintains detailed training records;
 - Performs duties of a qualified strike team leader within the state master mutual aid system;
 - Plans, assigns, and manages, through supervisors, the activities of the division;
 - Develops and Monitors the division budget and establishes budgetary controls;
 - 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;
 - Administers safety and training programs;
 - Prepares and/or reviews correspondence;
 - 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;
 - Attends and conducts meetings as required;
 - Completes annual documented performance appraisals of programs under their command and presents the findings to the TFD executive staff;
 - Performs related duties as required.
-

Examples of Other Duties

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

- ~~On request, trains or sets up training programs for industrial plant fire forces;~~
 - ~~Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;~~
 - ~~Develops and reviews reports and other documents submitted by subordinates;~~
 - ~~Performs related duties as required.~~
-

Minimum Qualification Guidelines

Knowledge of:

- Commission on Fire Accreditation International risk assessment, strategic planning, and self-assessment processes;
- ~~Modern principles and practices of fire department administration;~~
- Modern fire-fighting procedures, techniques and equipment;
- Local, state and national safety codes, regulations, ordinances, and laws;
- Building materials and construction and the principles of combustion;
- Mission driven leadership principles and practices;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- ~~Applicable Federal, State and local regulations.~~
- ~~High Quality customer service methodology and principles.~~
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- Incident Command System and Emergency Operations Center management;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

Ability to:

- Plan, organize and direct ~~a major unit platoon and/or division of a fire department;~~
- ~~Analyze emergency situations~~ Develop a high level of situational awareness and ~~direct during emergency operations;~~
- ~~Assess situations quickly and adopt effective courses of action;~~
- Establish Command at all hazard responses;
- Develop clear incident strategy, tactics, and objectives;
- Develop an Incident Action plan;
- 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;
- 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;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;

- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
 - 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;
 - Operate a computer and other office equipment.
-

License and/or Certificate

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

Must possess and maintain a California Emergency Medical Technician (EMT) certification.

The following certificates are highly desirable:

Certified as a California Incident Command Certification System (CICCS) Engine/Crew Boss

California Company Officer Certification

California Chief Officer 3A- Human Resource Management

California Chief Officer 3B- Budget and Fiscal responsibilities

California Chief Officer 3C- General Administrative Functions

California Chief Officer 3D- Emergency Services Delivery

Intermediate ICS (I-300)

Firing Operations (S-219)

Basic Air Operations (S-270)

Intermediate Wildland Fire Behavior (S-290)

All-Risk Task Force/Strike Team Leader (AH-330)

Education and/or 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:

Equivalent to graduation from high school and an Associate's Degree is required.

A Bachelor's Degree related to the position is highly desirable.

~~The possession of an AA in Fire Science, or an AA degree in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a BA in Fire Science or Fire Administration, or a BA degree in another field plus 40 units of Fire Science may be substituted for two years of required experience.~~

Eight (8) years of service on the Torrance Fire Department and completion of probation as a Fire Captain.

Special Requirements

The work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

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

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Deputy Chief or Fire Chief.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR LIBRARIAN

RECOMMENDATION:

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

\$37.21 - \$39.05 - \$40.99 - \$43.04 per hour.

BACKGROUND/ANALYSIS:


There is no current eligible list for the classification of Senior Librarian. There is a vacancy due to a promotion.

The class specification has been reviewed by the City Librarian 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 2016 was weighted as follows: A Supplemental Application (Qualifying), a Written – Supervisory Skills Assessment (40%), Writing Skills Exercise (Qualifying), and an 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%). 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:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Senior Librarian Class Specification

6D



LIBRARIAN, SENIOR

Class Code:
1625

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Revision Date: Sep 1, 1998

SALARY RANGE

\$37.21 - \$43.04 Hourly
\$6,449.73 - \$7,460.27 Monthly
\$77,396.80 - \$89,523.20 Annually

DEFINITION:

Under direction, manages a branch library or specialized library function; plans, organizes and supervises the activities of subordinate personnel; performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Senior Librarian is the supervisory level class in the professional librarian series. Senior Librarian is distinguished from the Librarian in that the Librarian is not responsible for the operation of a branch library or specialized library function. Senior Librarian is distinguished from the Library Services Manager in that the incumbent does not have administrative responsibility over a major division of the library. Incumbents perform a full range of complex tasks and works under direction within a framework of established procedures. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives direction from the Library Services Manager and exercises direct supervision over assigned library personnel and activities.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans, schedules and supervises library staff and activities of a branch library or a specialized library function;
- Supervises library staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees and implementing employee discipline. Providing training, advice and assistance as needed;
- Provides reference and reader's advisory service and instruction in the use of the library to patrons;
- Interacts with patrons in a courteous and professional manner and defuses potentially volatile or sensitive situations to ensure quality customer service;
- Reviews and selects print, electronic and other non-print materials;
- Manages budget for assigned branch or specialized library function;
- Participates in book selection and reader reviews;
- Assists Library Services Manager in preparing program budget;
- Makes recommendation to supervisor regarding programming, budget, policies and general supervision;
- Maintains records and prepares reports;
- Prepares bibliographies;
- Ensures the proper maintenance of library facilities;
- Oversees the development of displays, exhibits, brochures and news releases promoting library materials and services;
- Makes public presentations and represents the library before groups;
- Represents the Department through participation in various community, youth services or professional organizations.

In addition to the above, if assigned to Youth Services

- Plans and organizes services and materials for youth from preschool through high school;
- Establishes and coordinates school and library services;
- Prepares and presents book talks, storytelling and special programs.

In addition to the above, if assigned to Support Services

- Monitors and makes recommendations regarding library automation activities;
- Organizes training and supervises staff in the proper maintenance and operation of computer software, hardware and peripherals.

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:

- Attends or conducts meetings as required;
- Keeps abreast of changing trends and technology in public library operations;
- Performs routine circulation, reference and other library duties as necessary;
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

A Master of Library Science degree from an ALA accredited college or university and three

years of professional public library experience in area of responsibility.

License and/or Certificates

None required.

Knowledge of

- Principles and practices of public librarianship;
- Bibliographies and reference materials;
- Non-print materials, audio-visual procedures and techniques;
- Tools and methods for evaluating and selecting books and other library materials for general audiences, and for youth, if applicable;
- Reading guidance techniques for a public library;
- Principles of withdrawal and weeding of library materials;
- Inter-library systems;
- Library programs appropriate for all segments of the community;
- Automation techniques applicable to library operations;
- Personal computers and peripheral equipment including operating systems and software currently in use by the City;
- Basic computer operations functions, data communications equipment and networks;
- Modern office practices and equipment;
- City policies and procedures affecting library operations;
- Principles of supervision, training and employee relations;
- Public relations and customer service techniques;
- Developments in childhood education and library involvement, if applicable;
- Methods of conducting storytelling, book talks and instruction in library use for children, if applicable;
- Library services and materials for children with special needs, if applicable;

Ability to

- Plan, organize and direct a branch library or specialized library function;
- Prepare extensive bibliographies;
- Use specialized reference and research materials to resolve research problems;
- Prepare and present public library programs for adults and/or children;
- Prepare and recommend preliminary budgetary information;
- Prepare and present accurate and timely reports;
- Plan, assign, supervise, train and evaluate personnel;
- Evaluate books and non-print materials for adults and children;
- Establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations and the public;
- Communicate effectively both orally and in writing;
- Make effective public presentations;
- Establish rapport and work effectively with patrons of all ages and ability levels, if applicable;
- Utilize a computer and a variety of office machinery;
- Follow oral and written instructions.

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 stooping and bending, and moving from one area of the office to another; sufficient hand/eye coordination to perform skilled repetitive movements, such as the use of calculators

or other office equipment and supplies. May require the ability to climb ladders or step stools, push or pull book carts, lift and carry books or move boxes of materials of considerable weight from one location to another. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

CAREER LADDER INFORMATION:

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Library Programs Manager.

ESTABLISHED/REVISED DATE:

Revised Date: September 1998
Department Review Date: September 2021

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR WAREHOUSE SUPERVISOR

RECOMMENDATION:

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

SALARY:

\$30.51 – \$32.05 – \$33.63 – \$35.36 – \$37.08 per hour.

BACKGROUND/ANALYSIS:

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

A companion item on tonight's agenda includes the proposed revisions to the class specification for Warehouse Supervisor. The upcoming examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached class specification.

The previous examination in 1995 was weighted as follows: Application Review (Qualifying), Written Exam (40%), and an 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 examination: Application Review (Qualifying) and an Oral Interview (100%).

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

Respectfully submitted,

By 
Myisha Phillips
Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Warehouse Supervisor

Definition:

Under supervision direction, supervises, plans, organizes and coordinates the work of employees engaged in all phases of warehouse operations; procures and dispenses stock items and repair parts as required to maintain City fleet, custodial, water, irrigation and fuel inventory, and other supplies as needed; maintains accurate inventory transactions and records; and other related work as required.

Distinguishing Characteristics:

Distinguished from the Fleet Services Manager in that the incumbent is not responsible for planning, organizing and directing the Fleet Services Division. Distinguished from Purchasing Agent in that the incumbent is not responsible for the overall operations of the Purchasing Division of the General Services Department. Distinguished from Autoparts Storekeeper and Storekeeper in that the incumbent is responsible for the supervision and overall operation of the warehouse.

Supervision Exercised/Received:

Receives supervision from the Fleet Services Manager; exercises direct supervision over subordinate personnel.

Examples of Essential Duties:

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

- Orders and distributes automotive, custodial, water, irrigation and fuel inventory, parts, tools, supplies and equipment for the City's warehouse, primarily for maintenance of the City's fleet;
 - Evaluates turn-over rate of inventory stock and ensures that appropriate stock levels are maintained;
 - Leads cyclical inventory counts;
 - Monitors purchase order expenditures and prepares recommendations for adjustments and renewals;
 - Conducts inquiries to establish the best sources of supply for a variety of products;
 - Ensures that the security of the warehouse is maintained against loss;
 - Maintains inventory records; reviews and approves invoices for processing;
 - Prepares periodic reports and makes recommendations regarding warehouse operating policies to the Purchasing Agent Fleet Services Manager and Department Head;
 - Plans, schedules, assigns, monitors and evaluates the work of employees engaged in all phases of warehouse operations;
 - Counsels staff and recommends discipline, and insures that employees are properly trained to perform their duties safely and effectively.
-

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.

- Responds to system alarms and assists departments with afterhours callouts;
 - Operates and utilizes computers and software related to job functions, including office, payroll, inventory, and work order systems;
 - Interacts with vendors to coordinate warehouse inventory in support of City operations and special projects, including preparation of specifications and administration of contracts;
 - Prepares and maintains technical, budgetary, personnel and activity reports;
 - Performs related duties as required.
-

Qualification Guidelines

Knowledge of:

- Principles and practices of effective warehouse operations;
- Methods of maintaining effective inventory systems;
- Principles and best practices of inventory control;
- Automated inventory systems;
- Principles and practices of supervision, training, and employee relations;
- Basic computer operation functions and peripheral equipment including operating systems and software currently in use by the City;
- City policies and procedures affecting departmental operations;
- General City operations;
- Safety procedures and practices related to warehouse operations to include OSHA standards.

Ability to:

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work; hiring, training, counseling and disciplining staff; and processing grievances;
 - Prepare and recommend preliminary budgetary information;
 - Analyze information, problems and procedures to define the problem or needs, identify patterns, tendencies and relationships, formulate logical conclusions, recognize and suggest alternatives;
 - Prepare and present accurate and timely reports;
 - Establish and maintain effective working relationships with subordinates, other City employees, other departments vendors, and the public;
 - Communicate effectively both orally and in writing;
 - Understand the principles and practices of computers and communications systems;
 - Understand technical information related to vehicular and equipment repair parts;
 - Source specialty repair parts;
 - Provide exceptional customer service;
 - Learn and utilize new skills and information to improve job performance and efficiency.
-

License or Certificate:

~~A valid California Class C Drivers' License.~~ Must possess and maintain a valid California Class C driver's license.

