

Pursuant to Assembly Bill 361, Governor Newsom's Proclamation of a State of Emergency on March, 4, 2020, and the Order of the Health Officer of the County of Los Angeles Department of Public Health (revised September 28, 2021), members of the Civil Service Commission and staff will participate in this meeting via teleconference or other electronic means.

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

**MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING** via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/3dBZ1T6>  
Phone number: 1-669-900-9128  
ID: 857 3095 1581  
Passcode: 390588

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, DECEMBER 13, 2021  
REGULAR MEETING  
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Adelsman, Dean, 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 Friday, December 10, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approve Civil Service Commission Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of October 25, 2021. (*Minutes provided to Commission members only, copies available in the Personnel Building*).

**6B. Accept and File Employee Transition Report for November 2021.**

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

**6C. Approve the Examination for Associate Engineer.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Associate Engineer (Public Works) 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 six (6) month eligible list.

**6D. Approve the Examination for City Librarian.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the City 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 Custodian.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Custodian examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%), Performance Test/Job Simulation (Qualifying), and an Oral Interview (50%). Staff is requesting approval for a one-year eligible list.

**6F. Approve the Examination for Engineering Technician I.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Engineering Technician I 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.

**6G. Approve the Examination for Engineering Technician III.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Engineering Technician III 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.

**6H. Approve the Examination for Fleet Services Supervisor.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Fleet Services Supervisor examination on a promotional 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.

**6I. Approve the Examination for Lead Maintenance Worker.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Lead Maintenance Worker (Trees Unit) examination on a promotional basis consisting of the following exam components and weights: Application Review (qualifying), Performance Test (40%), and an Oral Interview (60%). Staff is requesting approval for a six (6) month eligible list.

**6J. Approve the Examination for Office Assistant.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Office Assistant examination on an open basis consisting of the following exam components and weights: Written Test (weighted 50%), Oral Interview (weighted 50%), and Performance Test (Qualifying). Staff is requesting a six-month eligible list.

**6K. Approve the Examination for Public Works Inspector.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Inspector 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.

**6L. Approve the Examination for Public Works Inspector, Capital Projects.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Inspector, Capital Projects examination on an open basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (40%) and Oral Interview (60%). Staff is requesting approval for a six month eligible list.

**6M. Approve the Examination for Sanitation Equipment Operator.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Sanitation Equipment Operator examination on a promotional basis consisting of the following exam components and weights: Application Review (qualifying), Performance Test (70%), and an Oral Interview (30%). Staff is requesting a six month eligible list.

**6N. Approve the Examination for Senior Mechanical and Plumbing Inspector.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Mechanical and Plumbing Inspector 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.

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Proposed Class Specifications for Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant.**

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specifications for Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant and forward those to City Council for approval.

**7B. Approve Retitled and Revised Class Specification for Human Resources Senior Management Associate to Principal Human Resources Analyst.**

Recommendation of the Human Resources Manager that your Honorable Body approve retitled and revised class specification for Human Resources Senior Management Associate to Principal Human Resources Analyst and forward it to the City Council for approval.

**8. HEARINGS**

**8A. Appeal of Discipline of a Torrance Police Officer (3).**

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

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to Monday, December 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 NOVEMBER 2021**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

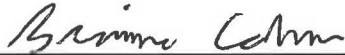
The Employee Transition Report for November 2021 is attached for your information and review.

Respectfully submitted,



\_\_\_\_\_  
Neyda Arechiga  
Human Resources Technician

CONCUR:



\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for November 2021

**EMPLOYEE TRANSITION REPORT  
NOVEMBER 2021**

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

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Custodian	General Services	Maintenance Worker	Public Works

**INTERNAL TRANSFERS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Maintenance Worker	Public Works (Street Operations)	Maintenance Worker	Public Works (Sanitation)

**NEW HIRES**

TITLE	DEPARTMENT
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Box Office Attendant	General Services
Community Services Leader I	Community Services
Community Services Leader I	Community Services
Community Services Leader I	Community Services
Community Services Leader I	Community Services
Community Services Leader I	Community Services
Community Services Leader I	Community Services
Crossing Guard	Police
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Management Aide (Intern II)	Public Works
Management Aide (Intern II)	Transit
Police Officer Lateral	Police
Police Officer Lateral	Police
Public Safety Dispatcher	Police
Sanitation Equipment Operator	Public Works

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR ASSOCIATE ENGINEER**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Associate Engineer (Public Works) 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 six (6) month eligible list.

**SALARY:**

\$46.77 - \$49.12 - \$51.58 - \$54.15 – \$56.87 per hour

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Associate Engineer. There are currently two vacancies, one due to a promotion and one due to a resignation.

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

The previous examinations 2018 was weighted as follows: Application Review (qualifying) and Oral Interview (100%). There will be no change in the exam types and weights.

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

Respectfully submitted,

By  \_\_\_\_\_

Tina Ortiz  
Acting Human Resources Sr. Management Associate

CONCUR:



Hedieh Khajavi  
Human Resources Manager



Brianne Cohen  
Civil Service Manager

Attachment: A) Associate Engineer Class Specification



# ENGINEER, ASSOCIATE

Class Code:  
3132

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Sep 1, 1998

## SALARY RANGE

\$46.77 - \$56.87 Hourly  
\$8,106.80 - \$9,857.47 Monthly  
\$97,281.60 - \$118,289.60 Annually

### DEFINITION:

Under direction, performs difficult professional level engineering work in the development, construction and maintenance of the City's public works and traffic projects; supervises professional and technical engineering staff; manages engineering projects and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Associate Engineer is the supervisory class in the professional level engineering series. Incumbents are distinguished from the Division Manager in the level and scope of supervision and responsibility exercised and distinguished from the Assistant Engineer in that the Assistant Engineer does not supervise professional staff and does not have responsibility for entire projects. Incumbents perform a full range of complex tasks and works under direction within a framework of established procedures. 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, and may involve the development of recommendations consistent with directives, policies and regulations.

Receives direction from a Engineering Manager and exercises direct supervision over lower-level professional and technical engineering positions.

### ATTACHMENT A

## EXAMPLES OF ESSENTIAL DUTIES:

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

- Manages specific municipal engineering projects as assigned applying professional engineering practices to project design, development, coordination, review and analysis;
- Develops, monitors and updates project schedules;
- Manages allocated funds by reviewing and monitoring assigned projects and making recommendations regarding appropriate uses;
- Prepares and administers professional engineering and professional service contracts;
- Prepares reports, recommendations and correspondence on current and proposed projects: review and edit reports prepared by support staff;
- Plans and directs the work of lower-level professional and technical engineering staff. Supervisory duties may 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 recommending and implementing employee discipline. Providing training, advice and assistance as needed;
- Prepares and presents reports and agenda items for the City Council and City commissions;
- Represents the Department and Commission meetings and coordinates projects with other departments by discussing potential problems and requesting their recommendations;
- Participates as a member on interdepartmental and intradepartmental teams and committees as required;
- Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to municipal engineering projects.

**In addition to the above duties, if assigned to Public Works, performs the following:**

- Reviews and recommends the approval of engineering plans, drawings and specifications, cost estimates, contract provisions, legal descriptions, and maps, ensuring compliance with subdivision policies and local and state codes, ordinances and regulations;
- Coordinates projects with other City departments, agencies and utilities as required;
- May oversee permitting procedures;
- Reviews and recommends the approval of traffic signal, striping and street lighting plans, drawings and specifications, cost estimates, contract provisions, and local and state codes, ordinances and regulations;
- Researches, develops and implements plans to maintain efficient and effective practices in the Street Lighting District; prepares cost estimates for assessment district on a yearly basis;
- Reviews plans, specifications and estimates for transportation capital improvements; analyzes bids and makes recommendations accordingly;
- Reviews Environmental and Traffic Impact reports and planning cases for trip generation, distribution and capacity analysis and makes recommendations related to transportation conditions for development.

### **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 and department meetings as required;
- Receives and responds to public inquiries regarding current or planned projects;
- 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:

Graduation from a college or university with a Bachelor's degree in engineering and three years professional engineering field and office experience.

(Experience or training in engineering computer applications is desirable.)

### **License and/or Certificates**

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

A valid certificate of registration issued by the California State Board of Registration for Civil and Professional Engineers is desirable.

### **Knowledge of**

- Civil Engineering principles and practices as applied to the field of public works;
- Principles and practices of traffic engineering field and office work;
- Public works operations and construction, surveying and drafting methods and practices;
- Engineering computer applications;
- Contract administration;
- Project management methods and practices, including methods of preparing designs, plans, specifications, schedules, estimates, reports and recommendations;
- Principles of supervision and employee relations;
- Mathematics as applied to engineering work, including algebra, geometry, trigonometry and calculus;
- Statistics as applied to traffic engineering data, including compilation, analysis and presentation;
- Budget preparation principles;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

### **Ability to**

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances;
- Schedule work tasks and projects;
- Develop and administer a project budget;
- Perform difficult engineering design and analysis for public works systems;
- Use engineering computer applications;
- Perform complex computations involving engineering formulas using advanced applications of algebra, geometry, trigonometry and calculus;
- Operate office and other equipment including a computer;
- Exercise tact and diplomacy relative to public inquiries and requests for information;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Establish and maintain effective relationships with City employees, City Commissioners, public officials, private and community organizations and the public;
- Read and understand technical reports, maps, construction drawings, specifications, and analysis;
- Learn and utilize new skills and information to improve job performance and efficiency.

**SPECIAL REQUIREMENTS:**

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform skilled repetitive movements, such as drafting, data entry and the use of calculators. Tasks require color and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

**CAREER LADDER INFORMATION:**

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

**ESTABLISHED/REVISED DATE:**

Revised Date: September 1998  
Dept. Review Date: November 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR CITY LIBRARIAN**

**RECOMMENDATION:**

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

**SALARY:**

\$12,343 (Minimum) – \$14,812 (Reference) – \$17,034 (Maximum) per month.

**BACKGROUND/ANALYSIS:**


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

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

The previous examinations in 2019 and 2011 were weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). There will be no change to the exam types and weights.

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) City Librarian Class Specification



# CITY LIBRARIAN

Class Code:  
1640

Bargaining Unit: Executive &  
Management Employees

CITY OF TORRANCE  
Revision Date: Jan 1, 2019

## SALARY RANGE

\$12,343.00 - \$14,812.00 Monthly  
\$148,116.00 - \$177,744.00 Annually

### DEFINITION:

Under general direction, plans, organizes and directs the activities of the Library system; coordinates activities with other City departments, divisions and outside agencies; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The City Librarian is distinguished from the Community Services Director in that the incumbent does not have responsibility for the entire department. Distinguished from managers and supervisors in that the incumbent is responsible for management and oversight of the entire Library system. 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.

Receives general direction from the Community Services Director; provides direct supervision to managers, supervisors, professional and support staff of the department.

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans, organizes, directs and reviews the operations and services of the municipal library system.
- 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, recognizing employees, acting on employee problems and recommending and implementing employee discipline.
- Provides leadership, maintains effective employee relations and works with managers in the development and retention of competent personnel.
- Develops, implements and evaluates library system plans, policies and procedures to achieve annual goals and objectives.
- Develops, presents and monitors the annual library budget; manages the development and administration of the Library division budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures.
- Reviews and evaluates service delivery methods and systems, including administrative, support systems, and internal relationships within the division; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services; ensures that the Library system fully utilizes current information systems and library related technologies.
- Provides recommendations regarding facility needs; sets priorities for facility development based on community input and staff analysis.
- Meets with civic groups, citizens and the media to increase public awareness of library services and resources.
- Develops short-and long-range plans for maximizing resources and services available to the public.
- Assesses community needs and trends; projects future demographic changes and resulting needs; develops long range strategies for programs and facilities based upon changes.
- Oversees the research, applications and administration of library and other related grants and funding sources.
- Prepares and presents various statistical and analytical reports, analyses, correspondence etc.
- Prepares reports and recommendations for City Council and Commissions, prepares and presents agenda items, and completes special assignments and projects.
- Attends various City Council, Commission, and community and staff meetings as required.
- Serves as liaison for the Library system with other City departments, division and outside agencies; identifies, negotiates and resolves significant and controversial issues.
- Keep abreast of changing trends and technology in public library operations, and implements police and procedure improvements as appropriate.

#### **Examples of Other Duties**

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

- Conduct and/or attend meetings as required.
- Participates on external committees, boards, and task forces, etc., as appropriate.
- Represents the Division in Administrative hearings and participates in the grievance process as required.
- Responds to citizen inquiries and resolves difficult and sensitive complaints.
- Perform related duties as required.

## **QUALIFICATION GUIDELINES:**

**Education and Experience**

*Any combination of education and experience that 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 six years of professional library experience, including at least three years of management experience and administrative responsibility for a library division or divisions.

**License and/or Certificates**

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

**Knowledge of**

- Principles and practices of public librarianship and public administration.
- Principles, techniques and practices of modern library management, including administration, circulation, reference, youth services, branch and technical processes.
- Materials selection criteria for a public library.
- Non-print materials, audio-visual procedures and techniques.
- Library programs appropriate for all segments of the community.
- Automation techniques applicable to library operations.
- Principles of customer service and public relations.
- Principles of management and supervision.
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration.
- Budget preparation principles.
- Modern office practices, methods and equipment.
- City, department and division mission, including strategic goals and objectives.
- Applicable local, State and Federal regulations.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

**Ability to**

- Plan, organize, direct and manage the operations of a modern library system.
- Manage available resources to meet service levels and changing public demands.
- Supervise the work of divisional staff including coordinating, monitoring, evaluating
- Develop and implement complex strategic plans and programs, and methods to evaluate programs.
- Create vision and strong leadership for the division.
- Analyze and evaluate new service delivery methods, procedures and techniques.
- Evaluate books and non-print materials; evaluate and develop materials collections.
- Develop and administer a large departmental budget.
- Communicate effectively orally and in writing.
- Present proposals and recommendations clearly and logically in public meetings.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and others encountered in the course of work.
- Develop community support for library programs and services.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Operate a computer and utilize a variety of word processing and specialized library software applications, the internet and other office equipment.
- Understand and carry out oral and written directions.
- Ensure the maintenance of proper department records.