Forklift Operator Certification is desirable.

Education and Experience:

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

High school graduation or equivalent. Four years of experience involving warehouse inventory control activities and storekeeping duties including purchasing of stock and repair items, including one year of work in a lead or supervisory capacity involved in the order and distribution of parts, tools, supplies and equipment.

Experience with automated inventory systems is preferred desirable.

Special Requirements:

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

Requires frequent walking and standing; lifting and carrying objects of moderate weight, up to 50 lbs.; safe operation of a forklift and City vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are required for safe and/or productive operations. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

Career Ladder Information:

Experience gained in this classification in addition to training and coursework may serve to meet the qualification guidelines for Fleet Services Manager.

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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR FIRE CAPTAIN

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Fire Captain and forward it to the City Council for final approval.

BACKGROUND

The Fire Chief requested that the class specification for Fire Captain be reviewed to ensure it accurately reflected the position prior to conducting a Civil Service promotional examination this year.

The proposed class specification is submitted for your review and approval.

ANALYSIS

The class specification for Fire Captain was last revised in 1982 and staff determined that a revision to the class specification is required to reflect the current duties and responsibilities of the position.

Sections were added to the existing class specification to ensure consistency with the current format of class specification. These sections include: Distinguishing Characteristics, Supervision Exercised/Received, Examples of Other Duties, Special Requirements, and Career Ladder. In addition to the sections added, modifications were made to the Definition, Examples of Essential Duties, Qualification Guidelines, License and/or Certificates, and Education and Experience.

Modifications were made to the following sections:

The **Definition** section was revised to describe the level of supervision within the Fire Department. This classification commands and supervises personnel during an assigned shift and during emergency and non-emergency incidents.

Within the **Examples of Essential Duties** section, duty statements were deleted and replaced with statements that emphasize the responsibilities of the position and level of command/supervision, such as:

- Supervises and administers life-saving emergency medical treatment to the sick and injured;
- Responds to hazardous material emergencies and takes an active role in safely managing personnel to protect life, the environment, and property;
- Plans and coordinates responses to significant events and emergency incidents on a City-wide basis and to natural and manmade disasters utilizing the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);

- Plans and directs the work of staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, participating in the selection of new employees, acting on employee problems and recommending employee discipline;
- Trains and instructs Firefighters and Fire Engineers in fire control methods, use of equipment and other emergency activities.

The **Qualification Guidelines** section was revised to reflect knowledge and ability statements which are necessary to perform the essential duties of the position. The modifications emphasize the knowledge of principles and practices of supervision, the ability to command during an emergency incident and train personnel.

The **License and/or Certificate** section was revised to reflect the requirement of a California Emergency Medical Technician (EMT) certification. As this is a supervisor position within the Fire Department, Company Officer prerequisite classes were also added as highly desirable.

The **Education and Experience** section was revised to include an Associate's or Bachelor's degree as desirable with education substitutions for experience at the Fire Fighter level. Additionally, the years of experience was also revised to allow Fire Engineers to promote in four years and Fire Fighters to promote in six years, with the caveat of being placed on a promotional eligible list at the rank of Fire Engineer with the City of Torrance.

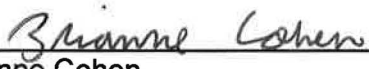
Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager

NOTED:


Brianne Cohen
Civil Service Manager

- Attachments:
- A. Revised Class Specification Fire Captain
 - B. Existing Class Specification Fire Captain
 - C. Organizational Chart of the Fire Department

FIRE CAPTAIN

Definition

~~Under general supervision, to have charge of an engine or truck company; to directly supervise fire personnel while engaged in fighting fires; and to do related work as required.~~

Under direction, commands a Fire/Emergency Medical Service (EMS) company during an assigned shift; supervises fire/EMS personnel while engaged in emergency and non-emergency operations; performance administrative functions, and performs related work as required.

Distinguishing Characteristics

Fire Captain is distinguished from the Fire Battalion Chief in that the incumbent has responsibility for technical and administrative supervision and training of Fire operations staff.

Supervision Exercised/Received

Supervision received by Fire Battalion Chief, Deputy Fire Chief and Fire Chief. Exercises supervision over Fire Engineers, Firefighters, Fire Recruits, and other fire personnel; creating detailed work assignments, frequently reviewing work in progress; and carefully reviewing completed work.

Examples of Essential Duties

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

- Supervises all-hazard emergency response operations ~~fire control work~~ until relieved by a superior;
- Responds to fire and medical alarms with company;
- Provides detailed instruction and direction to subordinates and personally assists in the work of extinguishing fires; ~~and in performing related lifesaving and property protection work~~
- Performs lifesaving and property protection work including forcible entry, scaling ladders, directing hose streams, operating fire extinguishers, vertical and horizontal ventilation techniques of structures, protects fire exposures, directs and performs salvage operations, and leads and actively participates in IDLH (Immediately dangerous to life and Health) environments;
- Supervises and administers life-saving emergency medical treatment to the sick and injured;
- Responds to hazardous material emergencies and takes an active role in safely managing personnel to protect life, the environment, and property;
- ~~Forces entry;~~
- ~~Scales ladders;~~
- ~~Directs hose streams;~~
- ~~Operates chemical extinguishers;~~
- ~~Administers first aid;~~
- ~~Ventilates;~~
- ~~Covers exposures;~~
- ~~Directs and performs salvage operations;~~

- ~~Responds to special details for tracing ammonia or dangerous gas leaks, and investigation of smoke.~~
- Maintains discipline and enforces rules and orders during emergencies and non-emergency work environments at the stations;
- Plans and coordinates responses to significant events and emergency incidents on a City-wide basis and to natural and manmade disasters utilizing the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Plans and directs the work of staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, participating in the selection of new employees, acting on employee problems and recommending employee discipline;
- Develops and implements training for assigned personnel and oversees training of new staff;
- Inspects personnel men, equipment and company quarters;
- Supervises the maintenance and care of station property and equipment;
- Assigns personnel men to custodial and maintenance duties in and around the station;
- Trains and instructs Firefighters and Fire Engineers in fire control methods, use of equipment and other emergency activities;
- Submits requisitions for required equipment and supplies;
- Supervises the data entry and maintenance of various databases;
- Provides Staff assistance to the Platoon Commander Chief;
- Assigns routine and emergency duties;
- ~~Drills men in the use of hose, nozzles, ladders, fire trucks and other equipment;~~
- ~~Instructs men on location of schools and other public buildings, fire hazards in the district and methods of combating fires in such places, conforming in training and instructional work with the patterns established in the formal training programs;~~
- ~~Trains subordinates in advanced fire-fighting techniques;~~
- Participates in the training program as trainee or instructor as required;
- Maintains necessary records and submits required reports both orally and in writing;
- Assembles a company for daily line up and at other times deemed necessary for the transmittal of all orders; communications, information and/or instructions;
- ~~Performs fire prevention work as assigned.~~
- Supervises and participates in fire prevention and other fire and life safety activities;
- ~~Performs fire prevention work as assigned.~~
- Directs and participates in public education and community outreach activities;
- Remains current on new trends and innovations in the field of fire suppression, hazardous materials, urban search and rescue, emergency medical services, fire accreditation, and other fields relevant to assigned responsibilities;
- Demonstrates and enforces behavior consistent with Departmental and City policies and procedures.

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.

- Attends division, department, and community meetings as required;

- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Performs special assignments and related duties as required.

Qualification Guidelines

Knowledge of:

- Modern firefighting procedures, techniques and equipment;
- ~~Rules and regulations~~ Administrative and Operational Manuals of the Torrance Fire Department;
- Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- ~~Pump operation and hydraulics~~ Apparatus capability and limitations used in a fire department;
- Geography, water supply, water distribution and local fire hazards related to fire control of major buildings;
- Building materials and methods of construction;
- Principles of combustion and causes of fires;
- Wildland firefighting practices;
- Hazardous material emergency response;
- Technical rescue practices;
- Leadership and management practices;
- Teaching, training, and presentation techniques and best practices;
- Records entry and management;
- City and Department Mission including strategic goals and objectives;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to:

- ~~Supervise, discipline, work with, and drill firemen;~~
- ~~Direct men and equipment effectively at a fire;~~
- ~~Cooperate with others to maintain good relationships with the public;~~
- ~~Administer first aid and resuscitation;~~
- ~~Maintain records and submit reports.~~
- Respond to major emergency and non-emergency incidents;
- Assume the role of initial Incident Commander and initiate the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Plan and manage the work of department personnel including coordinating, prioritizing, assigning, monitoring, and evaluating work; and training, counseling, and disciplining staff;
- Promote cooperative teamwork;
- Provide effective customer service while solving problems and proactively creating sustainable solutions to issues;
- Shift priorities as departmental workload demands require;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Make sound decisions, establish and maintain procedures for effective daily operation of the fire department;

- Conduct inspections of City facilities and business;
- Develop, implement, monitor and evaluate fire department programs, projects and services;
- Establish and maintain effective working relationships with all Fire personnel, City employees, outside agencies, businesses, the media, the community and others encountered in the course of work;
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters;
- Communicate clearly and concisely both orally and in writing;
- Prepare comprehensive, clear and concise written reports, correspondence, and memos and make effective oral presentations;
- Operate a computer including word processing, spreadsheet, data base and related software applications utilized in the Department.

Licenses and Certificates

Possession of State of California fire apparatus operator driver's license. Certified as an Emergency Medical Technician (EMT) in the State of California.

State Company Officer prerequisite classes, S-290 (Intermediate Wildland Fire Behavior) and S-230/231 (Crew/Engine Boss) certifications are highly desirable.

Education and Experience

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

~~Equivalent to graduation from high school. The possession of an AA degree in Fire Science, or an AA degree in another field plus 20 units of Fire Science, may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science, or Bachelor's degree in another field plus 40 units of Fire Science may be substituted for two years of required experience.~~

~~Six years fire service experience on the Torrance Fire Department, permanent rank of Fire Engineer; or eight years fire service experience on the Torrance Fire Department at the permanent rank of Fireman and current or prior eligibility as a Fire Engineer in the City of Torrance.~~

High School graduate or equivalent. An Associate or Bachelor's degree is desirable. An Associate degree may be substituted for one (1) year of experience in the rank of Firefighter. A Bachelor's degree may be substituted for two (2) years of experience in the rank of Firefighter.

Four (4) years fire service experience on the Torrance Fire Department and rank of Fire Engineer or Six (6) years fire service experience including 4 years on the Torrance Fire Department at the rank of Firefighter and placed on a current or past promotional eligible list in the rank of Fire Engineer with the City of Torrance.

Special Requirements

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

Work is performed both inside and outside in seasonal climate and weather conditions. Work is often performed in emergency and stressful situations. Exposure to loud noise levels and hazards associated with fighting fires and rendering emergency medical assistance is common. Will occasionally work near moving mechanical parts and elevated heights; and is frequently exposed to wet/humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock and vibration.

Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required.

Career Ladder

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Battalion Chief.



FIRE CAPTAIN

Class Code:
7114

Bargaining Unit: Torrance Fire Fighters
Association

CITY OF TORRANCE
Revision Date: Sep 1, 1982

SALARY RANGE

\$6,911.35 - \$8,400.78 Monthly
\$82,936.20 - \$100,809.36 Annually

DEFINITION:

Under general supervision, to have charge of an engine or truck company; to directly supervise fire personnel while engaged in fighting fires; and to do related work as required.