## **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 repetitive movements, such as the use of calculators or other office equipment and supplies. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

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

## **CAREER LADDER INFORMATION:**

Experience gained in this classification in addition to training and course work may serve towards meeting the minimum requirements for promotion to Community Services Director.

## **ESTABLISHED/REVISED DATE:**

Revised Date: December 2005  
Revised Date: January 2019  
Department Review Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR CUSTODIAN**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Custodian examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%), Performance Test/Job Simulation (Qualifying), and an Oral Interview (50%). Staff is requesting approval for a one-year eligible list.

**SALARY:**

\$17.01 - \$17.87 - \$18.72 - \$19.55 - \$20.66 per hour.

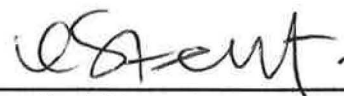
**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Custodian. Current vacancies are due to turnover in the department.

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

The previous examinations in 2018 and 2020 were weighted as follows: Application Review (Qualifying), Written Test (50%), Performance Test/Job Simulation (Qualifying), and an Oral Interview (50%). There will be no change to the exam types and weights.

Respectfully submitted,

By   
Leallani Stewart  
Acting Human Resources Analyst

CONCUR:



Hedieh Khajavi  
Human Resources Manager



Brianne Cohen  
Civil Service Manager



# CUSTODIAN

Class Code:  
5731

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Aug 1, 1987

## SALARY RANGE

\$17.01 - \$20.66 Hourly  
\$2,948.40 - \$3,581.07 Monthly  
\$35,380.80 - \$42,972.80 Annually

### DEFINITION:

Under supervision, performs routine cleaning duties, maintaining City buildings in a clean, orderly and secure condition and does related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Senior Custodian in that an incumbent does not have supervisory responsibility over subordinates.

### EXAMPLES OF ESSENTIAL DUTIES:

- Sweeps, mops, waxes, scrubs, strips and refinishes asphalt, vinyl, terrazzo, cork, wood, or cement flooring;
- Uses established methods and materials in the care of all surfaces including carpets;
- Operates various types of powered floor maintenance equipment;
- Makes minor adjustments or repairs to equipment and furniture;
- Washes windows and walls; dusts furniture, woodwork, and fixtures;
- Cleans lavatory fixtures; cleans offices including blinds;
- Replaces lights as necessary;
- Empties and cleans wastebaskets and trash containers;

- Moves or sets up furniture, files and other office equipment;
- Launders rags and dust mops, etc.;
- Raises and lowers flags on City buildings;
- Maintains security and keeps City buildings locked during non-working hours.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

None; however, prior experience is preferred. That necessary for reading and independently following directions for the safe use and maximum utility of a wide variety of cleaning materials and equipment.

### **License and/or Certificates**

A valid Class C California Driver's License.

### **Knowledge of**

- The methods, equipment and supplies used in the cleaning of buildings;
- Proper procedures in lifting or moving heavy objects;
- Hazards and safety precautions related to custodial work.

### **Ability to**

- Clean and care for surfaces of building walls, floors, and installed equipment of many types;
- Understand and follow oral and written directions;
- Follow label directions on cleaning products in order to use properly and safely;
- Perform daily assigned tasks independently without close supervision and in outstation locations;
- Make minor adjustments and repairs to furniture, and equipment;
- Develop and maintain cooperative working relationships with those contacted in the course of work;
- Operate and maintain a variety of custodial equipment.

## **ESTABLISHED/REVISED DATE:**

Revised Date: August 1987

Reviewed Date: October 2020

Reviewed Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR ENGINEERING TECHNICIAN I**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Engineering Technician I 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.

**SALARY:**

\$23.35 - \$24.50 - \$25.73 - \$27.02 - \$28.37 per hour.

**BACKGROUND/ANALYSIS:**


There is no current eligible list for the classification of Engineering Technician I. There is a vacancy due to a promotion.

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

The previous examinations in 2017 and 2014 were weighted as follows: A Written Test (weighted 60%) and a Panel Interview (weighted 40%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

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



# ENGINEERING TECHNICIAN I

Class Code:  
3102

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Sep 1, 1998

## SALARY RANGE

\$23.35 - \$28.37 Hourly  
\$4,047.33 - \$4,917.47 Monthly  
\$48,568.00 - \$59,009.60 Annually

### DEFINITION:

Under immediate supervision, performs field and office technical civil engineering work; performs routine drafting; makes engineering computations; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Engineering Technician I is the entry level class in the technical engineering series. Incumbents are distinguished from the Engineering Technician II in the scope and complexity of work assigned. Incumbents initially work under immediate supervision, progressing to general supervision, as they become able to independently perform the full range of duties associated with this level. Work requires incumbents to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary.

Receives immediate supervision from assigned Associate Engineer; may receive functional supervision from an Assistant Engineer or Engineering Technician III.

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs field data collection;
- Conducts field and office plan checks;
- Reviews plans to ensure compliance with all applicable regulations and to ensure specific property conditions have been considered;
- Issues permits and provides records and information at the public counter;
- Retrieves information and records for staff members;
- Updates and reproduces maps, blueprints and other drawings;
- Keeps abreast of current engineering principles and practices, technology and regulations that apply to City engineering projects;
- Participates as a member on interdepartmental and intradepartmental teams and committees as required.

#### **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 and department meetings as required;
- Provide staff technical assistance in the use and maintenance of computers and computer software;
- Perform 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:

Equivalent to graduation from high school, including or supplemented by courses in algebra, geometry and trigonometry and one to two years of experience in civil engineering or related drafting work, surveying work or customer service/permitting work.

(Vocational training in drafting or computer-aided design and drafting is desired).

#### **License and/or Certificates**

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

#### **Knowledge of**

- Basic computer use and engineering computer applications;
- Nomenclature, symbols, methods, practices and instruments used in engineering drafting, mapping and surveying;
- City codes and ordinances, and various rules and regulations affecting departmental operations;
- Mathematics as applied to technical engineering work, including algebra, geometry and trigonometry.

#### **Ability to**

- Use engineering instruments and engineering computer applications currently in use by the City;
- Interpret field notes and apply them in the performance of routine drafting work;
- Make mathematical and technical computations.
- Read, interpret and/or prepare technical reports, diagrams, maps, drawings, and specifications.
- Exercise tact and diplomacy relative to public inquiries and requests;

- Maintain department records;
- Operate office and other equipment including a computer, calculator, fax machine, blueprint machine, copier, drafting instruments, etc.;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Establish and maintain effective relationships with co-workers, other City departments, individuals from other agencies and the public;
- Learn and utilize new skills and information to improve job performance and efficiency.

## **SPECIAL REQUIREMENTS:**

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as drafting, drawings and the use of other office equipment and supplies. Tasks require color and visual perception and discrimination, as well as oral communications ability and the ability to operate a motor vehicle. 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 Engineering Technician II.

## **ESTABLISHED/REVISED DATE:**

Revised Date: September 1998  
Department Review Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR ENGINEERING TECHNICIAN III**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Engineering Technician III 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.

**SALARY:**

\$31.13 - \$32.68 - \$34.36 - \$36.05 - \$37.85 per hour.

**BACKGROUND/ANALYSIS:**


There is no current eligible list for the classification of Engineering Technician III. There is a vacancy due to a resignation.

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

The previous examinations in 2015 and 2012 were weighted as follows: A Written Test (weighted 30%), a Performance Test (weighted 30%), and a Panel Interview (weighted 40%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

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



# ENGINEERING TECHNICIAN III

Class Code:  
3113

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Sep 1, 1998

## SALARY RANGE

\$31.13 - \$37.85 Hourly  
\$5,395.87 - \$6,560.67 Monthly  
\$64,750.40 - \$78,728.00 Annually

### DEFINITION:

Under general supervision, performs complex technical civil engineering work; performs skilled computer-aided drafting work in the production of drawings, construction plans, and maps; assists engineers in the design of various engineering maintenance and construction projects; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Engineering Technician III is the advanced journey level class in the technical engineering series. The incumbent is distinguished from the Assistant Engineer in that the incumbent performs complex technical civil engineering work. The incumbent is distinguished from the Engineering Technician II in that the Technician III has responsibility for personnel and project coordination and greater authority over assignments and decisions required to complete the work. Incumbents possess a significant level of technical expertise beyond that expected at the journey level. Work is judged primarily on overall results. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives general supervision from assigned engineers and may receive functional supervision from an Engineering Technician III; may provide functional supervision to lower-level employees, 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.*

- Prepares drawings, maps, construction plans, estimates, specifications for public works projects and easements, legal descriptions and other property-related documents;
- Performs routine engineering design work;
- Creates documents and reports using various computer applications;
- Assists the public by responding to questions or explaining City policies and procedures related to municipal engineering;
- Ensures that applicable public works code requirements are met;
- Maintains departmental records such as maps, plans, drawings and databases;
- Assigns, reviews and coordinates the work of subordinate technical engineering personnel; assists in training lower-level employees;
- Keep abreast of current engineering principles and practices, technology and regulations that apply to City engineering projects;
- Participates as a member on interdepartmental and intradepartmental teams and committees as required;
- Provides staff training and technical support in the use of engineering computer applications;
- Uses computer applications in the preparation of engineering drawings, maps and construction plans;
- Prepares general correspondence such as letters, memos and reports.

### **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 and department meetings as required;
- Reviews plan checks of improvement and subdivision plans;
- Perform 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.

Equivalent to graduation from high school, including or supplemented by courses in algebra, geometry and trigonometry, engineering drawing, computer aided drafting and surveying and a minimum of five years of technical engineering experience, which included two years as a drafter using computer aided drafting and design.

(An Associates degree in math or engineering is desired.)

### **License and/or Certificates**

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

### **Knowledge of**

- Computer-aided design and drafting principles and techniques;
- Engineering computer applications currently in use by the City;
- Civil engineering drafting materials, techniques and instruments;
- Nomenclature, symbols, methods, practices and instruments used in engineering drafting, mapping and surveying;

- Mathematics as applied to technical engineering work, including algebra, geometry and trigonometry;
- City codes and ordinances, and various rules and regulations affecting departmental operations;

**Ability to**

- Effectively assign, review and coordinate the work of subordinate personnel;
- Perform complex, precise mapping and drafting from verbal and written instructions;
- Compile and analyze engineering data;
- Read and interpret legal descriptions, engineering drawings and survey notes;
- Perform complex mathematical computations with speed and accuracy;
- Perform engineering computations;
- Operate office and other equipment including a computer, plotter, scientific calculator, fax machine, blueprint machine, diazo machine, copier, computer tools and drafting instruments;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Establish and maintain effective relationships with co-workers, other City employees, representatives from outside agencies and the public;
- Exercise tact and diplomacy relative to public inquiries and requests for information;
- Learn and utilize new skills and information to improve job performance and efficiency.

**SPECIAL REQUIREMENTS:**

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform skilled repetitive movements, such as drafting, drawing and the use of other office equipment and supplies. Tasks require color and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

**CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Assistant Engineer.

**ESTABLISHED/REVISED DATE:**

Revised Date: September 1998  
Department Review Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR FLEET SERVICES SUPERVISOR**

**RECOMMENDATION:**

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

**SALARY:**

\$36.31 - \$38.12 - \$40.03 - \$42.03 - \$44.13 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Fleet Services Supervisor. There is currently one vacancy due to resignation of the incumbent.

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

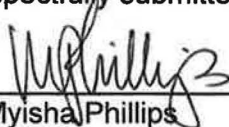
Staff recommends conducting the examination for Fleet Services Supervisor on a promotional basis, provided that a minimum of eight (8) applications from City employees are filed and accepted. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open basis.

The previous examination in 2015 was weighted as follows: Application Review (Qualifying), Written Test (40%), and Oral Interview (60%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this examination: Application Review (Qualifying) and Oral Interview (100%).

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

Respectfully submitted,


By

  
Myisha Phillips

Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Fleet Services Supervisor Class Specification

**6H**



# FLEET SERVICES SUPERVISOR

Class Code:  
5303

Bargaining Unit: Torrance Professional  
& Supervisory Association

CITY OF TORRANCE  
Established Date: Jul 1, 1988

## SALARY RANGE

\$36.31 - \$44.13 Hourly  
\$6,293.73 - \$7,649.20 Monthly  
\$75,524.80 - \$91,790.40 Annually

### DEFINITION:

Under direction of the Fleet Services Manager, supervises a shift of personnel engaged in the servicing and repair of vehicular, fire apparatus, and other equipment including welding repairs and body and paint work, and does related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Fleet Services Manager in that the incumbent reports to the Manager and is responsible for operations but is not responsible for administrative tasks such as interdepartmental coordination, planning, and budgeting. Distinguished from mechanic classifications in that the incumbent is involved in servicing or repair duties only on an emergency basis.

### EXAMPLES OF ESSENTIAL DUTIES:

- Supervises the day-to-day shift operations of the repair and servicing of the city's gasoline, diesel, and natural gas powered vehicles and equipment including automobiles, trucks, tractors, buses, street sweepers, police and fire emergency response vehicles, and a variety of other municipal mechanical equipment;
- Prioritizes work based on the needs of the department and the City;

ATTACHMENT A

- Provides direction and technical assistance to mechanics, welders and others, including diagnosing problems and trouble-shooting;
- Monitors status of repair work on vehicles and equipment to ensure quality control and efficient turnaround time;
- Makes recommendations for vehicle replacement;
- Interacts with auto parts personnel regarding parts, supplies, and product specifications suitable to job needs;
- Oversees the safe working condition of the facility, tools, and shop equipment; interacts with vendors regarding the integrity of products and applicability to job needs;
- Authorizes the purchase of parts used in repair and overhaul jobs;
- Prepares and reports on equipment status, work progress, etc.;
- Assigns, prioritizes, monitors, and evaluates the work of subordinate staff; counsels staff and recommends discipline.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Three years of responsible journey level experience in servicing and repairing of buses, automobiles, trucks, or similar automotive equipment. No specific education minimum.

### **License and/or Certificates**

None.