EXAMPLES OF ESSENTIAL DUTIES:

- Supervises fire control work until relieved by a superior;
- Responds to fire alarms with company;
- Provides detailed instruction and direction to subordinates and personally assists in the work of extinguishing fires and in performing related lifesaving and property protection work;
- Forces entry;
- Scales ladders;
- Directs hose streams;
- Operates chemical extinguishers;
- Administers first aid;
- Ventilates;
- Covers exposures;
- Directs and performs salvage operations;
- Responds to special details for tracing ammonia or dangerous gas leaks, and investigation of smoke;
- Maintains discipline and enforces rules and orders during emergencies and at the stations;
- Inspects men, equipment and company quarters;
- Supervises the maintenance and care of station property and equipment;
- Assigns men to custodial and maintenance duties in and around the station;
- Drills men in the use of hose, nozzles, ladders, fire trucks and other equipment;

- Instructs men on location of schools and other public buildings, fire hazards in the district and methods of combating fires in such places, conforming in training and instructional work with the patterns established in the formal training programs;
- Trains subordinates in advanced fire-fighting techniques;
- Participates in the training program as trainee or instructor as required;
- Maintains necessary records and submits required reports;
- Performs fire prevention work as assigned.

QUALIFICATION GUIDELINES:

Education and Experience

Equivalent to graduation from high school. The possession of an AA degree in Fire Science, or an AA degree in another field plus 20 units of Fire Science, may be substituted for one year of the required experience. The possession of a Bachelors degree in Fire Science, or Bachelors degree in another field plus 40 units of Fire Science may be substituted for two years of required experience.

Six years fire service experience on the Torrance Fire Department, permanent rank of Fire Engineer; or eight years fire service experience on the Torrance Fire Department at the permanent rank of Fireman and current or prior eligibility as a Fire Engineer in the City of Torrance.

Knowledge of

- Modern firefighting procedures, techniques and equipment;
- Rules and regulations of the Torrance Fire Department;
- Pump operation and hydraulics used in a fire department;
- Geography, water supply, water distribution and local fire hazards related to fire control of major buildings;
- Building materials and methods of construction;
- Principles of combustion and causes of fires.

Ability to

- Supervise, discipline, work with, and drill firemen;
- Direct men and equipment effectively at a fire;
- Cooperate with others to maintain good relationships with the public;
- Administer first aid and resuscitation;
- Maintain records and submit reports.

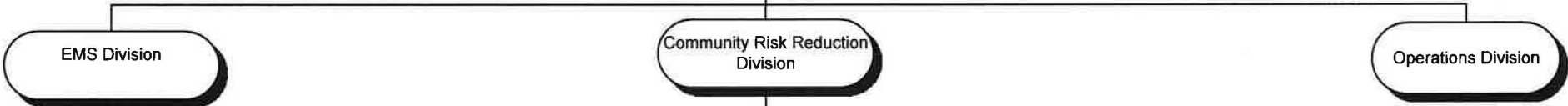
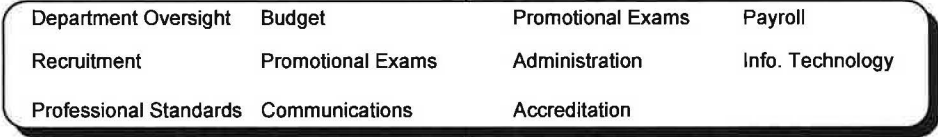
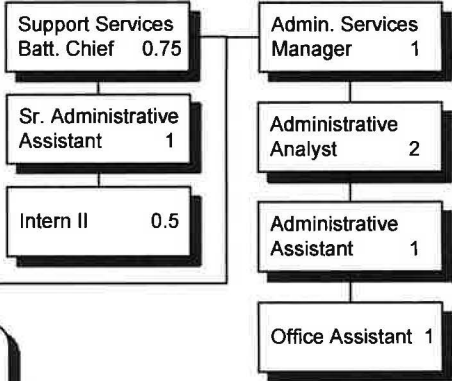
SPECIAL REQUIREMENTS:

Revised Date: September 1982
Department Review Date: November 2019

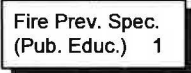
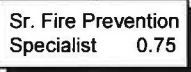
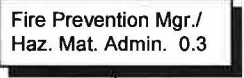
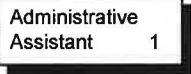
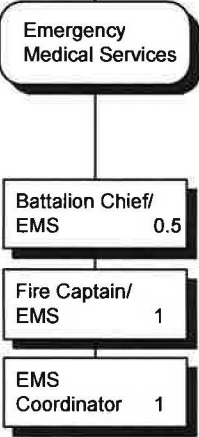
FIRE
 No. of Employees = 164.5 FTE Positions

Functional Organizational (1 of 2)
 2020-21 Proposed

Sworn: 144.0 Employees
 Civilian: 20.5 Employees



See next page



Attachment C

FIRE
 No. of Employees = 164.5 FTE Positions

Functional Organizational (2 of 2)
 2020-21 Proposed

Sworn: 144.0 Employees
 Civilian: 20.5 Employees

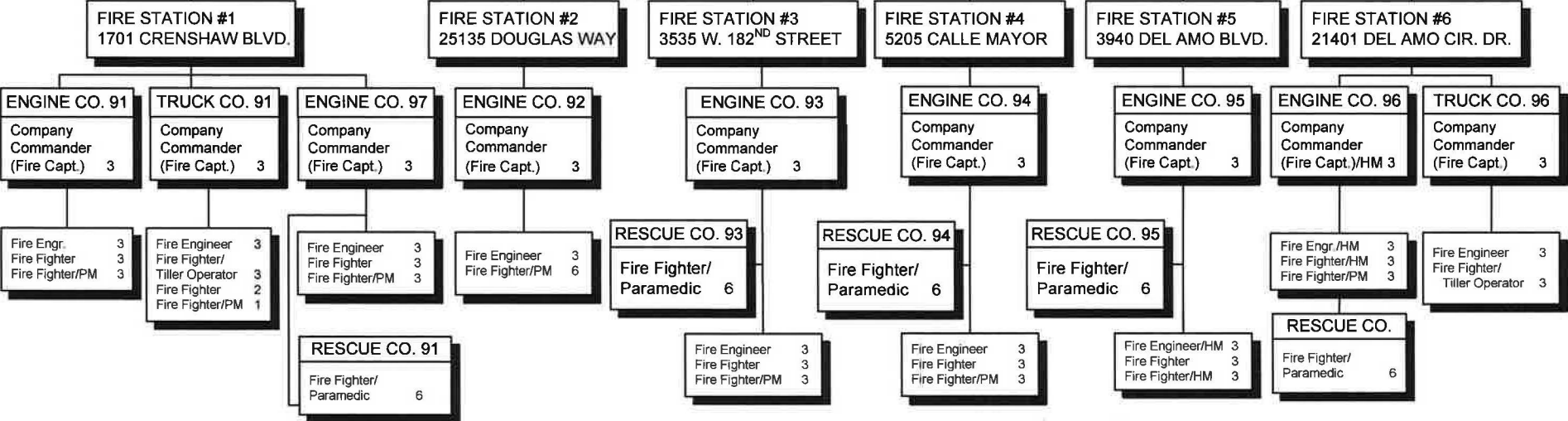
City Council
 City Manager
 Fire Chief
OPERATIONS DIVISION

Emergency Responses Specialty/Miscellaneous Suppression
 Emergency Scene Management Technical Rescue
 Hazardous Materials Training/Coordinating/Planning

Procurement Equipment Maintenance Pre-Incident Planning Vehicle Facility Management Mutual Aid Coordination
 Facility/Equipment Inspections Hazardous Materials Inspections Organizational Planning
 Fire Prevention Vehicle Maintenance Incident Reporting/Documentation

OPERATIONS DIVISION
 Deputy Fire Chief 1

Org. Planning (Battalion Chief) 0.5
 Platoon Commander Battalion Chief 3
 Training Officer (Battalion Chief) 0.5
 Emergency Services Manager 1
 Staff Assistant 1 **Position frozen**



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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATIONS FOR FIRE RECRUIT AND FIRE FIGHTER

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specifications for Fire Recruit and Fire Fighter and forward it to the City Council for final approval.

BACKGROUND

The Fire Chief requested that the class specifications for Fire Recruit and Fire Fighter be reviewed to ensure the education and experience for both positions were consistent with each other prior to conducting a Civil Service examination this year.

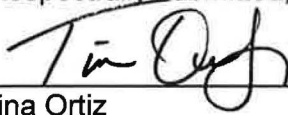
The proposed class specifications are submitted for your review and approval.

ANALYSIS

The class specifications for Fire Recruit and Fire Fighter were last revised in 2018 and staff determined that a revision to the class specifications are required to reflect the current education criteria for the positions. To assist in recruitment for the entry position of Fire Recruit, the Fire Department requested that the Fire Fighter-1 certification be added. This will allow for either a Fire Academy or the Fire Fighter-1 certification to be considered as a qualification. The certification was also added to the Fire Fighter class specification for consistency.

The position of Ambulance Operator was created in March 2021. The Fire Department has a "grow our own" path for the entry positions to the Fire Fighter position. In order to provide a path for the newly created Ambulance Operator position, a revision was made to the class specification of Fire Recruit to include this position in the "grow our own" path.

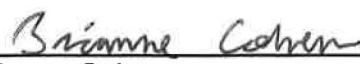
Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager

NOTED:


Brianne Cohen
Civil Service Manager

- Attachments: A. Revised Class Specification Fire Recruit and Fire Fighter
B. Existing Class Specification Fire Recruit and Fire Fighter
C. Organizational Chart Fire Department

FIRE RECRUIT

Definition

Under immediate supervision, participates in a formal training program through a City of Torrance Fire Recruit Academy; receives comprehensive training in firefighting methods, equipment operation, emergency medical training, station, apparatus and equipment maintenance; and successfully completes Fire academy to become a Fire Fighter.

Distinguishing Characteristics

This is the trainee level classification in the series. This class is distinguished from the Fire Fighter in that the incumbent is in a formal training program to complete a Fire recruit academy. Assignments are given in general terms and are subject to periodic review while in progress and upon completion.

Supervision Exercised/Received

The Fire Recruit reports directly to academy training staff, higher level Fire supervisory or management staff.

Examples of Duties

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

- Receives academy instruction in firefighting, hazardous materials handling, rescue techniques, emergency medical procedures, physical fitness techniques, safety procedures, community relations, operation of firefighter equipment.
- Obeys orders of superiors.
- Participates in training and education sessions to include learning Fire Department policies, procedures and other related documents pertaining to fire hazards and fire-fighting techniques.
- Studies fire department rules and regulations, fire hazards and fire-fighting techniques.
- Maintains personal physical fitness by participating in job related physical training.
- Observes and interacts with fire personnel in the performance of firefighting and medical emergency duties.
- Cleans and services fire-fighting equipment, inspects and tests equipment carried on fire trucks.

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:

- May operate motor-driven equipment including fire apparatus, automobiles and rescue and supply trucks.
- Performs training, administrative or related duties as required.

Qualification Guidelines

Knowledge of:

- Basic functions of a modern fire department;
- Basic concepts of fire science;
- Tool and fire equipment usage and maintenance including fire extinguishers, fog nozzles, and similar equipment;
- First aid methods and basic emergency medical procedures;
- Safety practices related to fire-fighting and fire prevention techniques;
- English usage, spelling, grammar and punctuation;

-
- Effective customer service techniques;
 - Working knowledge of a personal computer, other standard office equipment and software applications used by assigned department.

Ability to:

- Attend, participate and successfully complete the training academy to learn firefighting methods, rescue techniques, equipment operation and maintenance, and defensive driving;
- Demonstrate mechanical aptitude as required to operate fire-fighting equipment;
- Perform mathematical calculations;
- Communicate clearly and concisely both orally and in writing;
- Understand and carry out oral and written directions;
- Establish and maintain effective and cooperative working relationships with City employees and the general public;
- Remain calm in emergencies;
- Learn and apply applicable Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- Learn concepts of fire science;
- Learn to safely operate and utilize fire equipment including fire extinguishers, fog nozzles, and similar equipment and utilize defensive driving techniques to safely operate fire apparatus;
- Learn to raise, lower, and climb ladders;
- Learn salvage and overhaul operations;
- Learn first aid and basic emergency medical procedures;
- Learn the organization, chain of command, and rules and regulations of the Fire Department;
- Learn maintenance procedures and practices.

Licenses and Certifications:

Possession of or ability to attain a valid State of California Class C driver license. Current EMT-1 certification.

Possession of a valid Los Angeles County Paramedic license is highly desirable.

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:

High school graduation or equivalent supplemented by college-level coursework and/or specialized training in fire science.

Completion of a State of California Fire Academy or possession of a California Fire Fighter-1 certification. Industrial, wildland or military fire-fighting experience is highly desirable.

Lateral Entry: Fire Cadet for the Torrance Fire Department or previous experience as a Torrance Fire Department Ambulance Operator, completion of a State of California Fire Academy, and possession of a current valid California Physical Abilities Test (CPAT) or Biddle certification. ~~and completion of an accredited California paramedic program.~~

Special Requirements:

Must be 21 years of age prior to hire date.

Work is performed both inside and outside in seasonal climate and weather conditions. Elevated heights, slippery surfaces, oily conditions, dust, dirt, smoke, heat, hazardous substances, chemicals, and odors are conditions frequently encountered. Physical demands include heavy lifting and carrying of fire

equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required. May be required to work in adverse conditions and life threatening emergencies.

May be assigned to work a 24-hour shift schedule in the event of an emergency.

Career Ladder Information:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Firefighter.

FIRE FIGHTER

Definition

Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; participates in training, drills and independent study activities; participates in the maintenance of fire department apparatus, equipment and facilities; performs various staff support assignments such as community outreach; and performs related work as assigned.

Distinguishing Characteristics

This is the entry/journey level classification in the series. This class is distinguished from the Fire Engineer in that the incumbent is not primarily responsible for the operation and maintenance of fire pumping engines and other fire apparatus, and fire-fighting equipment. At this level, incumbents work with only occasional instruction or assistance; work is reviewed upon completion and for overall results.

Supervision Exercised/Received

Works under the direct supervision of a Fire Captain who makes detailed work assignments.

Examples of Essential Duties:

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

- Responds to fires, fire alarms and other emergency incidents.
- Connects and lays hose lines; enters burning areas or buildings with hose lines.
- Assists in operating nozzles and directs a stream of water on fires.
- Carries and operates chemical fire extinguishers.
- Carries, raises, lowers and climbs ladders.
- Makes forcible entry into buildings when necessary.
- Ventilates buildings; performs interior, exterior, and roof ventilation operations.
- Performs vehicle and accident extrication.
- Administers first aid and provides emergency medical treatment services including cardiopulmonary resuscitation.
- Performs rescue, overhaul, salvage and clean-up operations.
- Cleans and services fire-fighting equipment, inspects and tests equipment carried on fire trucks.
- Obeys orders of superiors.
- Maintains clean and orderly conditions in and about the fire station.
- Performs routine maintenance on fire hydrants, apparatus, and facilities.
- Attends drills and staff conferences.
- Participates in and conducts training sessions and practice drills.
- Maintains personal physical fitness by participating in job related physical training.
- Serves on special duty at public gatherings.
- May operate motor-driven equipment including fire apparatus, automobiles and rescue and supply trucks.

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:

- May serve in a position of higher responsibility for training purposes.

-
- May make fire, life safety and disaster preparedness presentations to schools and other community groups.
 - Performs related accurate record-keeping duties.
 - Performs fire prevention work as assigned.
 - Performs other related duties as assigned.

Qualification Guidelines

Knowledge of:

- Functions of a modern fire department;
- Concepts of fire science;
- Tool and fire equipment usage and maintenance including fire extinguishers, fog nozzles, and similar equipment;
- First aid methods and emergency medical procedures;
- Safety practices related to fire-fighting and fire prevention techniques;
- Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- English usage, spelling, grammar and punctuation;
- Mathematical calculations related to fire science and fire-fighting;
- Effective customer service techniques;
- Working knowledge of a personal computer, other standard office equipment and software applications used by assigned department;
- City codes and ordinances, and administrative rules and regulations affecting Fire department operations;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to:

- Comply with departmental policies, procedure, rules, and instructions in the field of fire-fighting;
- Apply and interpret Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- Safely operate fire apparatus and fire-fighting equipment;
- Administer first aid and cardio-pulmonary resuscitation;
- Perform mathematical calculations;
- Analyze fire and driving situations and to adopt effective courses of action;
- Remain calm in emergencies;
- Communicate clearly and concisely both orally and in writing;
- Understand and carry out oral and written directions;
- Provide effective customer service;
- Establish and maintain effective and cooperative working relationships with City employees and the general public.
- Operate office equipment including computer software and hardware (currently in use by the City);
- Learn and utilize new skills and information to improve job performance and efficiency.

Licenses and Certifications:

Valid Class C driver license and a current EMT-1 certification is required.
Accreditation as a Los Angeles County EMT-1 must be attained by the end of the probationary period.
Possession of a valid Los Angeles County Paramedic license is highly desirable.

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:

High school graduation or equivalent, completion of a State of California Fire Academy or possession of a California State Fire Fighter-1 certification; and completion of Torrance Fire Department Recruit academy.

Special Requirements:

Must be 21 years of age prior to hire date

Work is performed both inside and outside in seasonal climate and weather conditions. Elevated heights, slippery surfaces, oily conditions, dust, dirt, smoke, heat, hazardous substances, chemicals, and odors are conditions frequently encountered. Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required.

Must be willing to work in adverse conditions and life threatening emergencies.

Must be willing to work a 24-hour shift schedule.

Must be willing to work overtime, as requested.

Career Ladder Information:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Engineer.



FIRE RECRUIT

Class Code:
7110

Bargaining Unit: Police & Fire Trainees

CITY OF TORRANCE
Established Date: Jun 1, 2018
Revision Date: Sep 20, 2018

SALARY RANGE

\$5,686.00 Monthly

DEFINITION:

Under immediate supervision, participates in a formal training program through a City of Torrance Fire Recruit Academy; receives comprehensive training in firefighting methods, equipment operation, emergency medical training, station, apparatus and equipment maintenance; and successfully completes Fire academy to become a Fire Fighter.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the trainee level classification in the series. This class is distinguished from the Fire Fighter in that the incumbent is in a formal training program to complete a Fire recruit academy. Assignments are given in general terms and are subject to periodic review while in progress and upon completion.

The Fire Recruit reports directly to academy training staff, higher level Fire supervisory or management staff.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Receives academy instruction in firefighting, hazardous materials handling, rescue techniques, emergency medical procedures, physical fitness techniques, safety

procedures, community relations, operation of firefighter equipment.

- Obeys orders of superiors.
- Participates in training and education sessions to include learning Fire Department policies, procedures and other related documents pertaining to fire hazards and fire-fighting techniques.
- Studies fire department rules and regulations, fire hazards and fire-fighting techniques.
- Maintains personal physical fitness by participating in job related physical training.
- Observes and interacts with fire personnel in the performance of firefighting and medical emergency duties.
- Cleans and services fire-fighting equipment, inspects and tests equipment carried on fire trucks.

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:

- May operate motor-driven equipment including fire apparatus, automobiles and rescue and supply trucks.
- Performs training, administrative or related duties as required.

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:

High school graduation or equivalent supplemented by college-level coursework and/or specialized training in fire science.

Completion of a State of California Fire Academy and/or industrial, wildland or military fire-fighting experience is highly desirable.

Lateral Entry: Fire Cadet for the Torrance Fire Department and completion of an accredited California paramedic program.

Licenses and Certifications

Possession of or ability to attain a valid State of California Class C driver license. Current EMT-1 certification.

Possession of a valid Los Angeles County Paramedic license is highly desirable.

Knowledge of

- Basic functions of a modern fire department;
- Basic concepts of fire science;
- Tool and fire equipment usage and maintenance including fire extinguishers, fog nozzles, and similar equipment;
- First aid methods and basic emergency medical procedures;
- Safety practices related to fire-fighting and fire prevention techniques;
- English usage, spelling, grammar and punctuation;
- Effective customer service techniques;
- Working knowledge of a personal computer, other standard office equipment and software applications used by assigned department.

Ability to

- Attend, participate and successfully complete the training academy to learn firefighting methods, rescue techniques, equipment operation and maintenance, and defensive driving;
- Demonstrate mechanical aptitude as required to operate fire-fighting equipment;
- Perform mathematical calculations;
- Communicate clearly and concisely both orally and in writing;
- Understand and carry out oral and written directions;
- Establish and maintain effective and cooperative working relationships with City employees and the general public;
- Remain calm in emergencies;
- Learn and apply applicable Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- Learn concepts of fire science;
- Learn to safely operate and utilize fire equipment including fire extinguishers, fog nozzles, and similar equipment and utilize defensive driving techniques to safely operate fire apparatus;
- Learn to raise, lower, and climb ladders;
- Learn salvage and overhaul operations;
- Learn first aid and basic emergency medical procedures;
- Learn the organization, chain of command, and rules and regulations of the Fire Department;
- Learn maintenance procedures and practices.

SPECIAL REQUIREMENTS:

Must be 21 years of age prior to hire date.

Work is performed both inside and outside in seasonal climate and weather conditions. Elevated heights, slippery surfaces, oily conditions, dust, dirt, smoke, heat, hazardous substances, chemicals, and odors are conditions frequently encountered. Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required. May be required to work in adverse conditions and life threatening emergencies.

May be assigned to work a 24-hour shift schedule in the event of an emergency.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Firefighter.

ESTABLISHED/REVISED DATE:

Established: June 2018



FIREFIGHTER

Class Code:
7112

Bargaining Unit: Torrance Fire Fighters
Association

CITY OF TORRANCE
Revision Date: Jun 1, 2018

SALARY RANGE

\$4,911.78 - \$6,268.80 Monthly
\$58,941.36 - \$75,225.60 Annually

DEFINITION:

Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; participates in training, drills and independent study activities; participates in the maintenance of fire department apparatus, equipment and facilities; performs various staff support assignments such as community outreach; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the entry/journey level classification in the series. This class is distinguished from the Fire Engineer in that the incumbent is not primarily responsible for the operation and maintenance of fire pumping engines and other fire apparatus, and fire-fighting equipment. At this level, incumbents work with only occasional instruction or assistance; work is reviewed upon completion and for overall results.

Works under the direct supervision of a Fire Captain who makes detailed work assignments.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Responds to fires, fire alarms and other emergency incidents.

- Connects and lays hose lines; enters burning areas or buildings with hose lines.
- Assists in operating nozzles and directs a stream of water on fires.
- Carries and operates chemical fire extinguishers.
- Carries, raises, lowers and climbs ladders.
- Makes forcible entry into buildings when necessary.
- Ventilates buildings; performs interior, exterior, and roof ventilation operations.
- Performs vehicle and accident extrication.
- Administers first aid and provides emergency medical treatment services including cardiopulmonary resuscitation.
- Performs rescue, overhaul, salvage and clean-up operations.
- Cleans and services fire-fighting equipment, inspects and tests equipment carried on fire trucks.
- Obeys orders of superiors.
- Maintains clean and orderly conditions in and about the fire station.
- Performs routine maintenance on fire hydrants, apparatus, and facilities.
- Attends drills and staff conferences.
- Participates in and conducts training sessions and practice drills.
- Maintains personal physical fitness by participating in job related physical training.
- Serves on special duty at public gatherings.
- May operate motor-driven equipment including fire apparatus, automobiles and rescue and supply trucks.