### **Knowledge of**

- Diagnosis, repair, and maintenance of major systems found in automotive, bus, truck, emergency response vehicles, and off-road equipment;
- Systems including air and hydraulic brake systems, gas and diesel engines, transmission differentials, electrical and hydraulic systems;
- Safety procedures related to the repair, servicing, welding, and fabricating of the above equipment;
- State-of-the-art equipment maintenance methods including diagnosis, tune-up, overhaul, and repair;
- Supervisory principles and practices.

### **Ability to**

- Inspect automotive equipment to locate mechanical defects, determine the necessity for repairs, and estimate costs;
- Operate machine tools and other equipment used in the repair, diagnosis, and servicing of vehicular and other equipment;
- Maintain work progress records and other records;
- Supervise including assigning, prioritizing, monitoring, and evaluating the work of subordinate staff, training, counseling and disciplining staff;
- Develop and maintain effective working relationships with subordinates, other employees, vendors, and the public.

**ESTABLISHED/REVISED DATE:**

Established Date: July 1988  
Reviewed Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR LEAD MAINTENANCE WORKER**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Lead Maintenance Worker (Trees Unit) examination on a promotional basis consisting of the following exam components and weights: Application Review (qualifying), Performance Test (40%), and an Oral Interview (60%). Staff is requesting approval for a six (6) month eligible list.

**SALARY:**

\$22.98 - \$24.13 - \$25.34 - \$26.61 - \$27.96 per hour

**BACKGROUND/ANALYSIS:**

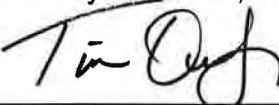
There is no current eligible list for the classification of Lead Maintenance Worker. There is a current vacancy due to a resignation.

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

The previous examinations in 2019 and 2018 were weighted as follows: Application Review (qualifying), Written (40%), and an Oral interview (60%). The current vacancy is in the trees unit of the Streetscape Division of the Public Works Department and requires knowledge and skill in the use of equipment that is utilized in that section, therefore the exam weights for this examination process are as follows: Application Review (qualifying), Performance Test (40%), and an Oral Interview (60%).

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

Respectfully submitted,

By 

Tina Ortiz

Acting Human Resources Sr. Management Associate

CONCUR:



Hedieh Khajavi  
Human Resources Manager



Brianne Cohen  
Civil Service Manager

Attachment: A) Lead Maintenance Worker Class Specification



# MAINTENANCE WORKER, LEAD

Class Code:  
5610

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Mar 1, 2009

## SALARY RANGE

\$22.98 - \$27.96 Hourly  
\$3,983.20 - \$4,846.40 Monthly  
\$47,798.40 - \$58,156.80 Annually

### DEFINITION:

Under general supervision, assists, leads, instructs, directs and monitors the work of a small crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties; and in the construction, repair and maintenance of City streets; develops and maintains a variety of time and materials records and reports; and performs related work as required in one of the following areas:

- **Park Services:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape activities or the installation, maintenance and repair of City park facilities and equipment within assigned City parks, and oversees and assists with the inspection, maintenance and basic repair of irrigation systems and park and recreational facilities and equipment.
- **Streetscape:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape and trees on assigned City medians and parkways; oversees and assists with the calibration, maintenance and basic repair of irrigation systems at those sites; and plans and establishes traffic safety patterns to ensure the safety of the crew and the public.
- **Street Operations:** Leads, instructs, assists and ensures the safety of crews engaged in the construction, repair and maintenance of City streets, sumps and ditches; and performs a variety of skilled construction, maintenance and/or trades work; transports and safely operates a variety of vehicles, tools and complex equipment.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

#### ATTACHMENT A

This is the lead classification within the Maintenance Worker series. Incumbents in this classification are distinguished from the Maintenance Worker by the responsibility for crew leadership and the safety of assigned work sites; the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating schedules.

This classification is distinguished from the classifications of Parks Services Supervisor and Public Works Supervisor as these classifications have full supervisory responsibility for the performance of multiple crews engaged in the work of their work division; while the Lead Maintenance Worker has responsibility for the leadership of an assigned crew and job site safety; full supervisory responsibility for crew performance remains with the division supervisor.

Receives general supervision from the Public Works Supervisor or a Park Services Supervisor; may provide technical supervision to Maintenance Worker.

## **EXAMPLES OF ESSENTIAL DUTIES:**

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Leads, instructs and assists an assigned crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties or in the construction, repair and maintenance of City streets, sumps and ditches;
- Confers with supervisor relative to crew member performance and on deviations from work schedules or assignments;
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment;
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation;
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor;
- Oversees field maintenance of tools and equipment;
- Develops and maintains time and materials records and prepares periodic and special reports;
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety;
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate.

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

### **Park Services**

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass in assigned City parks and in the inspection, maintenance and basic repair of park and recreational facilities and equipment;
- Oversees and assists a variety of grounds maintenance activities including, mowing, edging, cultivating, planting, and fertilizing lawns and landscaped areas; and the staking of trees as necessary;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;

- Directs and/or Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and calibrates automatic control systems.

**Streetscape**

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass on assigned City medians and parkways;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;
- Prepares trees for removal, removes roots and stumps using a stump grinding machine;
- Operates all power equipment necessary to perform tree trimming/landscape operations including: aerial truck, chipper, root grinder, stump grinder, backhoe, skip loader, water truck, and chain saws;
- Uses axes, power or hand saws and other basic trimming tools to prune trees, remove limbs and branches;
- Responds to emergency calls for tree removal and trimming, and takes appropriate action;
- Calibrates, maintains and performs basic repair of irrigation systems at assigned job sites; refers as appropriate for specialized repair;
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety.

**Street Operations:**

- Leads, instructs and assists an assigned crew engaged in the construction, repair and maintenance of City streets; cutting out, backfilling and compacting patching material; and rolling areas with oil, rock, asphalt and other permanent paving materials after excavations have settled to fill and holes, ditches and cracks in City streets;
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety;
- Develops and maintains time and materials records and prepares periodic and special reports.

**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:*

- Conducts equipment safety training;
- Responds to emergency calls during work and may be subject to call out during non work hours;
- Performs other job-related duties as required.

## **QUALIFICATION GUIDELINES:**

**Education and Experience**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience performing landscaping, construction and/or maintenance duties comparable to that of a Maintenance Worker that includes completion of required training and attainment of required proficiency and certifications.

**License and/or Certificates**

Possess and maintain a valid California Driver license of appropriate class or grade with appropriate endorsements as required by work assignment.

**Park Services:** California driver license class A is required for Park assignments.

**Streetscape:** California driver license class B is required for some of the equipment operated or hauled in this division.

**Street Operations:** California driver license class A is required.

**Knowledge of**

- Basic methods and proper and effective use of hand and power tools, materials and equipment used in maintenance, construction trades and/or gardening;
- Work safety and basic first aid practices;
- Principles of supervision;
- Basic mathematics;
- Standard departmental work procedures;
- Effective public service techniques;
- Defensive driving practices;
- City and Department Mission including strategic goals and objectives; and
- General City operations.

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

**Park Services:**

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs;
- Park maintenance procedures;
- Modern methods, techniques, and materials used for landscaping, grounds;
- Plant pests and diseases, and methods of control and eradication;
- Water line and irrigation system installation, maintenance and repair.

**Streetscape:**

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs including planting, pruning, shaping, trimming and maintenance methods and procedures for different tree species;
- Modern methods, techniques, materials used for landscaping, and grounds;
- Water line and irrigation system installation, maintenance and repair;
- Traffic control rules and regulations;
- Tree pruning and removal techniques;
- Common and botanical names of trees;
- Various kinds of soil preparation in planting work and the use of different kinds of fertilizers;
- Insects, parasites and fungi, and the pesticide sprays or other means for their extermination;
- Customer service principles;
- Tree trimming guidelines according to ANSI (American National Standards Institute) and ISA (International Society of Arboriculture);
- Safety guidelines according to OSHA (Occupational Safety and Health Administration);
- Safety practices related to the use of chain saws and other power tools, vehicle and equipment operation, heavy lifting, and general field operations;
- Proper use and maintenance of hand tools, power tools and equipment used in tree maintenance.

**Street Operations**

- Methods, terminology, tools and equipment used in street construction and repair;
- Characteristics and uses of concrete, asphalt and a variety of paving materials;
- Standard safety practices and devices used in street construction and repair projects;
- Traffic control rules and regulations.

**Ability to**

- Plan, schedule, inspect, monitor and assist the work of an assigned crew;
- Read and interpret plans and specifications;
- Physically perform sustained manual labor;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments;
- Operate vehicles with automatic transmissions observing legal and defensive driving practices;
- Effectively follow oral and written instructions;
- Identify and effectively resolve technical problems related to work assignments;
- Understand, follow and instruct others on work safety procedures and practices;
- Develop and maintain time and material records and produce a variety of reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments.

**SPECIAL REQUIREMENTS:****Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 50 pounds and up to 100 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Dependent upon assignment, essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; around moving objects and vehicles; around machinery with moving parts; on ladders and scaffolding; and occasionally below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

**CAREER LADDER INFORMATION:**

Experience gained in the classification of Lead Maintenance Worker may serve to meet minimum qualifications for promotion to Public Works Supervisor or Parks Services Supervisor.

**ESTABLISHED/REVISED DATE:**

Revised Date: March 2009

Reviewed Date: September 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR OFFICE ASSISTANT**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Office Assistant examination on an open basis consisting of the following exam components and weights: Written Test (weighted 50%), Oral Interview (weighted 50%), and Performance Test (Qualifying). Staff is requesting a six-month eligible list.

**SALARY:**

\$18.01 - \$18.91 - \$19.82 - \$20.86 - \$21.88 - \$22.45 - \$22.98 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Office Assistant. There is currently one vacancy due to resignation of the incumbent

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

The previous examinations in 2019 and 2018 were weighted as follows: Written Test (50%), Oral Interview (50%), and Performance Test (Qualifying). There will be no change to the exam types and weights.

Respectfully submitted,

By   
Myisha Phillips  
Human Resources Analyst

CONCUR:



Hedieh Khajavi  
Human Resources Manager



Brianne Cohen  
Civil Service Manager

Attachment: A) Office Assistant Class Specification



# OFFICE ASSISTANT

Class Code:  
1122

Bargaining Unit: Torrance City  
Employees Association

CITY OF TORRANCE  
Revision Date: Nov 1, 2014

## SALARY RANGE

\$18.01 - \$22.98 Hourly  
\$3,121.73 - \$3,983.20 Monthly  
\$37,460.80 - \$47,798.40 Annually

### DEFINITION:

Under immediate supervision, performs general clerical, customer service, office support required to support the ongoing operations of an assigned function, program and/or work unit; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED / RECEIVED:

The Office Assistant is the entry level within the office and administrative support series. Incumbents perform a full range of minimal to moderately complex customer service, general clerical and/or office support duties that may require some knowledge of technical concepts and department-specific terminology within a framework of established policies and procedures. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the classification of Administrative Assistant in that incumbents in the latter classification perform more difficult and complex clerical and administrative support duties for the management, staff and operations of an assigned division; work assignments require a higher level of administrative and/or operational knowledge and experience and incumbents exercise a higher level of independent judgment and initiative.

Receives general supervision from a Supervising Administrative Assistant, Senior

Administrative Assistant or a designated manager; incumbents have no responsibility for the supervision of others.

## **EXAMPLES OF ESSENTIAL DUTIES:**

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Answers phones and greets visitors; responds to general inquiries and/or complaints pertinent to City and/or departmental programs, facilities, services, policies or procedures; and/or refers them to appropriate department or staff member according to established policies and procedure;
- Provides front counter assistance; screens office visitors, responds to requests for information, distributes appropriate forms and instructions and/or assists visitors in locating appropriate information and materials;
- Types and proofreads a variety of routine to moderately complex materials including correspondence, forms, memos and reports using a standard format, from verbal instruction, rough draft, dictation or other source documents using a personal computer or typewriter;
- Sorts, codes, files, tracks, locates and maintains a variety of logs, records and documents using standard manual or automated filing systems and databases;
- Processes various forms such as time and leave records; personnel forms, purchase requisitions, invoices and other forms specific to work assignment;
- Enters data from a variety of sources into departmental and/or City-wide databases; compiles and verifies data for accuracy and completeness; inputs corrections and updates; and generates reports as scheduled and/or requested;
- Opens, sorts, and distributes incoming and outgoing mail;
- Monitors, requisitions and maintains inventory of forms and office supplies for assigned area; may monitor supplies budget to ensure adequate funds balance; and may submit requests for service to maintain office equipment;
- Performs other routine clerical tasks including copying/scanning, collating and appropriately distributing a variety of documents and scheduling and setting up meeting rooms and equipment;
- Effectively operates a variety of office equipment including a personal computer, typewriter, calculator, telephone, copier, facsimile machine, and adding machine;
- Serves as back up to other clerical positions and assists others with a variety of support assignments or special projects on an as needed basis.

### **Examples of Other Duties**

*The following duties represent duties that are generally performed by this position, but are not considered principal job duties:*

- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- Upon request, may deliver documents and or packages on an urgent or as needed basis to locations within the City limits;
- On an urgent basis, attends meetings for the purpose of preparing minutes, notes or other documentation of actions;
- May perform routine clerical accounting duties such as balancing and posting payments received, verifying and entering time and leave data, entering requisitions, reconciling invoices and maintaining related routine financial records to support the processing of payroll, accounts receivable, and accounts payable functions for work unit;
- May assist in updating and maintaining the web page on the City's public and intra-city websites for assigned program or work unit.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

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

Graduation from high school or equivalent and one (1) year of experience performing general clerical and customer service work requiring the use of a personal computer and other standard office equipment; specialized training in office skills and effective use of standard office software is highly desirable.

### **License and/or Certificates**

Possession of a valid California class C driver license and safe driving record may be required for assignment to some positions in the classification.

### **Knowledge of**

- Standard office procedures and practices;
- Telephone etiquette and principles of effective public relations;
- Proper written and spoken English including spelling, grammar and punctuation;
- Basic principles of business correspondence and report preparation;
- Standard filing and record keeping methods;
- Operation of a personal computer and other standard office equipment.