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:

- May serve in a position of higher responsibility for training purposes.
- May make fire, life safety and disaster preparedness presentations to schools and other community groups.
- Performs related accurate record-keeping duties.
- Performs fire prevention work as assigned.
- Performs other related 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:

High school graduation or equivalent, completion of a State of California Fire Academy; and completion of Torrance Fire Department Recruit academy.

Licenses and Certifications

Valid Class C driver license and a current EMT-1 certification is required. Accreditation as a Los Angeles County EMT-1 must be attained by the end of the probationary period.

Possession of a valid Los Angeles County Paramedic license is highly desirable.

Knowledge of

- Functions of a modern fire department;
- Concepts of fire science;
- Tool and fire equipment usage and maintenance including fire extinguishers, fog nozzles, and similar equipment;
- First aid methods and emergency medical procedures;

- Safety practices related to fire-fighting and fire prevention techniques;
- Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- English usage, spelling, grammar and punctuation;
- Mathematical calculations related to fire science and fire-fighting;
- Effective customer service techniques;
- Working knowledge of a personal computer, other standard office equipment and software applications used by assigned department;
- City codes and ordinances, and administrative rules and regulations affecting Fire department operations;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to

- Comply with departmental policies, procedure, rules, and instructions in the field of fire-fighting;
- Apply and interpret Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- Safely operate fire apparatus and fire-fighting equipment;
- Administer first aid and cardio-pulmonary resuscitation;
- Perform mathematical calculations;
- Analyze fire and driving situations and to adopt effective courses of action;
- Remain calm in emergencies;
- Communicate clearly and concisely both orally and in writing;
- Understand and carry out oral and written directions;
- Provide effective customer service;
- Establish and maintain effective and cooperative working relationships with City employees and the general public.
- Operate office equipment including computer software and hardware (currently in use by the City);
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS:

Must be 21 years of age prior to hire date

Work is performed both inside and outside in seasonal climate and weather conditions. Elevated heights, slippery surfaces, oily conditions, dust, dirt, smoke, heat, hazardous substances, chemicals, and odors are conditions frequently encountered. Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required.

Must be willing to work in adverse conditions and life threatening emergencies.

Must be willing to work a 24-hour shift schedule.

Must be willing to work overtime, as requested.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Engineer.

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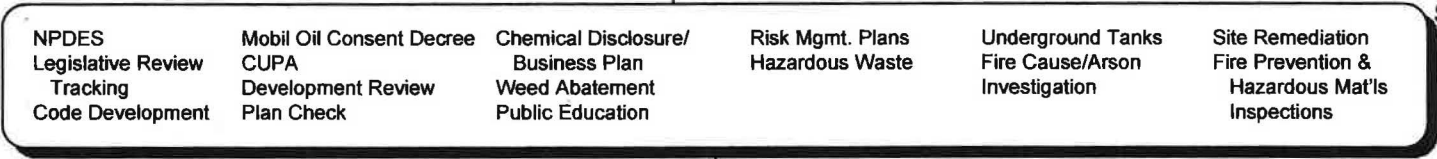
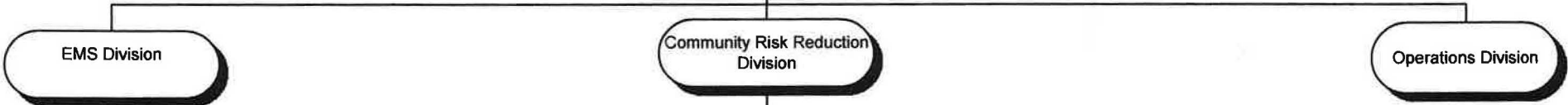
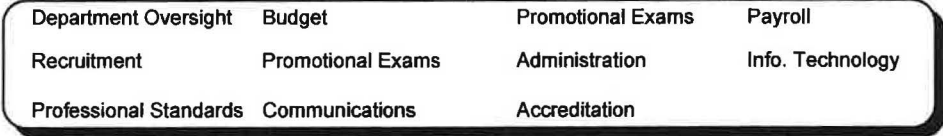
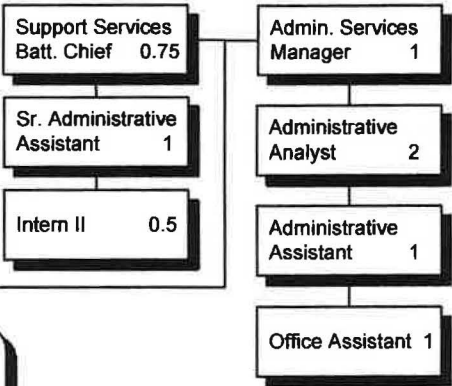
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Revised: June 2018

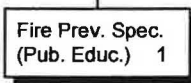
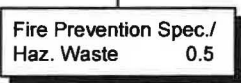
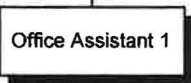
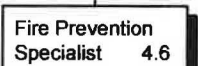
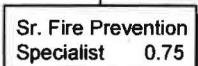
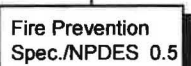
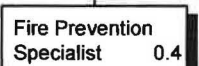
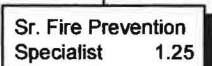
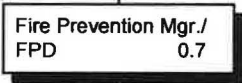
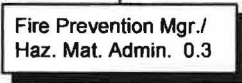
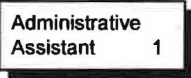
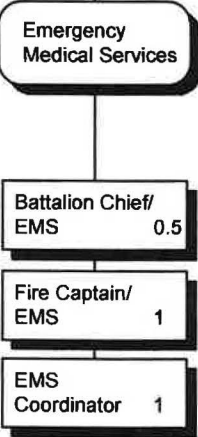
FIRE
 No. of Employees = 164.5 FTE Positions

Functional Organizational (1 of 2)
 2020-21 Proposed

Sworn: 144.0 Employees
 Civilian: 20.5 Employees



See next page



Attachment C

FIRE
 No. of Employees = 164.5 FTE Positions

Functional Organizational (2 of 2)
 2020-21 Proposed

Sworn: 144.0 Employees
 Civilian: 20.5 Employees

City Council
 City Manager
 Fire Chief
 OPERATIONS DIVISION

Emergency Responses Specialty/Miscellaneous Suppression
 Emergency Scene Management Technical Rescue
 Hazardous Materials Training/Coordinating/Planning

Procurement Facility/Equipment Fire Prevention
 Equipment Maintenance Inspections Vehicle Maintenance
 Pre-Incident Planning Hazardous Materials Incident Reporting/
 Vehicle Facility Inspections Documentation
 Management Organizational Planning
 Mutual Aid Coordination

OPERATIONS DIVISION
 Deputy Fire Chief 1

Org. Planning
 (Battalion Chief) 0.5

Platoon Commander
 Battalion Chief 3

Training Officer
 (Battalion Chief) 0.5

Emergency Services
 Manager 1

Staff Assistant 1 **Position frozen**

FIRE STATION #1
 1701 CRENSHAW BLVD.

FIRE STATION #2
 25135 DOUGLAS WAY

FIRE STATION #3
 3535 W. 182ND STREET

FIRE STATION #4
 5205 CALLE MAYOR

FIRE STATION #5
 3940 DEL AMO BLVD.

FIRE STATION #6
 21401 DEL AMO CIR. DR.

ENGINE CO. 91
 Company Commander (Fire Capt.) 3

TRUCK CO. 91
 Company Commander (Fire Capt.) 3

ENGINE CO. 97
 Company Commander (Fire Capt.) 3

ENGINE CO. 92
 Company Commander (Fire Capt.) 3

ENGINE CO. 93
 Company Commander (Fire Capt.) 3

ENGINE CO. 94
 Company Commander (Fire Capt.) 3

ENGINE CO. 95
 Company Commander (Fire Capt.) 3

ENGINE CO. 96
 Company Commander (Fire Capt./HM) 3

TRUCK CO. 96
 Company Commander (Fire Capt.) 3

Fire Engr. 3
 Fire Fighter 3
 Fire Fighter/PM 3

Fire Engineer 3
 Fire Fighter/Tiller Operator 3
 Fire Fighter 2
 Fire Fighter/PM 1

Fire Engineer 3
 Fire Fighter 3
 Fire Fighter/PM 3

Fire Engineer 3
 Fire Fighter/PM 6

RESCUE CO. 93
 Fire Fighter/Paramedic 6

RESCUE CO. 94
 Fire Fighter/Paramedic 6

RESCUE CO. 95
 Fire Fighter/Paramedic 6

Fire Engr./HM 3
 Fire Fighter/HM 3
 Fire Fighter/PM 3

Fire Engineer 3
 Fire Fighter/Tiller Operator 3

RESCUE CO. 91
 Fire Fighter/Paramedic 6

Fire Engineer 3
 Fire Fighter 3
 Fire Fighter/PM 3

Fire Engineer 3
 Fire Fighter 3
 Fire Fighter/PM 3

Fire Engineer/HM 3
 Fire Fighter 3
 Fire Fighter/HM 3

RESCUE CO.
 Fire Fighter/Paramedic 6

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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR WAREHOUSE SUPERVISOR

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the revised class specification for Warehouse Supervisor and forward it to the City Council for final approval.

BACKGROUND

The incumbent Warehouse Supervisor retired in October 2020 and there is a need to conduct a Civil Service examination. The General Services Department requested that the class specification be reviewed to ensure it accurately reflects the position prior to conducting the examination.

The proposed class specification is submitted for your review and approval.

ANALYSIS

The class specification for Warehouse Supervisor was last revised in 1991 and staff determined that a revision to the class specification is required to reflect the reporting structure, current duties and responsibilities, license and certification, experience, and working conditions. Sections were added to ensure consistency with the current class specification format. These sections include: Supervision Exercised/Received, Special Requirements, and Career Ladder Information.

The **Examples of Essential Duties** section was modified to include the full range of functions performed. The following additional functions performed were added:

- Leads cyclical inventory counts;
- Monitors purchase order expenditures and prepares recommendations for adjustments and renewals.

The **Examples of Other Duties** section was added to include the full range of functions performed. The following additional functions performed were added:

- Responds to system alarms and assists departments with afterhours callouts;
- Operates and utilizes computers and software related to job functions, including office, payroll, inventory, and work order systems;
- Interacts with vendors to coordinate warehouse inventory in support of City operations and special projects, including preparation of specifications and administration of contracts;
- Prepares and maintains technical, budgetary, personnel and activity reports;
- Performs related duties as required.

The **Qualification Guidelines** section was modified to include the “knowledge of” and “ability to” the added functions. The following additional functions performed were added:

Knowledge of:

- Basic computer operation functions and peripheral equipment including operating systems and software currently in use by the City;
- City policies and procedures affecting departmental operations;
- General City operations;
- Safety procedures and practices related to warehouse operations to include OSHA standards.

Ability to:

- Prepare and recommend preliminary budgetary information;
- Analyze information, problems and procedures to define the problem or needs, identify patterns, tendencies and relationships, formulate logical conclusions, recognize and suggest alternatives;
- Prepare and present accurate and timely reports;
- Understand the principles and practices of computers and communications systems;
- Provide exceptional customer service;
- Learn and utilize new skills and information to improve job performance and efficiency.

The **License or Certification** section was modified to make the language consistent with all other class specifications.

The **Education and Experience** section was modified to make the language consistent with all other class specifications. The following additional required experience was added:

- One year of work in a lead or supervisory capacity involved in the order and distribution of parts, tools, supplies and equipment.

The **Special Requirements** section was added to include physical demands and/or working conditions.

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

Requires frequent walking and standing; lifting and carrying objects of moderate weight, up to 50 lbs.; safe operation of a forklift and City vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are required for safe and/or productive operations. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

The **Career Ladder Information** section was added to be consistent with all other class specifications.

Respectfully submitted,

By 
Myisha Phillips
Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Manager

NOTED:



Brianne Cohen
Civil Service Manager

- Attachment
- A) Revised Class Specification Warehouse Supervisor
 - B) Existing Class Specification Warehouse Supervisor
 - C) Organizational Chart of the General Services Department

Warehouse Supervisor

Definition:

Under supervision direction, supervises, plans, organizes and coordinates the work of employees engaged in all phases of warehouse operations; procures and dispenses stock items and repair parts as required to maintain City fleet, custodial, water, irrigation and fuel inventory, and other supplies as needed; maintains accurate inventory transactions and records; and other related work as required.

Distinguishing Characteristics:

Distinguished from the Fleet Services Manager in that the incumbent is not responsible for planning, organizing and directing the Fleet Services Division. Distinguished from Purchasing Agent in that the incumbent is not responsible for the overall operations of the Purchasing Division of the General Services Department. Distinguished from Autoparts Storekeeper and Storekeeper in that the incumbent is responsible for the supervision and overall operation of the warehouse.

Supervision Exercised/Received:

Receives supervision from the Fleet Services Manager; exercises direct supervision over subordinate personnel.

Examples of Essential Duties:

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

- Orders and distributes automotive, custodial, water, irrigation and fuel inventory, parts, tools, supplies and equipment for the City's warehouse, primarily for maintenance of the City's fleet;
 - Evaluates turn-over rate of inventory stock and ensures that appropriate stock levels are maintained;
 - Leads cyclical inventory counts;
 - Monitors purchase order expenditures and prepares recommendations for adjustments and renewals;
 - Conducts inquiries to establish the best sources of supply for a variety of products;
 - Ensures that the security of the warehouse is maintained against loss;
 - Maintains inventory records; reviews and approves invoices for processing;
 - Prepares periodic reports and makes recommendations regarding warehouse operating policies to the Purchasing Agent Fleet Services Manager and Department Head;
 - Plans, schedules, assigns, monitors and evaluates the work of employees engaged in all phases of warehouse operations;
 - Counsels staff and recommends discipline, and insures that employees are properly trained to perform their duties safely and effectively.
-

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.

- Responds to system alarms and assists departments with afterhours callouts;
 - Operates and utilizes computers and software related to job functions, including office, payroll, inventory, and work order systems;
 - Interacts with vendors to coordinate warehouse inventory in support of City operations and special projects, including preparation of specifications and administration of contracts;
 - Prepares and maintains technical, budgetary, personnel and activity reports;
 - Performs related duties as required.
-

Qualification Guidelines

Knowledge of:

- Principles and practices of effective warehouse operations;
- Methods of maintaining effective inventory systems;
- Principles and best practices of inventory control;
- Automated inventory systems;
- Principles and practices of supervision, training, and employee relations;
- Basic computer operation functions and peripheral equipment including operating systems and software currently in use by the City;
- City policies and procedures affecting departmental operations;
- General City operations;
- Safety procedures and practices related to warehouse operations to include OSHA standards.

Ability to:

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work; hiring, training, counseling and disciplining staff; and processing grievances;
 - Prepare and recommend preliminary budgetary information;
 - Analyze information, problems and procedures to define the problem or needs, identify patterns, tendencies and relationships, formulate logical conclusions, recognize and suggest alternatives;
 - Prepare and present accurate and timely reports;
 - Establish and maintain effective working relationships with subordinates, other City employees, other departments vendors, and the public;
 - Communicate effectively both orally and in writing;
 - Understand the principles and practices of computers and communications systems;
 - Understand technical information related to vehicular and equipment repair parts;
 - Source specialty repair parts;
 - Provide exceptional customer service;
 - Learn and utilize new skills and information to improve job performance and efficiency.
-

License or Certificate:

~~A valid California Class C Drivers' License.~~ Must possess and maintain a valid California Class C driver's license.

Forklift Operator Certification is desirable.

Education and Experience:

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

High school graduation or equivalent. Four years of experience involving warehouse inventory control activities and storekeeping duties including purchasing of stock and repair items, including one year of work in a lead or supervisory capacity involved in the order and distribution of parts, tools, supplies and equipment.

Experience with automated inventory systems is preferred desirable.

Special Requirements:

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

Requires frequent walking and standing; lifting and carrying objects of moderate weight, up to 50 lbs.; safe operation of a forklift and City vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are required for safe and/or productive operations. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

Career Ladder Information:

Experience gained in this classification in addition to training and coursework may serve to meet the qualification guidelines for Fleet Services Manager.



WAREHOUSE SUPERVISOR

Class Code:
1153

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Revision Date: Jun 1, 1991

SALARY RANGE

\$30.51 - \$37.08 Hourly
\$5,288.40 - \$6,427.20 Monthly
\$63,460.80 - \$77,126.40 Annually

DEFINITION:

Under supervision, plans, organizes and coordinates the work of employees engaged in all phases of warehouse operations; procures and dispenses stock items and repair parts as required to maintain City fleet, and other supplies as needed; maintains accurate inventory transactions and records; and other related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

Distinguished from Purchasing Agent in that the incumbent is not responsible for the overall operations of the Purchasing Division of the General Services Department. Distinguished from Auto parts Storekeeper and Storekeeper in that the incumbent is responsible for the overall operation of the warehouse.

EXAMPLES OF ESSENTIAL DUTIES:

Orders and distributes parts, tools, supplies and equipment for City's warehouse, primarily for maintenance of the City's fleet; evaluates turn-over rate of inventory stock and ensures that appropriate stock levels are maintained; conducts inquiries to establish the best sources of supply for a variety of products; ensures that the security of the warehouse is maintained

against loss; maintains inventory records; reviews and approves invoices for processing; prepares periodic reports and makes recommendations regarding warehouse operating policies to the Purchasing Agent and Department Head; plans, schedules, assigns, monitors and evaluates the work of employees engaged in all phases of warehouse operations; counsels staff and recommends discipline, and insures that employees are properly trained to perform their duties safely and effectively.

QUALIFICATION GUIDELINES:

Education and Experience

Equivalent to graduation from high school. Four years of experience involving inventory control activities and storekeeping duties including purchasing of stock and repair items. Experience with automated inventory systems is preferred.

License and/or Certificates

A valid California Class C Drivers' License.

Knowledge of

- Principles and practices of effective warehouse operations;
- Methods of maintaining effective inventory systems;
- Principles and practices of inventory control;
- Automated inventory systems;
- Principles and practices of supervision.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work; hiring, training, counseling and disciplining staff; and processing grievances;
- Establish and maintain effective working relationships with subordinates, other employees, other departments and vendors;
- Communicate effectively orally and in writing;
- Understand technical information related to vehicular and equipment repair parts;
- Source specialty repair parts.

Revised Date: June 1991

GENERAL SERVICES

No. of Employees = 125.3 FTE Positions

Functional Organizational Chart (1 of 2)
2019-20 Adopted

City Council

City Manager

General Services
Director 1

ADMINISTRATION

Program Management
Budget Preparation
Payroll

Sr. Administrative
Assistant 1

FACILITY SERVICES DIVISION

Building Maintenance
Capital Projects
HVAC & Electrical
Custodial
Contract Administration
Graffiti Program

Facility Services
Manager 1

Sr. Business
Manager 1

Staff
Assistant 1

Bldg. Maint.
Supervisor 1

Sr. Building
Inspector 1

Administrative
Assistant 1

BUILDING MAINTENANCE

Sr. Building
Maintainer 1

Building
Maintainer 6

HVAC/ ELECTRICAL

HVAC/Elec.
Supervisor 1

HVAC
Technician 3

Electrician 2

BUILDING SERVICES

Facility Services
Supervisor 1

Senior
Custodian 3

Custodian 21

FLEET SERVICES DIVISION

Vehicle Maintenance and Repair
Vehicle/Equipment Acquisition &
Replacement
Payroll, Budget, Payables
Automated Equipment Maintenance &
Inventory
Warehouse Operations

Fleet Services
Manager 1

WAREHOUSE

Warehouse
Supervisor 1

Auto Parts
Storekeeper 1

Storekeeper 2

Delivery Driver/
Clerk 0.5

Office
Assistant 1

1 Position frozen

FLEET MAINTENANCE

Day Shift

Fleet Services
Supervisor 1

Senior
Welder 1

Senior
Mechanic 4

Mechanic 4

Facility Ops.
Attendant 1

Night Shift

Fleet Services
Supervisor 1

Senior
Mechanic 5

Mechanic 3

Equipment
Attendant 4

Administration

Sr. Business
Manager 1

Administrative
Analyst 1

Administrative
Assistant 1

Office Assistant 1

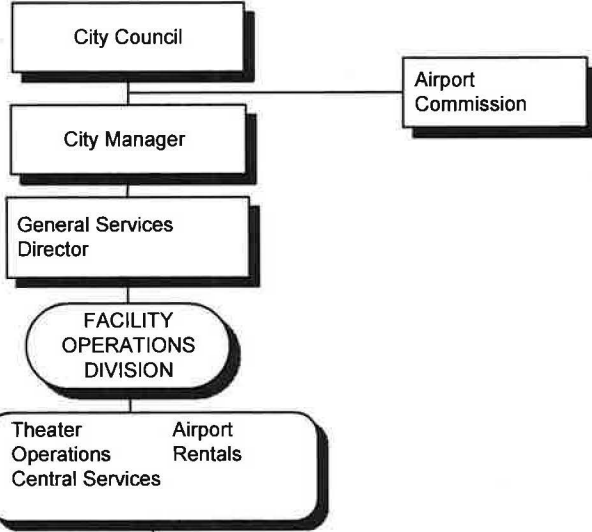
FACILITY OPERATIONS DIVISION

See next page

ATTACHMENT C

GENERAL SERVICES
 No. of Employees = 125.3 FTE Positions

Functional Organizational Chart (2 of 2)
 2019-20 Adopted



Facility Operations Manager 1

CULTURAL ARTS CENTER

AIRPORT

CENTRAL SERVICES

Sr. Business Manager 1

Sr. Business Manager 1

Central Services Supervisor 1

Customer Service Rep. 0.5

Bookkeeper 1

Lead Airport Worker 1

Administrative Assistant 1

Sr. Account Clerk 1

Office Assistant 1

Airport Worker 4

Customer Service Rep. 0.5

Central Services Coordinator 2

1 Position frozen

THEATER

OPERATIONS

RENTALS

Reprographics & Mail

Graphics

Technical Director 1

Box Office Manager 1

Facility Operations Chief 1.5

Booking Manager 2

Reprographic Specialist 3

Graphics Designer 2

Stage Manager 1.1

Sr. Box Office Attendant 1.6

Sr. Facility Operations Attendant 4

Asst. Booking Manager 2

Delivery Driver/Clerk 1

Theater Technician 1.3

Theater Tech. Coordinator 1.2

Box Office Attendant 2.1

Facility Operations Attendant 5

Customer Service Rep. 1

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

Honorable Members:

**SUBJECT: APPROVE THE RECLASSIFICATION OF INCUMBENTS TO POLICY AND
RESOURCES SPECIALIST**

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body:

1. Approve the reclassification of Charles "Chuck" Schaich, Senior Administrative Analyst to the classification of Policy and Resources Specialist and forward to City Council for approval; and
2. Approve the reclassification of John Drakodaidis, Senior Administrative Analyst to the classification of Policy and Resources Specialist and forward to City Council for approval.