### **Ability to**

- Communicate tactfully and effectively in person and on the phone;
- Understand and follow oral and written instructions;
- Learn and effectively apply the policies and procedures of assigned work unit;
- Maintain attention to detail in a work environment of frequent interruptions;
- Effectively operate a computer and other standard office equipment;
- Accurately type a variety of documents from printed materials, rough draft and/or as dictated;
- Spell correctly, use proper English and accurately make basic arithmetic calculations;
- Maintain accurate files and records;
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, and the general public;
- Shift priorities as departmental workload demands require;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information;
- Learn City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Learn City and Department Mission including strategic goals and objectives;
- Learn General City operations.

## **SPECIAL REQUIREMENTS:**

**Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to sit for extended periods of time in front of a computer screen; to walk to provide customer service and perform other office duties; to reach for files and other lightweight objects; to hear and verbally exchange information with the public, staff and others on the phone and in the office; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to see sufficiently to perform assignments; and to effectively use a telephone, computer keyboard and other office equipment. Frequently, the essential duties of this classification require the ability to stoop and kneel; and occasionally, to climb stairs and to lift, carry push and pull objects weighing up to 15 pounds.

**Work Environment**

Essential duties of this classification are primarily performed in a dynamic controlled temperature office environment that may include frequent interruptions and/or a high level of public contact.

**CAREER LADDER INFORMATION:**

Experience gained in the classification of Office Assistant may serve to meet minimum qualifications for promotion to the Administrative Assistant.

**ESTABLISHED/REVISED DATE:**

Revised Date: October 2014  
Reviewed Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS INSPECTOR**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Inspector 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.

**SALARY:**

\$31.18 - \$32.74 - \$34.39 - \$36.10 - \$37.91 - \$39.81 - \$41.81 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Public Works Inspector. There is a vacancy due to an interdepartmental transfer.

The class specification has been reviewed by the Building Regulations Administrator 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 examinations in 2021 and 2018 were weighted as follows: Application Review (Qualifying), Written Test (60%), and an Oral Interview (40%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

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



# INSPECTOR, PUBLIC WORKS

Class Code:  
3521

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Apr 1, 2005

## SALARY RANGE

\$31.18 - \$41.81 Hourly  
\$5,404.53 - \$7,247.07 Monthly  
\$64,854.40 - \$86,964.80 Annually

### DEFINITION:

Under direction, performs inspections of permitted and City contracted construction projects for compliance with specifications; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This classification encompasses the journey level to the senior level. Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Work is reviewed upon completion and for overall results. Interpretation of general administrative or operational policies is necessary. Incumbents at the advanced journey/senior level perform the most complex tasks and possess a significant level of specialized, technical and functional expertise. Incumbents exercise independent judgement in the performance of duties, 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 an Associate Engineer or Division Manager.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

### When assigned to journey level positions:

- Determines quality of materials and workmanship, and compliance with plans, specifications, estimates and all applicable codes and regulations.
- Inspects traffic control placed within the City right-of-way.
- Checks elevations and grades.
- Checks sub-grade conditions and determines soil values for paving purposes.
- Inspects mix, placement of and finished concrete and asphalt improvements.
- Inspects various underground sub-structures, pipelines, etc.
- Prepares memos, progress reports, notices and logs as required.
- Checks delivery and materials tickets.
- Sketches and records "as built" information pertaining to new construction.
- Maintains accurate and up-to-date inspection records.
- Reviews sub-grade conditions and determines soil values for paving purposes.
- Attends pre-job field meetings.
- Reviews various engineering plans for compliance with codes, regulations and other standards.
- Inspects dumpsters for compliance; reports un-permitted dumpsters.
- Keeps abreast of current codes and regulations affecting City projects.

### In addition to the duties listed above, incumbents at the advanced journey/senior level perform the following:

- Reviews and assists with inspections ensuring compliance with inspection schedules, department and City policies and procedures.
- Inspection of Capital Projects
- Coordinates inspections and related activities with contractors, utility personnel, consultants and various City staff.
- When assigned to City contracts, works closely with assigned Project Manager in coordination of scheduling, inspection of materials and workmanship to ensure adherence to project specifications.
- Calculates quantities of materials for projects.
- Enters inspection information into the computer.
- Gathers and investigates information related to incidents resulting in lawsuits as required.
- Serves as a member of the City Standards Review Team and "As Built" Plan Review Team.
- Prepares various status, analytical and technical reports and correspondence.

### **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 and department meetings as required.
- Receives and responds to public inquiries and complaints regarding inspections.
- Serves on various committees as appropriate.
- Inspects dumpsters for compliance; reports un-permitted dumpsters.
- Distributes notices, flyers, etc. as assigned.
- Perform related duties as required.

## **QUALIFICATION GUIDELINES:**

**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 would be:*

Equivalent to graduation from high school, preferably supplemented by vocational/college coursework related to this field and three years of responsible experience in engineering/public works inspection work.

**Licenses and/or Certificates**

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

**Knowledge of**

- Equipment, materials, and methods employed in the construction, inspection, and maintenance of streets and highways.
- Methods and practices of public works inspection and materials testing.
- Survey methods, procedures, instruments and equipment.
- Basic construction safety practices.
- Traffic control standards, control devices in urban/utility work zones.
- Identification of confined space hazards during entry.
- Trenching excavation safety including laws and regulations, competency requirements and CAL-OSHA requirements.
- City codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.

*In addition to the above, incumbents at the advanced journey/senior level are also expected to have knowledge of the following:*

- Principles of algebra, geometry and trigonometry.
- Sewer construction, inspection and testing, cleaning methods, safety and elementary hydraulics.
- Project management methods and practices, including scheduling, preparing reports and recommendations.

**Ability to**

- Determine quality of materials and workmanship through inspection.
- Determine compliance with plans and specifications.
- Read and interpret plans related to public works, water, storm drain and sewage facility projects.
- Maintain accurate notes and sketches.
- Make fair and impartial decisions.
- Prepare clear and concise reports.
- Perform complex computations and measurements involving formulas and using advanced applications of algebra, trigonometry and geometry; interpret graphs.
- Compile, analyze and apply engineering data.
- Operate office and other equipment including a computer, radios, camera, air tester, measuring devices and surveying equipment, etc.
- Understand and carry out oral and written directions.
- Communicate effectively orally and in writing.
- Deal tactfully and effectively with the public.
- Establish and maintain effective relationships with City employees, other City departments, public officials, contractors, outside agencies and the public.
- Read and understand technical reports, maps, drawings, specifications, plans, codes, etc.
- Learn and utilize new skills and information to improve job performance and efficiency.

## **SPECIAL REQUIREMENTS:**

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

Requires the ability to perform field work involving exertion of a moderate amount of physical effort to stoop, crouch and lift in the performance of duties; ability to work around traffic and construction sites in a safe manner; sufficient hand/eye coordination to perform skilled repetitive movements such as sketching, and using office equipment and supplies; ability to drive motor vehicles. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold and performing inspections in confined spaces.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification supplemented by additional education or training may serve to meet the minimum requirements for promotion to Assistant Engineer or Building Inspection Supervisor.

## **ESTABLISHED/REVISED DATE:**

Revised Date: April 2005  
Department Review Date: February 2020  
Department Review Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS INSPECTOR, CAPITAL PROJECTS**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Public Works Inspector, Capital Projects examination on an open basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (40%) and Oral Interview (60%). Staff is requesting approval for a six month eligible list.

**SALARY:**

\$31.18 - \$32.74 - \$34.39 - \$36.10 - \$37.91 - \$39.81 - \$41.81 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Public Works Inspector, Capital Projects. There is one current vacancy due to a new budgeted position approved for fiscal year 2021-2022.

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

The previous examinations in 2014 was weighted as follows: Application Review (qualifying), Written Test (40%) and Oral Interview (60%). There will be no change in the exam types and weights.

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

Respectfully submitted,

By  \_\_\_\_\_

Tina Ortiz  
Acting Human Resources Sr. Management Associate

CONCUR:

 \_\_\_\_\_

Hedieh Khajavi  
Human Resources Manager

 \_\_\_\_\_

Brianne Cohen  
Civil Service Manager

Attachment: A) Public Works Inspector, Capital Projects Class Specification

**6L**



# INSPECTOR, PUBLIC WORKS, CAPITAL PROJECTS

Class Code:  
3523

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Established Date: Jun 1, 2013  
Revision Date: Mar 1, 2014

## SALARY RANGE

\$31.18 - \$41.81 Hourly  
\$5,404.53 - \$7,247.07 Monthly  
\$64,854.40 - \$86,964.80 Annually

### DEFINITION:

Under direction, performs inspections of permitted and City contracted construction Capital Projects for compliance with specifications; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Public Works Inspectors/Capital Projects are distinguished from Public Works Inspectors in that incumbents are primarily responsible for inspections of Capital Projects. Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Incumbents exercise independent judgment in the performance of duties, 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 an Associate Engineer or Engineering Manager.

### ATTACHMENT A

## EXAMPLES OF ESSENTIAL DUTIES:

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

- Provides oversight of contractor's forces on time and material extra work change orders, estimates quantities for extra work and verifies lump sum price quotations for fairness and accuracy.
- Checks delivery and materials tickets.
- Insures that contract work is progressing in accordance with the agreed upon construction schedule.
- Negotiates with the contractor the nature and cost of change orders and time extensions.
- Measures for payment all work under each bid item and reviews, processes, and recommends payments for work in place.
- Interprets contract documents and resolves disputes or uncertainties with the contractor.
- Reviews various engineering plans for compliance with codes, regulations and other standards.
- Reviews and inspects Storm Water Pollution Prevention Plans (SWPPP) and Best Management Practices (BMP's).
- Insures that the contractors operations do not endanger public safety on and off site during construction.
- Attends pre-job meetings.
- Works closely with assigned Project Manager in coordination of scheduling, inspection of materials and workmanship to ensure adherence to project specifications.
- Coordinates inspections and related activities with contractors, utility personnel, consultants and various City staff.
- Coordinates project progress and change orders with the project engineer.
- Coordinates all survey activity and arranges for materials laboratory testing which may be required on assigned projects.
- Checks elevations and grades.
- Reviews sub-grade conditions and determines soil values for paving purposes.
- Inspects mix, placement of and finished concrete and asphalt improvements.
- Inspects various underground sub-structures, pipelines, etc.
- Inspects traffic control placed within the City right-of-way.
- Performs physical testing of construction materials (e.g., asphalt, concrete, aggregate, soil, plastic, plaster, etc.) to ensure compliance with specific standards.
- Determines quantity and quality of materials and workmanship, and compliance with plans, specifications, estimates and all applicable codes and regulations.
- Maintains complete project files and records including the preparation of daily progress reports.
- Maintains accurate and up-to-date inspection records.
- Prepares memos, progress reports, notices, weekly statements of working days and logs as required.
- Prepares various status, analytical and technical reports and correspondence.
- Sketches and records "as built" information pertaining to new construction.
- Gathers and investigates information related to incidents resulting in lawsuits as required.
- Keeps abreast of current codes and regulations affecting City projects.

### 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 and department meetings as required.
- Receives and responds to public inquiries and complaints related to inspections or capital projects.
- Serves on various committees as appropriate.
- Distributes notices, flyers, etc. as assigned.
- Perform related duties as required.

## QUALIFICATION GUIDELINES:

### 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 would be:*

Equivalent to graduation from high school, preferably supplemented by vocational/college coursework related to this field and three years of responsible experience in engineering/public works inspection work.

### Licenses and/or Certificates

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

Must possess and maintain certification as Certified Qualified Storm Water Pollution Prevention Plan (SWPPP) Practitioner (QSP) within six months of hire date.

### Knowledge of

- Equipment, materials, and methods employed in the construction, inspection, and maintenance of streets and highways.
- Methods and practices of public works inspection and materials testing. Survey methods, procedures, instruments and equipment.
- Traffic control standards, control devices in urban/utility work zones. Identification of confined space hazards during entry.
- Trenching excavation safety including laws and regulations, competency requirements and CAL-OSHA requirements.
- Principles of algebra, geometry and trigonometry.
- Sewer construction, inspection and testing, cleaning methods, safety and elementary hydraulics.
- Project management methods and practices, including scheduling, preparing reports recommendations.
- City and State codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.

### Ability to

- Determine quality of materials and workmanship through inspection. Determine compliance with plans and specifications.
- Read and interpret plans related to public works, water, storm drain and sewage facility projects. Maintain accurate notes and sketches.
- Make fair and impartial decisions. Prepare clear and concise reports.
- Perform complex computations and measurements involving formulas and using advanced applications of algebra, trigonometry and geometry; interpret graphs.
- Compile, analyze and apply engineering data.
- Operate office and other equipment including a computer, radios, camera, air tester, measuring devices and surveying equipment, etc.
- Understand and carry out oral and written directions. Communicate effectively orally and in writing.
- Deal tactfully and effectively with the public.
- Establish and maintain effective relationships with City employees, other City departments, public officials, contractors, outside agencies and the public.
- Read and understand technical reports, maps, drawings, specifications, plans, codes, etc. Learn and utilize new skills and information to improve job performance and efficiency.

**SPECIAL REQUIREMENTS:**

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

Requires the ability to perform field work involving exertion of a moderate amount of physical effort to stoop, crouch and lift in the performance of duties; ability to work around traffic and construction sites in a safe manner; sufficient hand/eye coordination to perform skilled repetitive movements such as sketching, and using office equipment and supplies; ability to drive motor vehicles. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold and performing inspections in confined spaces.

Must be willing to travel to a variety of off-site locations and be available to respond during off duty hours to coincide with project construction hours.

**CAREER LADDER INFORMATION:**

Experience gained in this classification supplemented by additional education or training may serve to meet the minimum requirements for promotion to Assistant Engineer.

**ESTABLISHED/REVISED DATE:**

Established Date: June 2013  
Revised Date: March 2014  
Dept. Review Date: November 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SANITATION EQUIPMENT OPERATOR**

**RECOMMENDATION:**

Recommendation of the Human Resources Staff that your Honorable Body approve conducting the Sanitation Equipment Operator examination on a promotional basis consisting of the following exam components and weights: Application Review (qualifying), Performance Test (70%), and an Oral Interview (30%). Staff is requesting a six month eligible list.

**SALARY:**

\$23.70 - \$24.90 - \$26.13 - \$27.43 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Sanitation Equipment Operator. There is currently a vacancy due to resignation.

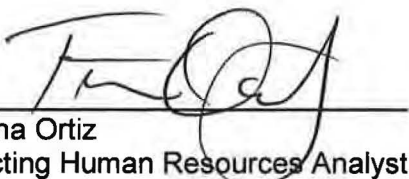
Staff recommends conducting the examination for Sanitation Equipment Operator on a promotional basis provided that a minimum of eight (8) applications from City employees are filed and accepted. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open basis.

The class specification has been reviewed 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 examinations in 2017 and 2020 were weighted as follows: Application Review (qualifying), Performance Test (70%) and an Oral Interview (30%). There will be no change in the exam types and weights.

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

Respectfully submitted,

By   
Tina Ortiz  
Acting Human Resources Analyst Sr. Management

CONCUR:  
Associate

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Sanitation Equipment Operator Class Specification

**6M**



# EQUIPMENT OPERATOR, SANITATION

Class Code:  
5110

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Established Date: Mar 1, 2009

## SALARY RANGE

\$23.70 - \$27.43 Hourly  
\$4,108.00 - \$4,754.53 Monthly  
\$49,296.00 - \$57,054.40 Annually

### DEFINITION:

Under general supervision, operates a refuse packer truck, recycling truck, green waste vehicle and/or other equivalent waste collection vehicle to collect and dispose of solid waste and recyclable commodities or operates a heavy motor broom and vacuum street sweeper to clear streets of debris for an assigned route; cleans and maintains assigned equipment and supplies, may provide technical supervision and training to less experienced drivers/operators; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets. Distinguished from the Maintenance Worker classification by the performance of specialized duties requiring higher levels of skill, such as the daily operation of heavy trucks and equipment.

Distinguished from the Equipment Operator classification as the latter classification has the responsibility for driving and operating a variety of vehicles and equipment, including heavy maintenance and construction equipment and truck/trailer combinations requiring possession of a class A California commercial driver's license. Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

## ATTACHMENT A

## EXAMPLES OF ESSENTIAL DUTIES:

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

### Refuse Unit

- Safely drives a side or front loading and/or roll-off truck on an assigned route and according to an established schedule to collect refuse, recyclable materials, and/or green waste;
- Transports and disposes of refuse, recyclable and green waste materials at designated sites;
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation;
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor;
- Maintains mileage, weight, route and vehicle inspection and service records;
- Provides instruction to crew members on the safe operation and maintenance of vehicles and equipment; refuse pickup, transport and disposal procedures; and assigned routes and schedules;
- Provides information to the public on refuse, recyclable, and green waste removal policies, procedures and schedules and receives and responds to complaints as appropriate;
- Informs supervisor of problems that occur along the route;
- Performs emergency road hazard clean ups;
- Responsible for loading and maintaining roll off area where sweepers unload.

### Sweeper Unit

- Safely operates a heavy vacuum and broom type motor-driven sweeper on an assigned route and according to an established schedule to clean streets and gutters and to pick up debris;
- Inspects equipment during operation and makes minor operating adjustments to chains, gears, brooms and sprinklers;
- Assembles and installs gutter brooms;
- Fills water tanks at regular intervals and regulates valves to control water pressure;
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation;
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor;
- Maintains mileage, water consumption, number and location of dumps and sweeper inspection and service records;
- Provides instruction to crew members on the safe operation of sweepers and equipment, operating procedures, and assigned routes and schedules;
- Provides information to the public on street sweeping policies, procedures and schedules and receives and responds to complaints as appropriate;
- Informs supervisor of problems that occur along the route.

### 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:*

- Delivers, replaces and/or repairs refuse, recyclable and green waste containers;
- Performs related duties and responsibilities as required.

## QUALIFICATION GUIDELINES:

**Education and Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:*

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and one year of responsible experience in operating construction, agricultural, or heavy vehicular equipment and/or refuse trucks.

**License and/or Certificates**

Possess and maintain a valid Class B California Driver's License with appropriate Air Brake endorsement.

**Knowledge of**

- Safe and proper operation of assigned vehicles, equipment and tools used in the disposal of solid waste or for cleaning City streets;
- Preventive maintenance practices to keep assigned vehicles, equipment and tools operational and safe;
- Safety rules and procedures related to the operation of assigned vehicles and equipment;
- Safe driving practices and applicable State and local laws and regulations;
- Safety practices related to lifting heavy articles;
- Standard methods and practices of waste removal or street cleaning;
- Operating policies, procedures, routes and schedules related to work assignment.

**Ability to**

- Safely operate assigned vehicles and equipment in the removal of refuse, recyclables and green waste or sweeping and cleaning City streets;
- Perform minor operating adjustments and maintenance on assigned vehicles, equipment and tools;
- Ability to follow verbal and written instructions;
- Complete routine written reports;
- Lift heavy loads and articles repeatedly in a safe manner;
- Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS:****Physical Requirements**

On a daily basis, the essential duties of this classification require repetitive use of feet and hands to operate vehicles and/or equipment; the ability to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to reach, sit and stand for long periods of time, to walk; to lift and carry objects weighing between up to 75 pounds, or up to 100 pounds with assistance, and to push and pull objects weighing up to 75 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is regularly performed on uneven and slippery surfaces, on ladders, around moving vehicles and equipment and on equipment with moving parts and

subject to continuous vibration. While performing essential duties incumbents are regularly exposed to high frequency and constant noise, dust, silica, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet minimum qualifications for promotion to Lead Maintenance Worker or Public Works Supervisor. If incumbent possesses a class A California Driver's License, experience gained in this classification may serve to meet minimum qualifications for transfer to the classification of Equipment Operator.

## **ESTABLISHED/REVISED DATE:**

Established Date: March 2009  
Dept. Review Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR MECHANICAL AND PLUMBING INSPECTOR**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Mechanical and Plumbing Inspector 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.

**SALARY:**

\$35.23 - \$36.77 - \$38.83 - \$40.79 - \$41.81 per hour.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Senior Mechanical and Plumbing Inspector. There are currently two vacancies in the Community Development Department. One vacancy is due to retirement, and one vacancy is due to an interdepartmental transfer.

The class specification has been reviewed by the Building Regulations Administrator 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 examinations in 2021 and 2013 were weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). There will be no change to the exam types and weights.

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



# INSPECTOR, MECHANICAL AND PLUMBING, SENIOR

Class Code:  
3510

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Nov 1, 2003

## SALARY RANGE

\$35.23 - \$41.81 Hourly  
\$6,106.53 - \$7,247.07 Monthly  
\$73,278.40 - \$86,964.80 Annually

### DEFINITION:

Under direction, enforces ordinances and laws pertaining to the installation of heating, ventilation, air conditioning, and plumbing designs and installations; assists in the training of general building inspectors; works with department administration in the development of mechanical and plumbing code ordinances; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from the Building Inspection Supervisor in that the incumbent does not supervise the staff engaged in construction inspection. Distinguished from a Building Inspector in that the incumbent does not regularly inspect general building construction nor enforce environmental codes and regulations normally performed by a Building Inspector. Distinguished from Senior Electrical Inspector, Senior Building Inspector, and Senior Grading Inspector in that the incumbent primarily inspects mechanical and plumbing installations.

### EXAMPLES OF ESSENTIAL DUTIES:

ATTACHMENT A

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

- Inspects the most complex commercial, industrial, and residential heating, ventilation, air conditioning, and plumbing installations to ensure work complies with municipal requirements and provisions of applicable laws and ordinances, and that construction is carried on in a safe manner in accordance with approved plans and specifications;
- Reviews plans and specifications for compliance with building, mechanical, and plumbing codes as adopted by the City and applicable state laws;
- Consults with and advises the public, contractors, designers, co-workers, and other departments regarding mechanical and plumbing laws and requirements;
- Verifies tests on plumbing, gas and water lines;
- Inspects refrigeration systems and heat producing appliance for approved installations;
- Checks methods of installation and quality of materials;
- Inspects sewer connection from the street sewer lines to buildings;
- Maintains records of inspections and plan reviews, and submits reports;
- Assists in the issuance of permits;
- Assists in training of general building inspectors in mechanical and plumbing code enforcement;
- Assists in preparation of code adoption ordinances.

#### **Example 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 and department meetings as required;
- Receives and responds to public inquiries and complaints regarding inspections;
- Serves on various committees as appropriate;
- Attends pre-job meetings as required;
- Distributes notices, flyers, etc. as assigned;
- 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:*

Three (3) years of experience at the level of journey plumber or journey installer of mechanical equipment used for heating, refrigerating, ventilation, air conditioning or comfort cooling purposes and one (1) year of experience as a Mechanical or Plumbing Inspector for a municipal or county building department; or six (6) years of experience, including mechanical or plumbing inspection as part of the regular job duties as a general building inspector for a municipal or county building department, In addition, graduation from high school or possession of a GED Certificate.

A nationally-recognized Mechanical or Plumbing Inspector Certificate or certification of inspection technology may be substituted for one year of the required experience or additional Mechanical or Plumbing Inspector experience with a municipal or county building department may be substituted on a year-for-year basis.

#### **Licenses and/or Certificates**

Must possess and maintain an appropriate, valid California Driver's License.

#### **Knowledge of**

- State and local laws, codes and ordinances related to mechanical and plumbing installations;
- Techniques of building construction and inspection;
- Heating, ventilation, air conditioning, and plumbing principles;
- Heating, ventilation, air conditioning, refrigeration and plumbing materials;
- Effective safety principles and practices;
- City policies and procedures affecting departmental operations;
- General City operations.

**Ability to**

- Analyze, interpret and accurately review complex building, heating, ventilation, air conditioning, refrigeration and plumbing plans and specifications;
- Analyze and interpret laws, codes, ordinances, administrative rules and regulations;
- Perform algebraic calculations;
- Deal tactfully and effectively with the public;
- Work effectively and efficiently with a minimum of supervision;
- Prepare clear and concise reports;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships with engineers, architects, contractors, co-workers, other departments and agencies, and the public.

## **SPECIAL REQUIREMENTS:**

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

Requires the ability to frequently drive to specific locations, work outdoors and possible exposure to variable weather conditions. Frequently required to walk, stand, stoop, kneel, and climb. Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements such as adjusting and operating equipment and using office equipment and supplies. Tasks require color and visual perception and discrimination, the ability to accurately perceive sounds and communicate orally.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Building Inspection Supervisor.

## **ESTABLISHED/REVISED DATE:**

Revised Date: November 2003  
Department Review Date: February 2021  
Department Review Date: December 2021

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

**Honorable Members:**

**SUBJECT: APPROVE PROPOSED CLASS SPECIFICATIONS FOR SENIOR TRANSIT MECHANIC, TRANSIT MECHANIC AND TRANSIT EQUIPMENT ATTENDANT**

**RECOMMENDATION**

Recommendation of Human Resources Staff that your Honorable Body approve the proposed class specifications for Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant and forward those to City Council for approval.

**BACKGROUND**

Senior Mechanics and Equipment Attendants perform the maintenance and repair of transit buses in the Transit Department. The current Senior Mechanic class specification was last revised in September 1995 and is distinguished from the Mechanic classification by performance of maintenance and repair duties on larger/heavier vehicles regardless of the complexity of the work. Equipment Attendants in the Transit Department are responsible for lubricating, fueling and cleaning buses and assist with routine, preventative and maintenance work. There are no Mechanic positions in the Transit Department, therefore, Equipment Attendants typically promote to Mechanic in the Fleet Services Division of the General Services Department by moving out of the department (see attachment A).

Staff created the proposed classifications of Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant with an emphasis on appropriate levels of qualified staff, development of a broadly skilled workforce and opportunities to acquire skills in preparation for promotion within the Transit Department. Implementing these proposed classifications will enhance productivity and cost effectiveness in the delivery of services to the public. Additionally, the class series focuses on training and certification to support the latest technology in maintenance and repair of Transit Vehicles, provides a career path for employee development and creates promotional opportunities for staff (see attachment B).

The proposed class specifications for Senior Transit Mechanic (attachment C), Transit Mechanic (attachment E) and Transit Equipment Attendant (attachment G) are submitted for your review and approval.

**ANALYSIS**

**SENIOR TRANSIT MECHANIC**

The Senior Transit Mechanic performs skilled advanced journey-level mechanical work in the diagnosis, maintenance and repair of Transit vehicles, focusing on the most complex repairs including rebuilding, overhauling equipment and building and fabricating specialized parts. Senior Transit Mechanics may provide technical direction to lower level classifications.

**TRANSIT MECHANIC**

The Transit Mechanic performs skilled journey level mechanical work in the maintenance and repair of Transit vehicles; and assists other mechanics in more complex assignments. Transit Mechanics provide technical direction to Transit Equipment Attendants.

## TRANSIT EQUIPMENT ATTENDANT

The Transit Equipment Attendant performs routine and preventative maintenance and inspections, lubricates, fuels and cleans Transit vehicles; and assists with mechanical repair work.

The **Examples of Essential Duties** section describes the primary duties performed as listed on the class specifications for each position.

The **Qualification Guidelines** section includes knowledge and ability statements required at entry and those required to successfully perform the duties as an incumbent gains experience as listed on the class specifications for each position.

The **Experience and Education** section describes the required experience and certification for the positions:

<b>Class Title</b>	<b>Experience and Education:</b> <i>Any combination of education and experience that would provide the required Knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:</i>
<b>Senior Transit Mechanic</b>	Four years of experience as a heavy equipment or automotive mechanic with at least two years as a bus mechanic. Successful completion of a six-month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to two years non-bus experience performing repair, maintenance, and troubleshooting of transit vehicles utilizing digital electronics and microprocessors
<b>Transit Mechanic</b>	Three years of experience in the repair and maintenance of diesel, gasoline, alternative fuels or power equipment, at least one of which included experience as a journey level mechanic. Successful completion of a six-month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to 2 years non-bus experience performing repair and maintenance.
<b>Transit Equipment Attendant</b>	Two (2) years of experience in lubrication, tire repair, general vehicle and equipment maintenance or repair.