BACKGROUND:

At their May 18, 2021 meeting, the City Council approved a reorganization of the Public Works Department, which upgraded 1.0 Senior Administrative Analyst position and 1.0 Waste Management Coordinator position to 2.0 Policy and Resources Specialist positions, and deleted 1.0 Senior Administrative Analyst position and 1.0 Waste Management Coordinator position, which was vacant.

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 Division and Sanitation Division, which have an increasing demand for monitoring legislation and compliance requirements that impact the organization. Additionally, budget, grant and contract administration, have been re-aligned to the Specialist positions to improve administrative efficiencies. At the Civil Service Commission of July 26, 2021, your Honorable Body approved a new classification of Policy and Resources Specialist to address these responsibilities. Subsequently, the Public Works Director requested a study of two Senior Administrative Analysts positions.

ANALYSIS:

The methodology of the study included an analysis of the level of responsibility and knowledge, skills and ability requirements in the performance of the duties. An analysis of each factor relative to the reclassification of the incumbent to the new classification is explained below in accordance with the Transfer of Incumbents Employees Without Examination Policy. The Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination (Attachment E) establishes six criteria for considering a transfer of incumbents to positions that are reclassified or reallocated.

Criterion #1

"Determination of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required."

Criterion #2

"That the incumbents have been in the position for a sufficient period of time to have become proficient in performing the duties of the new class."

Criterion #3

"That the change of duties has occurred gradually over time."

Criterion #4

"That there is no evidence the change was created as a subterfuge to circumvent the examination process."

Criterion #5

"That the salary level of the new position is a consideration in making a determination."

Criterion #6

"That no current eligible list exists for the new class."

Charles "Chuck" Schaich was appointed as an Administrative Specialist in 1974 and has been in the Senior Administrative Analyst classification for about 32 years. Over time, Mr. Schaich has assumed an increased level of responsibility due to the demands of regulatory and compliance requirements of the water industry that has placed upon the organization. The duties performed has expanded from general administrative support and developed into a specialized position. Specifically, these areas include monitoring legislation, regulations, and public policy impacting water matters; developing environmental programs in conjunction with legislation and public policy matters directed towards water related issues; coordinating water rate studies and required Proposition 218 rate hearings; overseeing water resource management and monitoring program specific budgets; and serving as the liaison for interagency coordination. Mr. Schaich has assumed responsibility of water issues impacting the Public Works Department, and currently performs duties of Policy and Resources Specialist. The study revealed that the change of duties described in this report has occurred with no intent to circumvent the examination process. The incumbent's duties changed as the demands of the Public Works Department and the functions within the Water Division changed. The incumbent currently performs the full range of duties as required. In reviewing the scope and level of responsibility, it was determined that the Senior Administrative Analyst incumbent should be reclassified to a Policy and Resources Specialist position to denote the nature and scope of the job.

John Drakodaidis was appointed as an Administrative Specialist in 1991 and has been in the Senior Administrative Analyst classification for about 20 years. Gradually over time, Mr. Drakodaidis has assumed an increased level of responsibility in response to the needs of the organization. The responsibilities include assisting with environmental programs management and compliance with legislation related to waste water and storm water matters; assisting with the coordination of sanitation rate studies, analyses, and recommendations for required Proposition 218 rate hearings; monitoring and preparing regulatory compliance reports; and serving as a liaison for regulatory agencies, and inter-agency meetings. The study found that the change of duties described in this report has occurred with no intent to circumvent the examination process. In reviewing the scope and level of responsibility, it was determined that the Senior Administrative Analyst incumbent should be reclassified to a Policy and Resources Specialist position to denote the nature and scope of the job.

The salary for the classification of Senior Administrative Analyst is \$44.10 at the top step and the salary for the classification of Policy and Resources Specialist is \$61.10 at the top step. The comparison of salary difference between the two classifications is 39%. Additionally, there is currently no eligible list for the classification of Policy and Resources Specialist.

The Policy and Resources Specialist classification is assigned to the Professional Unit represented by Torrance Professional & Supervisory Association (TPSA), who has been advised of this action and concurs with this recommendation.

SUMMARY:

Based on analysis of the factors, it is clearly demonstrated that all of the factors have been adhered to in consideration of the allocation of the incumbent to the proposed classification without examination.

In addition, Torrance Municipal Code Section 14.2.3, Allocation of New Positions; Reallocations (Attachment F), states that Staff, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission.

Respectfully submitted,

By 

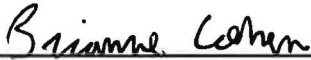
Kelli Lee
Human Resources Senior Management Associate

CONCUR:



Hedieh Khajavi
Human Resources Manager

NOTED:



Brianne Cohen
Civil Service Manager

- Attachment:
- A) Class Specification – Senior Administrative Analyst
 - B) Class Specification – Policy and Resources Specialist
 - C) Torrance Professional & Supervisory Association (TPSA) Resolution No. 2021-76
 - D) Public Works Department Organization Chart
 - E) Policy on Transfer of Incumbent Employees without Examination
 - F) Torrance Municipal Code Section 14.2.3



ADMINISTRATIVE ANALYST

Class Code:
1330

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Revision Date: Jan 1, 2000

SALARY RANGE

\$27.65 - \$44.54 Hourly
\$4,792.67 - \$7,720.27 Monthly
\$57,512.00 - \$92,643.20 Annually

DEFINITION:

Under direction provides staff assistance of a generalized and/or specialized nature to City Manager, Department Director, Department Manager and/or City boards or commissions. Performs assignments ranging from routine administrative to more complex and varied professional, confidential and/or specialized nature. Supports management/supervisory staff with problem resolution, research and data compilation and report preparation; performs related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Assignments entail various areas of day to day business operations within a specific department or defined areas of operation or specialty. Work requires the ability to identify and initiate steps to secure required information and to make independent decisions within a limited scope for assigned projects or delegated areas of responsibility. Work is performed under general direction. As experience accrues, more complex work assignments require a higher degree of initiative, the ability to make independent and sound decisions and performance with greater autonomy requiring minimal instruction or assistance. Progression from the entry, mid/journey and senior levels of the class is contingent upon the ongoing acquisition and demonstration of core competencies associated with the successively higher performance expectations.

Entry Level: Performs the basic duties of the class. Typically handles more routine departmental or division administrative and analytical work that requires a minimum of previous administrative or analytical experience. Assignments are made under immediate supervision and work is reviewed to ensure compliance with instructions.

Journey/Intermediate Level: Distinguished from entry level by the increased complexity of assignments, broader range of duties, and greater independence with which employee is expected to operate. Requires prior professional level administrative, business and analytical experience. Works under limited supervision with greater flexibility in achieving specified objectives. Work review is occasional in progress and upon completion.

Senior Level: Distinguished from the Entry and Journey/Intermediate levels by the greater complexity and responsibility of the assignments received and the increased independence with which the employee is expected to operate. Incumbent is expected to exercise significantly more independent judgment and decision making. Requires substantial knowledge of and interface within a specific area of operation or specialty and prior experience in municipal government. Work is performed with periodic to minimal supervision.

Receives direction from City Manager, Department Head or Division Manager.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties represent the principal job duties ranging from the entry to senior level of the class; however, they may not be present in all areas of assigned operation or specialty, nor are they all-inclusive. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Provides staff assistance of a generalized nature as well as in areas of specialty such as finance, engineering, transportation, public services, and grants management;
- Researches and provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis;
- Conducts studies and surveys, and produces reports, written and oral, recommending appropriate courses of action;
- Prepares written correspondence, agenda items, documents and presentation material;
- Acts as resource to public, City departments and other organizations for inquiries, complaints, or dissemination of general information including public presentations; requires effective written and oral communications, judgment and tact and a broad understanding of City policy and procedures and/or area of specialty;
- Interprets and applies rules, regulations, and policies; monitors and keeps abreast with current developments or proposed changes, legally and internally;
- Coordinates various programs and projects, overseeing, implementation and administration, which may include budget preparation and tracking, expenditure control, internal training/communication, and public relations;
- Assists with Departmental day to day operations such as RFP's, contract administration, grant preparation, and personnel related matters.

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.

- Researches and locates appropriate vendor contacts;
- Manages petty cash;
- Processes purchase requisitions;
- Reviews and processes expense reports;
- Coordinates recruitment and temporary staffing requirements with Human Resources Division/Civil Service.

QUALIFICATION GUIDELINES:

Education and Experience

Any combination of education and experience that provides the required knowledge and skills would be acceptable. A typical way to obtain the knowledge, skills and abilities would be:

A Bachelor's Degree from a college or university in Public Administration, Business Administration, or a related field and at least one-year of related professional experience or 2 years of related college course work and 4 years of progressively responsible administrative or analytical experience.

License and/or Certificate

None.

Knowledge of

- Principles and practices of public and/or business administration;
- Principles and practices of office management, modern office equipment and software applications;
- Organizational effectiveness theory and practices, including general, procedural and statistical analysis;
- Research methodologies & resources, including Internet and report writing;
- Professional public relations skills, principles and practices, including both written and oral presentation;
- Principles and practices of budget preparation;
- Applicable local, State and Federal laws and regulations;
- General customer service techniques.

Ability to

- Prepare and organize data for professional reports and/or presentations using various research resources and modern software applications including word processing, spreadsheet, presentation, and database;
- Conduct data collection, and analysis;
- Compute, interpret and compile statistics;
- Research, interpret, and apply policy and procedure, City ordinances, administrative rules and regulations, and/or legal compliance requirement;
- Apply functional reasoning, rational judgment and creativity to resolve problems and accomplish diversified work assignments;
- Communicate effectively orally and in writing, including clear and convincing oral presentations;
- Establish and maintain effective working relationships with others and exercise tact and diplomacy;
- Plan, organize and direct programs or projects;
- Adapt to shifting priorities;
- Maintain confidentiality and exercise sound judgment.

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 to another; requires sufficient hand/eye coordination to

perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communication ability.

ESTABLISHED/REVISED DATE:

Revised Date: January 2000
Dept. Review: January 2021

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.

RESOLUTION NO. 2021-76

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, AMENDING RESOLUTION NO. 2018-65 SETTING FORTH CHANGES REGARDING HOURS, WAGES, AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION (TPSA)

SECTION I

That Resolution 2018-65 is hereby amended as follows:

ARTICLE 3 – COMPENSATION

SECTION 3.1 PAY RANGES AND CLASS TITLES

ADD:

A. The pay grade described below is hereby assigned to the position title of Policy and Resources Specialist effective August 15, 2021. This pay grade applies to TPSA employees who receive the PARS benefit.

Class Title	Pay Basis	Steps	1	2	3	4	5	6	7
Policy and Resources Specialist	Hourly		45.60	47.88	50.27	52.79	55.42	58.19	61.10

B. The pay grade described below is hereby assigned to the position title of Policy and Resources Specialist effective August 15, 2021. This pay grade applies to TPSA employees who do not receive the PARS benefit.

Class Title	Pay Basis	Steps	1	2	3	4	5	6	7
Policy and Resources Specialist	Hourly		46.06	48.36	50.77	53.32	55.97	58.77	61.71

Attachment C

SECTION II SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

INTRODUCED, APPROVED, and ADOPTED this 10th day of August 2021.