The **License** section describes the licensing and/or certification requirements for the positions:

<b>Class Title</b>	<b>License or Certificate</b>
<b>Senior Transit Mechanic Transit Mechanic</b>	A valid Class B California driver's license is required. Successful completion of ASE certification tests (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI); or ASE-Certified Master Transit Bus Technician is highly desirable.
<b>Transit Equipment Attendant</b>	A valid Class C California Driver's license is required. A Class B California Driver's license must be obtained with appropriate medical certification within 6 weeks of hire date. Possession of current ASE (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI) is highly desirable

This Special Requirements section lists the typical working conditions and/or degree of physical skill required for the Senior Transit Mechanic, Transit Mechanic and Transit.

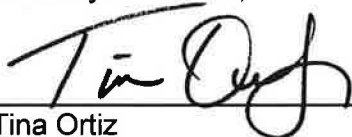
**Equipment Attendant.**

The Senior Transit Mechanic and Transit Mechanic must provide their own mechanic hand tools, up to one inch, to perform job duties.


Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in these classifications are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

Respectfully submitted,

By   
Tina Ortiz  
Acting Human Resources Sr. Management Associate

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

NOTED:

  
Brianne Cohen  
Civil Service Manager

- Attachments:
- A) Existing Career Ladder for Transit Maintenance Positions
  - B) Proposed Career Ladder for Transit Maintenance Positions
  - C) Proposed Senior Transit Mechanic Class Specification
  - D) Existing Senior Mechanic Class Specification
  - E) Proposed Transit Mechanic Class Specification
  - F) Existing Mechanic Class Specification
  - G) Proposed Transit Equipment Attendant Class Specification
  - H) Existing Equipment Attendant Class Specification

**Existing Career Ladder in Transit Department - Fleet Services**

**Transit Department Fleet**

**Fleet Services Manager**

- Plans, organizes and directs the activities of the Fleet Services Division including the maintenance & repair of the City's vehicle and equipment fleet, apparatus, & parts inventory warehouse;

**Fleet Services Supervisor**

- Supervises day-to-day shift operations of the repair & servicing of the city's gasoline, diesel, & natural gas powered vehicles & equipment
- Assigns, prioritizes, monitors, & evaluates the work of subordinate staff; counsels staff & recommends discipline.

**Senior Mechanic**

- Performs skilled mechanical work in the diagnosis, maintenance & repair of **medium & heavy duty** vehicles and equipment
- Maintains, adjusts, repairs, rebuilds and overhauls operating systems and components
- Builds and fabricates special bodies, housings, brackets and accessories

**Mechanic**

- Performs skilled mechanical work in the diagnosis, maintenance & repair of automobiles, **light duty trucks, motorcycles & light field equipment**
- Maintains, adjusts, repairs, rebuilds and overhauls operating systems and components
- Repairs and replaces bodies, housings, brackets and accessories
- May assist Senior Mechanics in repair of heavy duty vehicles & equipment.

**Equipment Attendant**

- Lubricates, fuels and cleans vehicles
- Performs routine preventative and maintenance work
- Assists with mechanical repair work
- \*\* In order to advance must promote to Mechanic in General Services Dept. Fleet Services Division**



# Proposed Career Ladder in Transit Department

**Transit Fleet Services Manager**  
 Plans, organizes and directs the activities of the Transit Fleet Services Division including the maintenance & repair of the City's vehicle and equipment fleet, apparatus, & parts inventory warehouse;



**Fleet Services Supervisor (Transit)**  
 Supervises day-to-day shift operations of the repair & servicing of the city's gasoline, diesel, & natural gas powered vehicles & equipment  
 Assigns, prioritizes, monitors, & evaluates the work of subordinate staff; counsels staff & recommends discipline.



**Senior Transit Mechanic**

- *Performs skilled advanced journey level mechanical work in the diagnosis, maintenance and repair of Transit vehicles*
- *Performs diagnosis of vehicle malfunctions, determines the probable cause*
- *Removes and replaces entire engine packages.*
- *Overhauls and tunes diesel and gasoline engines.*
- *Specialized assignments – Paint & Body, Electronic Repair*



**Transit Mechanic**

- *Performs skilled journey level mechanical work in the diagnosis, maintenance & repair of Transit vehicles*
- *Diagnoses problems & determines the extent of repairs or adjustments needed for the Transit fleet vehicles*
- *Inspects, diagnoses, repairs and overhauls and replaces systems & components*
- *Assists higher level mechanics with more complex repairs.*



**Transit Equipment Attendant**

- *Oils, lubricates, checks fluids and cleans Transit buses.*
- *Fuels Transit buses and vehicles with Compressed Natural Gas (CNG), unleaded gas and other fuels.*
- *Replaces, repairs and balances tires and tubes.*

- ✓ New structure will allow Sr. Transit Mechanic to focus on most complex repairs.
- ✓ Utilizing Transit Mechanic will reduce the number of Sr. Transit Mechanics required to perform general repairs and maintenance.
- ✓ Transit Mechanics will be able to assist Sr. Transit Mechanics which will provide training opportunities and allow flexibility in staffing.
- ✓ Transit Equipment Attendants will have a career path to allow them to remain in Transit – Fleet Services.



Requires add'l training or education to qualify for promotion



PROMO



LATERAL

---

## SENIOR TRANSIT MECHANIC

---

### DEFINITION

Under direction, performs skilled advanced journey level mechanical work in the diagnosis, maintenance and repair of Transit vehicles; assists other mechanics in more complex assignments; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Distinguished from a Senior Mechanic in that an incumbent performs maintenance and repairs on primarily Transit vehicles. Distinguished from a Transit Mechanic in that an incumbent performs advanced level mechanical work. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval.

This classification is distinguished from the classification of Fleet Services Supervisor who has full supervisory responsibility for the performance of crews engaged in the work of their division.

### SUPERVISION EXERCISED/RECEIVED

Supervision is received from the Fleet Services Supervisor. Senior Transit Mechanics may provide technical direction to lower level classifications.

### EXAMPLES OF ESSENTIAL DUTIES

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

- Diagnoses of vehicle malfunctions, determines probable cause, and recommends necessary remedial action to Transit Fleet Services Supervisor for prioritization and assignment.
- Repairs or removes and replaces dysfunctional components of major coach systems including, but not limited to, wheelchair lifts and air-conditioning units.
- Removes and replaces entire engine packages.
- Overhauls and tunes diesel and gasoline engines.
- Performs acceptance testing and pre-service preparations to newly acquired motor coaches.
- Operates brake lathe machine and performs brake reline overhauls.
- Disassembles, cleans, inspects, and rebuilds engine systems and their mechanical and electrical components.
- Leads employees by assigning and reviewing work and providing training.
- Examines damaged vehicles/equipment to determine extent of repairs needed and prepares estimates of cost to repair;
- Installs, maintains, troubleshoots and repairs communications and electronic equipment used on Transit vehicles and amenities;
- Moves parts and components with approved hoists, lifts and dollies to perform maintenance and repair of Transit vehicles.
- Conducts vehicle safety inspections.
- Repairs minor damage to interior or exterior of coach including, but not limited to, torn seats, broken windows and windshields, minor dents, and cosmetic paint damage
- Responds to road failure situations and performs necessary repairs to return motor coaches to the operating division.
- Maintains, supports, and promotes a safe work environment while complying with all safety rules, policies, and procedures.

- Maintains paper and electronic records of repairs and maintenance; enters repair orders and maintains records of time spent, materials and parts used and type of work performed in an automated system.
- Maintains parts inventory and computer inventory records.
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace; disposes of hazardous waste in accordance with City guidelines.
- Disposes of recyclable parts or materials in accordance with City guidelines.
- Repairs damage and performs incidental routine repairs to maintain the appearance of Transit vehicles.
- Locates, adjusts, replaces, rebuilds and repairs components for computerized or microprocessor based systems and mechanical components.
- Fabricates and installs special electronic testing systems.
- Keeps current with new technology by participating in various training.

---

### **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 drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- May maintain field reports, and work orders.
- Performs other related duties

---

### **QUALIFICATION GUIDELINES**

#### **Knowledge of**

- Methods, materials, equipment and procedures utilized in the maintenance and repair of Transit vehicles and all their major systems including diesel, gasoline or alternative fuels engines, electrical systems, electronic systems, fueling systems and other systems found in transit and other vehicles.
- Overhaul procedures related to transmissions, brakes and rear axles;
- Techniques and procedures of mechanical tune-up, emission control devices, general repair and maintenance practices;
- Lubrication and preventive maintenance.
- Operations of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment including computer aided and electronic diagnostic tools;
- Procedures for handling and disposing of hazardous waste;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Methods, materials, equipment and procedures utilized in the installation and maintenance of analog and digital electronic equipment and electrical systems found on Transit vehicles and equipment;
- Computerized diagnostic equipment including hand held and Microsoft Office based software;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Effective customer service techniques;
- City and Department Mission including strategic goals and objectives;
- General City operations.

#### **Ability to**

- Diagnose and make appropriate adjustments and/or repairs to systems and components of diesel and alternative fuel powered vehicles and equipment;
- Learn and repair alternate bus propulsion systems such as compressed natural gas engines (CNG) and Hybrid high voltage systems;

- Troubleshoot, maintain and repair all vehicle and equipment systems including but not limited to mechanical, electrical, hydraulic and pneumatic components;
- Use computer aided diagnostic equipment requiring the use of some independent judgment to diagnose and determine cause of mechanical problems;
- Read and interpret diagnostic codes, maintenance manuals, electrical diagrams, vehicle emission control standards and related specification manuals;
- Use tools and equipment proficiently such as brake lathe, engine scan tool, battery, starter, cooling system and voltage testers;
- Operate a motor coach safely and properly;
- Operate various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Read design specifications, parts and repair manuals, and blueprints;
- Assess and resolve technical equipment problems and breakdowns;
- Install, maintain and repair electronic and computerized systems and equipment of fare collection equipment and systems, including but not limited to electronic fare boxes, video surveillance systems and other related equipment.;
- Safely operate a variety of hand and power tools;
- Read and understand electronic schematic diagrams, electrical and mechanical drawings and equipment specifications;
- Prepare work orders and keep records of service performed using automated tracking and inventory system;
- Establish and maintain effective working relationships with co-workers;
- Meet competing deadlines;
- Follow verbal and written instructions and procedures;
- Communicate effectively both orally and in writing;
- Provide effective customer service.

---

**EDUCATION AND EXPERIENCE:**

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

Four years of experience as a heavy equipment or automotive mechanic with at least two years as a bus mechanic. Successful completion of a six-month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to two years non-bus experience performing repair, maintenance, and troubleshooting of transit vehicles utilizing digital electronics and microprocessors

---

**LICENSE OR CERTIFICATE:**

A valid Class B California driver's license is required.

Successful completion of ASE certification tests (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI); or ASE-Certified Master Transit Bus Technician is highly desirable.

---

**SPECIAL REQUIREMENTS**

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

Must provide own mechanic hand tools, up to one inch, to perform job duties.

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

---

### **CAREER LADDER INFORMATION**

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Fleet Services Supervisor.



# MECHANIC, SENIOR

Class Code:  
5515

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Sep 1, 1995

## SALARY RANGE

\$31.55 - \$34.83 Hourly  
\$5,468.67 - \$6,037.20 Monthly  
\$65,624.00 - \$72,446.40 Annually

### DEFINITION:

Under general supervision, performs skilled mechanical work in the diagnosis, maintenance and repair of medium and heavy duty vehicles and equipment such as buses, refuse trucks, graders, tractors, sweepers and heavy duty trucks; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Fleet Services Manager and Fleet Services Supervisor in that the incumbent does not have administrative responsibilities such as assigning or coordinating work assignments. Distinguished from Mechanic in that the incumbent works primarily on medium and heavy duty vehicles and equipment.

### EXAMPLES OF ESSENTIAL DUTIES:

- Diagnoses problems and determines the extent of repairs or adjustments needed for medium and heavy duty vehicles and equipment;
- Maintains, adjusts, repairs, rebuilds and overhauls operating systems including, but not limited to, electrical, charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking, steering and hydraulic systems;

- Maintains, adjusts, repairs, rebuilds and overhauls components such as engines, transmissions, drive shafts, differentials, air brakes, radiators and bodies;
- Operates vehicle testing and operating equipment;
- Builds and fabricates special bodies, housings, brackets and accessories using machining tools and equipment;
- Enters repair orders and keeps maintenance records of time spent, materials and parts used and type of work performed in automated system;
- Provides technical direction and training to Mechanics and Equipment Attendants;
- Organizes, cleans and maintains work shop area;
- May drive vehicles into and out of service bays and perform road tests.

## **QUALIFICATION GUIDELINES:**

### **Experience and Education**

Four years of recent skilled mechanical experience, at least one of which includes servicing and repair of heavy duty vehicles and equipment. Satisfactory completion of courses in the repair of heavy-duty vehicles and equipment may be substituted for the one year of heavy duty vehicle and equipment experience required. Courses must be approved by the Civil Service and Fleet Services Department and must include hydraulic, electrical, fuel systems, engine and transmission overhaul.

### **License and/or Certificates**

A valid Class B California driver's license within six weeks of hire date.

## **SPECIAL REQUIREMENTS:**

Must provide own tools to perform job duties.

## **ESTABLISHED/REVISED DATE:**

Revised Date: September 1995  
Department Review: November 2019

---

## TRANSIT MECHANIC

---

### DEFINITION

Under general supervision, performs skilled journey level mechanical work in the maintenance and repair of Transit vehicles; assists other mechanics in more complex assignments; and performs related work as required.

---

### DISTINGUISHING CHARACTERISTICS

Distinguished from Senior Transit Mechanics in that the incumbent performs routine and preventive maintenance on Transit vehicles. Distinguished from Equipment Attendants in that an incumbent performs journey level mechanical work. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval.

---

### SUPERVISION EXERCISED/RECEIVED

Supervision is received from the Fleet Services Supervisor. Transit Mechanics may receive technical direction from Senior Transit Mechanics and provide technical direction to lower level classifications.

---

### EXAMPLES OF ESSENTIAL DUTIES

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

- Performs routine and preventive maintenance on Transit vehicles.
- Identifies problems and determines the extent of repairs or adjustments needed for the Transit fleet vehicles.
- Maintains, repairs, overhauls and replaces systems and components including but not limited to: brakes, air conditioning, exhaust systems, diesel, gasoline, CNG, hybrid and other alternative fuel systems, zero emissions systems, automotive and truck hydraulic systems, and related computer-controlled components.
- Maintains and repairs transmissions, engines, and electrical systems.
- Performs brake relines to include checking and replacing worn components, installation of brake shoes, final adjustments of all wheel end components and deceleration testing.
- Assists Senior Transit Mechanics with more complex repairs.
- Moves parts and components with approved hoists, lifts and dollies to perform maintenance and repair of Transit vehicles.
- Conducts vehicle safety inspections.
- Repairs minor damage to interior and/or exterior of buses and/or other vehicles and equipment including but not limited to torn seats, broken windows, door panels and windshields, minor dents, and cosmetic paint damage.
- Responds to in-service road failures, road calls and performs on-site diagnostics and repairs Transit vehicles and equipment.
- Maintains, supports and promotes a safe work environment and complies with all safety rules, policies and procedures.
- Prepares decals for the printing and installs vinyl fleet decals and window film to vehicles.
- Repairs damage and performs incidental routine repairs to maintain the appearance of Transit vehicles.
- Maintains paper and electronic records of repairs and maintenance; keeps and enters repair orders and keeps maintenance records of time spent, materials and parts used and type of work performed in an automated system.

- Maintains and cleans equipment and tools; maintains a clean and orderly workplace; disposes of hazardous waste in accordance with City guidelines.
- Maintains parts inventory and computer inventory records.
- Disposes of recyclable parts or materials in accordance with City guidelines.
- Keeps current with new technology by participating in various training.

---

### **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:*

- Maintains and/or assists in maintaining parts inventory, as assigned.
- Assists in the training of new and lower classification employees.
- May drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- May maintain field reports, and work orders.
- Performs other related duties

---

### **QUALIFICATION GUIDELINES**

#### ***Knowledge of***

- Methods, materials, equipment and procedures utilized in the maintenance and repair of transit vehicles and all their major systems including diesel, gasoline or alternative fuels engines, electrical systems, fueling systems and other systems found in transit and other vehicles.
- Overhaul procedures related to transmissions, brakes and rear axles;
- Techniques and procedures of mechanical tune-up, emission control devices, general repair and maintenance practices;
- Lubrication and preventive maintenance.
- Operations of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment including computer aided and electronic diagnostic tools;
- Procedures for handling and disposing of hazardous waste.
- Computerized diagnostic equipment including hand held and Microsoft Office based software;
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Effective customer service techniques.
- City and Department Mission including strategic goals and objectives.
- General City operations.

#### ***Ability to***

- Determine and make appropriate adjustments and/or repairs to systems and components of diesel and alternative fuel powered vehicles and equipment;
- Learn and maintain alternate bus propulsion systems such as compressed natural gas engines (CNG) and Hybrid high voltage systems.
- Troubleshoot, maintain and repair all vehicle and equipment systems including but not limited to mechanical, electrical, hydraulic and pneumatic components;
- Use computer aided diagnostic equipment requiring the use of some independent judgment to determine causes of mechanical problems;
- Read and interpret diagnostic codes, maintenance manuals, electrical diagrams, vehicle emission control standards and related specification manuals;
- Operate a motor coach safely and properly;
- Use tools and equipment proficiently such as brake lathe, engine scan tool, battery, starter, cooling system and voltage testers;
- Establish and maintain effective working relationships with co-workers;

- Prepare work orders and keep records of service performed using automated tracking and inventory system;
- Follow verbal and written instructions and procedures;
- Provide effective customer service;
- Communicate effectively both orally and in writing.

---

### **EDUCATION AND EXPERIENCE**

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

Three years of experience in the repair and maintenance of diesel, gasoline, alternative fuels or power equipment, at least one of which included experience as a journey level mechanic. Successful completion of a six month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to 2 years non-bus experience performing repair and maintenance.

---

### **LICENSE OR CERTIFICATE**

A valid Class B California driver's license is required.

Possession of current ASE (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3- Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI) or ASE-Certified Master Transit Bus Technician is highly desirable.

---

### **SPECIAL REQUIREMENTS**

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

Must provide own mechanic hand tools, up to one inch, to perform job duties.

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

---

### **CAREER LADDER INFORMATION**

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Senior Transit Mechanic.



# MECHANIC

Class Code:  
5516

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Jul 1, 1998

## SALARY RANGE

\$25.44 - \$28.05 Hourly  
\$4,409.60 - \$4,862.00 Monthly  
\$52,915.20 - \$58,344.00 Annually

### DEFINITION:

Under general supervision, performs skilled mechanical work in the diagnosis, maintenance and repair of automobiles, light duty trucks, motorcycles and light field equipment; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Mechanic is supervised by the Fleet Services Manager and Fleet Services Supervisor.

### EXAMPLES OF ESSENTIAL DUTIES:

- Diagnoses problems and determines the extent of repairs or adjustments needed for automobiles, light duty vehicles, motorcycles and equipment such as mowers and chain saws;
- Maintains, adjusts, repairs, rebuilds and overhauls operating systems including, but not limited to, electrical, charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking and steering systems;
- Maintains, adjusts, repairs, rebuilds and overhauls components including, but not limited to, engines, transmissions, drive shafts, differentials, radiators and bodies;

- Operates computer aided diagnostic equipment, vehicle testing and/or operating equipment;
- Repairs and replaces bodies, housings, brackets and accessories using machining tools and equipment;
- Keeps and enters repair orders and keeps maintenance records of time spent, materials and parts used and type of work performed in an automated system;
- Organizes, cleans and maintains a safe work shop area;
- May assist Senior Mechanics in repair of heavy duty vehicles and equipment;
- May drive vehicles into and out of service bays and perform road tests.

## **QUALIFICATION GUIDELINES:**

### **Experience and Education**

Three years of experience in the repair and maintenance of automobiles and/or power equipment, at least one of which must include experience at the journey level.

Satisfactory completion of a comprehensive automotive technology program or degree may be substituted for two years of the required experience. The program or degree must cover systems such as electrical, computer controlled vehicles, emission, drive-train, cooling, fuel and ignition systems.

### **License and/or Certificates**

A valid California driver's license of the appropriate class. Automotive Service Excellence (ASE) certificates are desirable.

## **SPECIAL REQUIREMENTS:**

Must provide own mechanic hand tools, up to one inch, to perform job duties.

## **CAREER LADDER INFORMATION:**

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Senior Mechanic.

## **ESTABLISHED/REVISED DATE:**

Revised Date: July 1998  
Reviewed Date: July 2020



---

## **TRANSIT EQUIPMENT ATTENDANT**

---

### **DEFINITION**

Under general supervision, lubricates, fuels and cleans Transit vehicles; performs routine and preventative maintenance and inspections; assists with mechanical repair work; and performs related work as required.

---

### **DISTINGUISHING CHARACTERISTICS**

Distinguished from the Transit Mechanic in that the incumbent is not responsible for performing unassisted, skilled mechanical repair work on vehicles or equipment. Assignments are generally limited in scope and require the incumbent to make choices or decisions within established procedures and/or policies.

---

### **SUPERVISION EXERCISED/RECEIVED**

Receives general supervision from the Fleet Services Supervisor, may receive technical or functional supervision from the Transit Mechanic or Senior Transit Mechanic.

---

### **EXAMPLES OF JOB DUTIES**

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

- Oils, lubricates and checks fluid levels on Transit buses, vehicles and equipment in accordance with manufactures specifications.
  - Fuels Transit buses and vehicles with Compressed Natural Gas (CNG), unleaded gasoline, and other alternative fuels.
  - Replaces, repairs and balances tires and tubes.
  - Inspects and adjusts air and hydraulic brake systems.
  - Checks, repairs or replaces lights, mirrors, wiper blades, oil, air and fuel filters, and other vehicle parts requiring routine maintenance.
  - Performs simple mechanical work such as headlights, ground straps, wiper blades, and interior grab straps.
  - Assists Transit Mechanics and Senior Transit Mechanics in more complex service and repair of vehicles and equipment.
  - Performs road repairs such as exchanging buses and transit vehicles, changing flat tires, and replacing lights.
  - Enters repair orders and keeps records of work completed in automated system.
  - Records amounts of fuel, oil, water and fluid added to Transit vehicles.
  - Performs daily cleaning and maintenance of the fuel island and bus wash areas.
  - Cleans, vacuums, washes and parks transit buses daily; ensures Transit buses are ready for operation.
  - Cleans Transit bus undercarriages, engines and other parts using hot water and steam pressure washers, and wash rack equipment.
  - Steam cleans, washes and polishes vehicles and equipment.
  - Services vehicle cash box, sweeps and cleans vehicle interior and shop floors.
-

---

## **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered principal job duties:*

- Maintains and/or assists in maintaining parts inventory, as assigned.
- May assist in orienting and training new employees.
- May drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- Performs other related duties

---

## **QUALIFICATION GUIDELINES**

### ***Knowledge of***

- Routine maintenance and lubrication procedures for vehicles and equipment;
- Application and uses of oils, greases and other lubricants;
- General operating features of busses, automobiles, trucks and equipment;
- Basic cleaning methods and practices;
- Steam cleaning methods and steam cleaning apparatus;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Operation of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment;
- Procedures for handling and disposing of hazardous waste;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Effective customer service techniques;
- City and Department Mission including strategic goals and objectives;
- General City operations.

### ***Ability to:***

- Perform routine mechanical repairs and assist in more complex repairs and service;
- Safely operate vehicles and equipment, including buses, trucks and forklifts;
- Repair, change and balance tires;
- Read, understand and work from lubrication charts, maintenance and specification manuals;
- Operate a bus safely and properly;
- Learn the proper use of cleaning chemicals, solutions and tools, including power cleaning equipment;
- Follow oral and written instructions and procedures;
- Prepare work orders and keep records of service performed using an automated tracking and inventory system;
- Establish and maintain effective working relationships with co-workers;
- Provide effective customer service;
- Communicate and work effectively with co-workers.

---

## **EDUCATION AND EXPERIENCE**

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

Two (2) years of experience in lubrication, tire repair, general vehicle and equipment maintenance or repair.

Experience in the maintenance or repair of buses is preferred.

No specific minimum education is required, however, vocational training in the overall repair of vehicles is desirable.

---

### **LICENSE OR CERTIFICATE**

A valid Class C California Driver's license is required. Must obtain a Class B California Driver's license with appropriate medical certification within 6 weeks of hire date.

Possession of current ASE (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3- Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI) is highly desirable.

---

### **SPECIAL REQUIREMENTS**

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

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

---

### **CAREER LADDER INFORMATION**

Experienced gained in this classification may serve to meet the qualification guidelines for the classifications of Transit Mechanic or Mechanic.



# EQUIPMENT ATTENDANT

Class Code:  
5704

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Revision Date: Sep 1, 1995

## SALARY RANGE

\$18.70 - \$22.68 Hourly  
\$3,241.33 - \$3,931.20 Monthly  
\$38,896.00 - \$47,174.40 Annually

### DEFINITION:

Under supervision, lubricates, fuels and cleans various types of vehicles, construction and maintenance equipment; performs routine preventative and maintenance work; assists with mechanical repair work; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Mechanic in that the incumbent is not responsible for performing unassisted, skilled mechanical repair work on vehicles or equipment. Equipment Attendant is supervised by and receives work assignments from Fleet Services Supervision. Equipment Attendant may receive work direction from Mechanic and Senior Mechanic.

### EXAMPLES OF ESSENTIAL DUTIES:

- Oils, fuels, lubricates and checks fluid levels on vehicles and equipment in accordance with manufactures specifications;
- Replaces, repairs and balances tires and tubes;
- Inspects and adjusts air and hydraulic brake systems;
- Checks, repairs or replaces lights, mirrors, wiper blades, oil, air and fuel filters, and other vehicle parts requiring routine maintenance;

- Performs simple mechanical work such as replacing spark plugs, water and fuel pumps, and changing valve cover gaskets;
- Assists Mechanics in more complex service and repair of vehicles and equipment;
- Performs road repairs such as exchanging service vehicles, changing flat tires, replacing damaged mirrors, lights, etc.;
- Enters repair orders and keeps records of work completed in automated system;
- Steam cleans, washes and polishes vehicles and equipment;
- Services vehicle cash box, sweeps and cleans vehicle interior and shop floors.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

Two years of experience in lubrication, tire repair, general vehicle and equipment maintenance or repair. No specific education minimum, however, vocational training in the overall repair of vehicles is desirable.

### **License and/or Certificates**

A valid Class B California driver's license within six weeks of hire date.

### **Knowledge of**

- Application and uses of oils, greases and other lubricants;
- General operating features of busses, automobiles, trucks and equipment;
- Steam cleaning methods and steam cleaning apparatus;
- Use of basic hand and power tools used in the maintenance of vehicles and equipment;
- Safety rules and precautions related to the use of tools, vehicles and equipment.

### **Ability to**

- Perform routine mechanical repairs and assist Mechanics in more complex repairs and service;
- Safely operate vehicles and equipment, including busses and trucks;
- Repair, change and balance tires;
- Read, understand and work from lubrication charts, maintenance and specification manuals;
- Follow oral and written instructions;
- Complete work orders and maintenance records of service performed;
- Communicate and work effectively with co-workers.