Mayor Patrick J. Furey

APPROVED AS TO FORM:
PATRICK Q. SULLIVAN, City Attorney



Tatia Y. Strader, Assistant City Attorney

ATTEST:


Rebecca Poirier, MMC, City Clerk


TORRANCE CITY COUNCIL RESOLUTION NO. 2021-76

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

I, Rebecca Poirier, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at a regular meeting of said Council held on the 10th day of August, 2021 by the following roll call vote:

AYES: COUNCILMEMBERS Ashcraft, Chen, Griffiths, Kalani, Mattucci, Walser, and Mayor Furey.
NOES: COUNCILMEMBERS None.
ABSTAIN: COUNCILMEMBERS None.
ABSENT: COUNCILMEMBERS None.

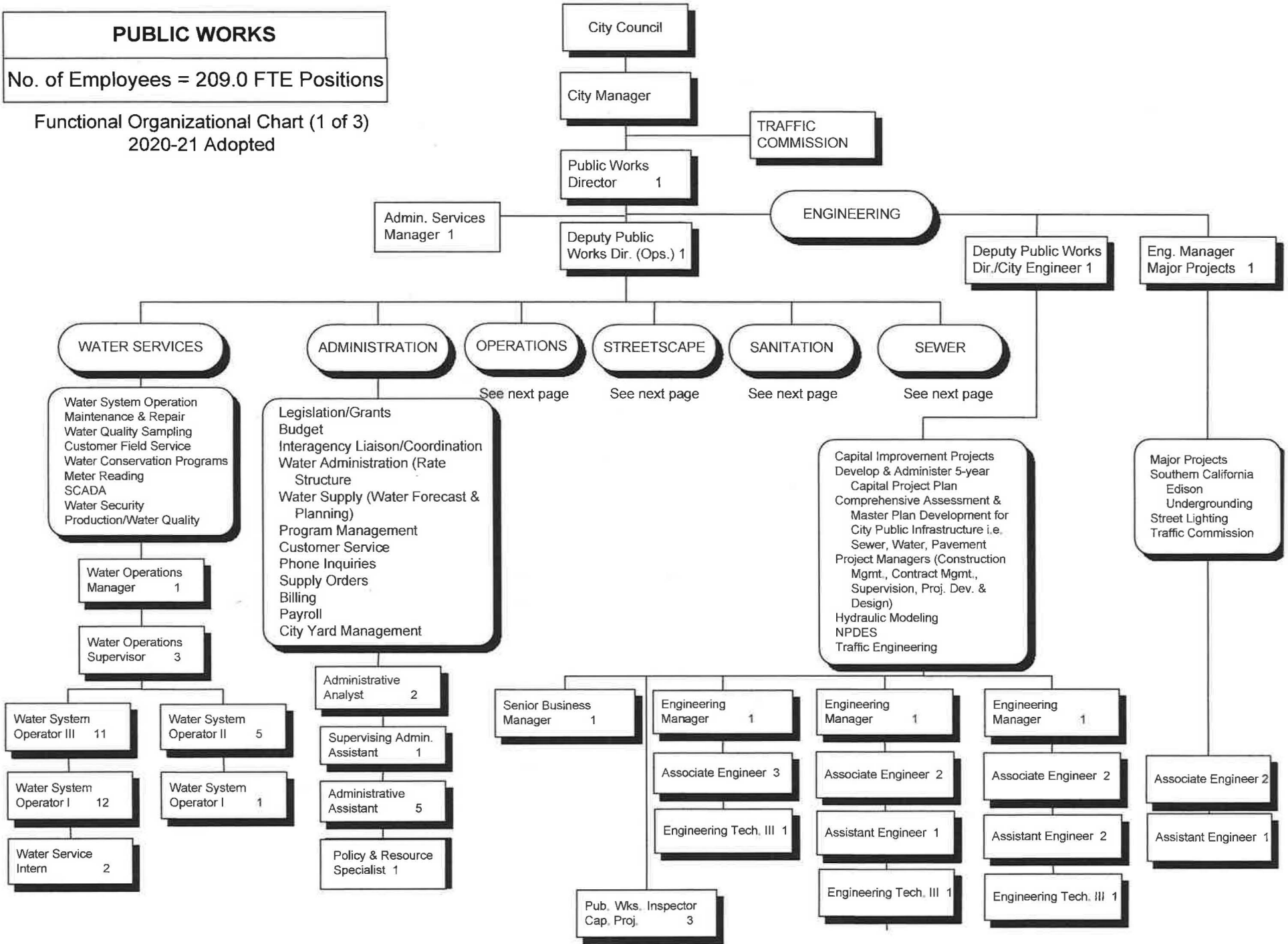
Date: 8/12/21



Rebecca Poirier, MMC
City Clerk of the City of Torrance

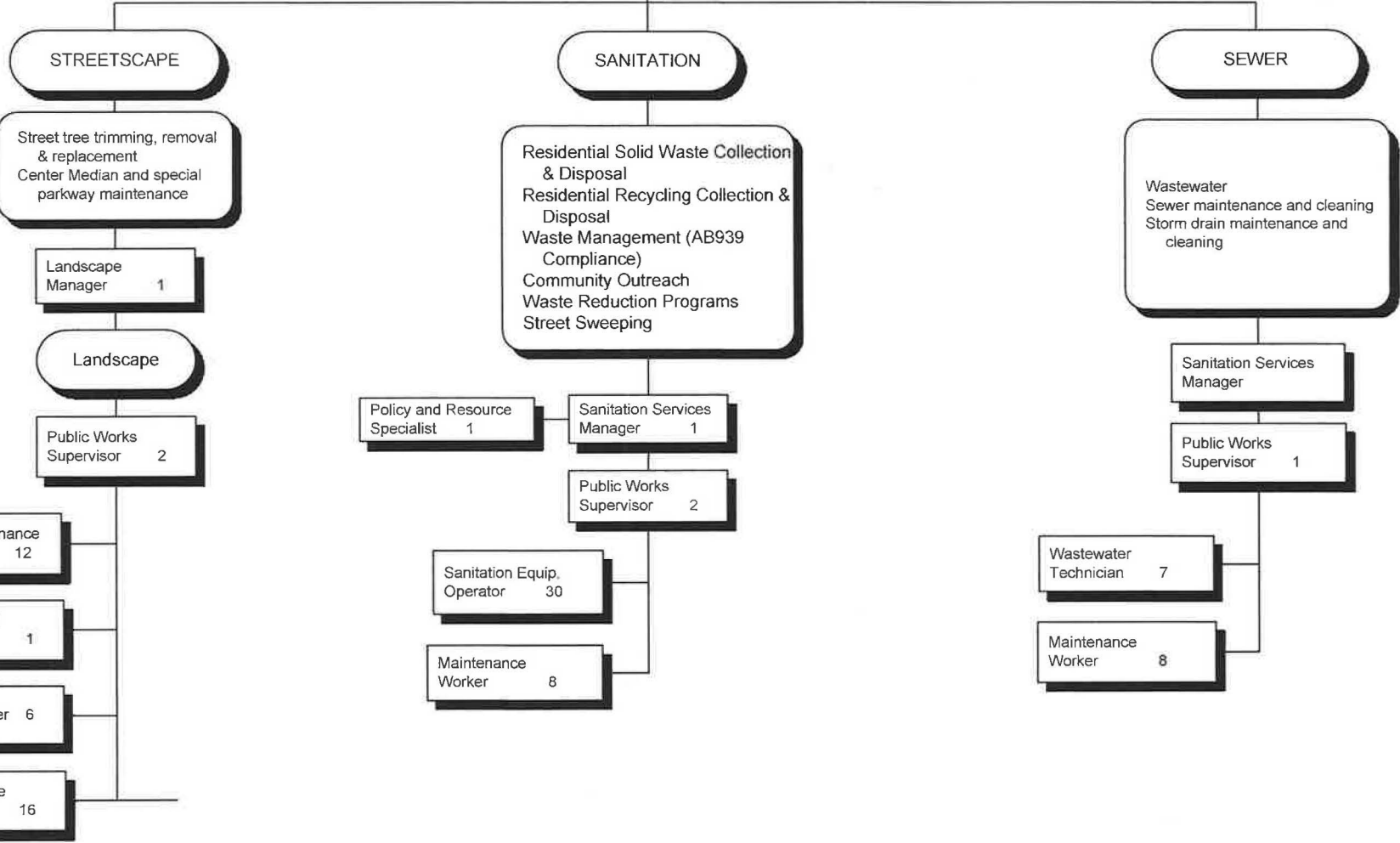
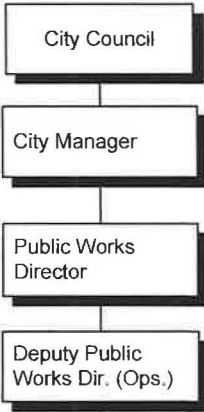
PUBLIC WORKS
 No. of Employees = 209.0 FTE Positions

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



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

City Council

City Manager

Public Works
Director

Deputy Public
Works Dir. (Ops.)

OPERATIONS

Public Works Street
Maintenance
Traffic & Lighting
Curb, Gutter, & Sidewalk Repair

Street Operations
Manager 1

TRAFFIC & LIGHTING

Operate & maintain City
Signals and Lights
Maintain and install city Street
Signs (regulatory, warning,
name)
Provide emergency & special
events traffic control and
barricading
Street painting

Traffic & Lighting
Supervisor 1

Traffic
Painter 3

Traffic Signal
Technician 4

Maintenance
Worker 3

CONCRETE

Public Works
Supervisor 1

Cement
Finisher 2

Equipment
Operator 2

Maintenance
Worker 5

STREET MAINTENANCE

Street Maintenance & Repair
Storm Water Channel and
Drainage Retention Basin
(sump) maintenance

Public Works
Supervisor 1

Street Maintenance

Sump & Channel
Maintenance

Lead Maintenance
Worker 3

Lead Maintenance
Worker 1

Equipment
Operator 1

Equipment
Operator 8

Maintenance
Worker 2

Maintenance
Worker 1

POLICY OF THE CIVIL SERVICE COMMISSION

SUBJECT: POLICY ON TRANSFER OF INCUMBENT EMPLOYEES WITHOUT EXAMINATION

The following criteria shall be adhered to by the Civil Service Commission when considering requests for transfers of incumbents when positions are reclassified or reallocated under the provisions of Torrance Municipal Code Section 14.2.3.

1. Determinations of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.
2. That the incumbent has been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.
3. That the change of duties has occurred gradually over time.
4. That there is no evidence the change was created as a subterfuge to circumvent the examination process.
5. That the salary level of the new position is a consideration in making a determination.
6. That no current eligible list exists for the new class.

Adopted July 12, 1982
Modified May 12, 1997
Modified May 24, 2021

SECTION 14.2.3. - ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.

(Amended by O-3486)

The Personnel Director, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission. The Commission shall submit its action on such recommendation to the City Council. The City Council shall make the final decision.

- a) Any employee shall have the right to the consideration of any request he may have with respect to a change in the classification of his position. He shall submit his request in writing to his department head, who shall make recommendations and comments as to what action should be taken. The request, with departmental recommendations, shall be submitted to the Personnel Director for review with a copy of such recommendation returned to the employee.
- b) A department head or a representative of a recognized employee organization may initiate a request for a study of an individual position or positions by submitting such request to the Personnel Director for review and recommendation.
- c) When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Civil Service Commission shall allocate or re-allocate the affected positions in the same manner as the original allocations are made. When the classification or allocation of a position is changed in accordance with this rule and the new status of the position is approximately equal to its former status, the Civil Service Commission may approve the transfer of the incumbent of the position in its former status to the position in its new status. When the new status of such a position is higher than the former status, the Civil Service Commission may approve the promotion of the incumbent of the position in its former status to the position in its new status if the employee passes successfully a promotional examination of the same degree of difficulty as an open competitive examination for the same class.