## **ESTABLISHED/REVISED DATE:**

Revised Date: September 1995  
Department Review: November 2019

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

**Honorable Members:**

**SUBJECT: APPROVE RETITLED AND REVISED CLASS SPECIFICATION FOR HUMAN RESOURCES SENIOR MANAGEMENT ASSOCIATE TO PRINCIPAL HUMAN RESOURCES ANALYST**

**RECOMMENDATION**

Recommendation of the Human Resources Manager that your Honorable Body approve the retitled and revised class specification for Human Resources Senior Management Associate to Principal Human Resources Analyst and forward it to the City Council for approval.

**BACKGROUND**

The Human Resources Senior Management Associate resigned from the City in September 2021 and there is a corresponding need to conduct a Civil Service examination. The City Manager 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 Human Resources Senior Management Associate was last revised in 2015 and staff determined that changes to the class specification are required to reflect the current range of responsibility and provide a clear and realistic job preview. In addition, the classification required re-titling to reflect the industry standard and to better represent the level of responsibility of the classification.

Changes were made throughout the class specification. Listed below are revision highlights:

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

- Commits to implementing City of Torrance's Mission, Vision, and commitments;
- Prepares investigative scope, findings, and progressive disciplinary documents;
- Manages the employee leaves of absence within assigned areas of responsibility;
- Develops and facilitates department-wide training programs; conducts need assessments to identify specific training needs; conducts formal training sessions and acts as a course instructor; assesses training effectiveness and modifies training programs as needed;
- Identifies opportunities for improving service delivery methods and procedures; identifies resources needs; reviews recommendations with appropriate management staff; implements improvements;
- Assists the City's Chief Negotiator in administering and participating in difficult and complex labor negotiations in order to establish wages, benefits, and terms and conditions of employment; assists and participates in the development and presentation of strategies and proposals for labor negotiations including preparation of management

- and labor proposals and counterproposals;
- Assists the City's Chief Negotiator in preparing, analyzing, and maintaining a variety of records, reports, studies, documents, and statistical findings; assists with drafting Memoranda of Understanding (MOUs); assists with drafting ordinances, resolutions, policy statements, and administrative instruction to implement terms of the MOUs;
- Assists the City's Chief Negotiator in the advocacy and representation of the City on labor relations matters;
- Establishes highly effective working relationships with managers, employees, and labor representatives on employee relations issues.

The **Abilities** section was modified to include abilities required to perform the job duties of the position. The following additional abilities were added:

- Maintain confidentiality of private and sensitive information;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility;

The **Special Requirements** section was modified. The following special requirement was added:


- Reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions.

The **Appointment** section was added to include the following:

- Management.
- Exempt from FLSA.
- Employees in these classes are subject to the reporting requirements of the City's Conflict of Interest Code.

Respectfully submitted,

By



Hedieh Khajavi  
Human Resources Manager

CONCUR:

  
\_\_\_\_\_  
Jason Nishiyama  
Audit Manager

NOTED:

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

- Attachment    A) Retitled and Revised Class Specification Principal Human Resources Analyst  
                  B) Existing Class Specification Human Resources Senior Management Associate

## ~~Human Resources Senior Management Associate~~ Principal Human Resources Analyst

### Definition

Under general direction, this management position manages, coordinates, and participates in a variety of professional-level human resources management functions such as recruitment, assessment, selection, classification, compensation, benefits, leaves management, employee relations, performance management, policy development, ~~and review~~, labor relations, and Human Resources Information Systems (HRIS). The position seeks to support departments and continuously improve programs and services in the assigned human resources management functions.

### Distinguishing Characteristics

Reports to ~~the Human Resources Administrator~~ management and Department Head and is distinguished from the Human Resources Manager Administrator in that the incumbent is not responsible for managing the full range of human resources functions. Distinguished from the Human Resources Analyst in that the incumbent has administrative responsibility over the operations of City wide human resources programs. 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 deviate from traditional 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 Human Resources management and Department Head. ~~the Human Resources Administrator~~. Exercises supervision over assigned professional staff and office support staff.

### Example of Essential Duties

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

- Commits to implementing City of Torrance's Mission, Vision, and commitments.
- Develops, plans, organizes, supervises and evaluates assigned programs, projects and activities related to a variety of human resources functions and programs.
- Manages the daily operations of assigned human resources functions.
- Supervises the City's recruitment and assessment program and ensures that hiring and examination processes are conducted in a fair, objective and independent manner; develops and administers examinations for a variety of job classifications; provides policy direction and resolves controversial and sensitive recruitment issues.
- Supervises and participates in job analysis/audits, classification studies and career ladders for recruitment/selection and classification and compensation purposes.
- Coordinates and collaborates with the City Attorney's Office on complex investigations and assumes primary responsibility for the human resources support role to City Manager and city departments on disciplinary matters.
- Prepares investigative scope, findings, and progressive disciplinary documents.
- Ensures compliance related to Americans with Disabilities Act, sexual harassment, discrimination, and other federal and state laws.
- Prepares written reports and policies and makes formal oral presentations to managers, executives, City Council, Civil Service Commission and community-based organizations

as necessary.

- Reviews and evaluates the results of discrimination and harassment investigations; develops and approves recommendations for resolution of complaints and allegations.
- Stays abreast of new trends and innovations in the field of Human Resources including benefits administration, sexual harassment, equal employment opportunity (EEO) issues, selection, classification and compensation, labor relations and Human Resource Information Systems.
- Performs a range of professional, analytical and technical duties involved in the implementation of the City's benefits program; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Supervises and participates in the development and presentation of benefits information programs and activities; coordinates with external agents such as benefits brokers, vendors, task forces to manage and improve employee benefits and resolve policy compliance and other complex issues.
- ~~Partners with the Risk Manager to prepare specifications and coverage provisions, review bids and make recommendations for obtaining Dental, Life, Disability, Vision Insurance and Employee Assistance Program Benefits.~~
- Plans and directs the work of professional and support staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline.
- Manages the employee leaves of absence within assigned areas of responsibility.
- Plans time and activities to ensure the achievement of City and division objectives within assigned areas of responsibility. Monitors program success using appropriate tracking and feedback systems.
- Coordinates activities related to return-to-work and accommodation issues arising out of non-job related injuries that involve city departments, vendors, risk management programs, and human resources.
- Provides counsel to managers and employees on complex labor and employee relations matters, related to City policies, procedures and practices, contractual provisions, and other applicable laws, rules and regulations and prepares written reports/responses.
- Develops and facilitates department-wide training programs; conducts need assessments to identify specific training needs; conducts formal training sessions and acts as a course instructor; assesses training effectiveness and modifies training programs as needed.
- Identifies opportunities for improving service delivery methods and procedures; identifies resources needs; reviews recommendations with appropriate management staff; implements improvements.
- Analyzes trends and metrics to develop strategies, solutions, programs and policies.
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would support the mission and goals of the City; oversees or performs the necessary research and analysis to justify the appropriateness or implementing the proposed program/project.
- Assists the Human Resources Department Head Administrator with strategic planning, budget forecasting and administration.
- Attends City Council and Commission meetings, as needed.
- Attends and conducts meetings as required.
- Assists the City's Chief Negotiator in administering and participating in difficult and complex labor negotiations in order to establish wages, benefits, and terms and conditions of employment; assists and participates in the development and presentation of strategies

- and proposals for labor negotiations including preparation of management and labor proposals and counterproposals.
- Assists the City's Chief Negotiator in preparing, analyzing, and maintaining a variety of records, reports, studies, documents, and statistical findings; assists with drafting Memoranda of Understanding (MOUs); assists with drafting ordinances, resolutions, policy statements, and administrative instruction to implement terms of the MOUs.
- Assists the City's Chief Negotiator in the advocacy and representation of the City on labor relations matters.
- Establishes highly effective working relationships with managers, employees, and labor representatives on employee relations issues.
- Oversees activities involving the gathering of information and conducting analysis of data used in contract negotiations; participates in negotiations and contract administration; formulates and implements effective bargaining strategies and techniques

### **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 department meetings, as required.
- Serves on various committees, as appropriate.
- Performs related duties as required.

### **Qualification Guidelines**

#### **Knowledge of:**

- Current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility;
- Principles and practices of public personnel administration including job analysis and classification methods, compensation and benefits administration, recruitment and selection, and employee relations;
- Principles of employee investigations techniques and progressive disciplinary process
- Principles and practices of labor-management relations, negotiation and contract administration;
- Principles, methods and techniques of strategic business planning and process improvement;
- Trends, practices and technology in human resources management;
- Principles of effective management and supervision;
- Customer service principles and practices;
- Comprehensive understanding of city functions, policies, practices and procedures;
- Principles of project leadership/coordination;
- Principles of business letter writing and basic report preparation for investigations and disciplinary documents;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Applicable local, State and Federal regulations;
- General City operations.

**Ability to:**

- Plan, organize and direct human resources management programs;
- Analyze complex and technical problems and develop sound and appropriate short and long-term solutions;
- Maintain confidentiality of private and sensitive information;
- Foster a collaborative/teamwork environment; handle conflicts and confrontations effectively;
- Analyze trends, metrics and problems to develop short and long-range plans and solutions;
- 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 using proper English grammar, document construction and correct spelling;
- Plan, organize, prioritize, train, monitor and evaluate the work of subordinates;
- Plan and organize information in a manner that facilitates understanding by employees and the public;
- Identify potential compliance or litigious risks in the workplace; apply principles and techniques for effective investigations, with objective findings and recommendations related to law and legal precedence;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility;
- Utilize word processing and spreadsheet applications;
- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with Council members, Commissioners, senior staff, employees, retirees, labor representatives, and the general public.

**Licenses and Certifications**

Professional designation or certification from Human Resources associations such as International Public Management Association for Human Resources (IPMA-HR), Society for Human Resources Management (SHRM), California Public Employers Labor Relations Association (CALPELRA) is highly desirable.

**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, Psychology, Industrial and Organizational Psychology, or a related field and three (3) years of progressively responsible professional Human Resources experience which includes at least one (1) year of lead or supervisory experience of at least one major human resources program.

**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.

Reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions.

### **Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Manager. Administrator.

### **Appointment**

1. Management.
2. Exempt from FLSA.
3. Employees in these classes are subject to the reporting requirements of the City's Conflict of Interest Code.

## Human Resources Senior Management Associate

---

### Definition

Under direction, this management position manages, coordinates and participates in a variety of professional-level human resources management functions such as recruitment, assessment, selection, classification, compensation, benefits, leaves management, employee relations, performance management, policy development and review, labor relations and Human Resources Information Systems (HRIS). The position seeks to support departments and continuously improve programs and services in the assigned human resources management functions.

---

### Distinguishing Characteristics

Reports to the Human Resources Administrator and is distinguished from the Human Resources Administrator in that the incumbent is not responsible for managing the full range of human resources functions. Distinguished from the Human Resources Analyst in that the incumbent has administrative responsibility over the operations of City wide human resources programs. 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 deviate from traditional 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 Human Resources Administrator. Exercises supervision over assigned professional staff and office support staff.

---

### Example of Essential Duties:

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

- Develops, plans, organizes, supervises and evaluates assigned programs, projects and activities related to a variety of human resources functions and programs.
- Manages the daily operations of assigned human resources functions
- Plans and directs the work of professional and support staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline.
- Plans time and activities to ensure the achievement of City and division objectives within assigned areas of responsibility. Monitors program success using appropriate tracking and feedback systems.
- Supervises the City's recruitment and assessment program and ensures that hiring and examination processes are conducted in a fair, objective and independent manner; develops and administers examinations for a variety of job classifications; provides policy direction and resolves controversial and sensitive recruitment issues.
- Supervises and participates in job analysis/audits, classification studies and career ladders for recruitment/selection and classification and compensation purposes.
- Oversees activities involving gathering of information and conducting analysis of data used in contract negotiations; participates in negotiations and contract administration; formulates and implements effective bargaining strategies and techniques.
- Performs a range of professional, analytical and technical duties involved in the implementation of the City's benefits program; prepares and presents staff reports and other correspondence as appropriate and necessary.

- Supervises and participates in the development and presentation of benefits information programs and activities; coordinates with external agents such as benefits brokers, vendors, task forces to manage and improve employee benefits and resolve policy compliance and other complex issues.
- Partners with the Risk Manager to prepare specifications and coverage provisions, review bids and make recommendations for obtaining Dental, Life, Disability, Vision Insurance and Employee Assistance Program Benefits.
- Coordinates activities related to return-to-work and accommodation issues arising out of non-job related injuries that involve city departments, vendors, risk management programs and human resources.
- Coordinates complex investigations and assumes primary responsibility for the human resources support role to City Manager and city departments on disciplinary matters.
- Ensures compliance related to Americans with Disabilities Act, sexual harassment, discrimination, and other federal and state laws.
- Provides counsel to managers and employees on matters related to City policies, procedures and practices, contractual provisions, and other applicable laws, rules and regulations and prepares written reports/responses.
- Analyzes trends and metrics to develop strategies, solutions, programs and policies.
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would support the mission and goals of the City; oversees or performs the necessary research and analysis to justify the appropriateness or implementing the proposed program/project.
- Prepares written reports and policies and makes formal oral presentations to managers, executives, City Council, Civil Service Commission and community-based organizations as necessary.
- Assists the Human Resources Administrator with strategic planning, budget forecasting and administration.
- Attends City Council and Commission meetings, as needed.
- Attends and conducts meetings as required.
- Reviews and evaluates the results of discrimination and harassment investigations; develops and approves recommendations for resolution of complaints and allegations.
- Stays abreast of new trends and innovations in the field of Human Resources including benefits administration, sexual harassment, equal employment opportunity (EEO) issues, selection, classification and compensation, labor relations and Human Resource Information Systems.

---

#### **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 department meetings, as required.
- Serves on various committees, as appropriate.
- Performs related duties as required.

---

#### **Qualification Guidelines**

##### **Knowledge of:**

- Current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility;
- Principles and practices of public personnel administration including job analysis and classification methods, compensation and benefits administration, recruitment and selection, and employee relations;
- Principles and practices of labor-management relations, negotiation and contract administration;
- Principles, methods and techniques of strategic business planning and process improvement;

- Trends, practices and technology in human resources management;
- Principles of effective management and supervision;
- Customer service principles and practices;
- Comprehensive understanding of city functions, policies, practices and procedures;
- Principles of project leadership/coordination;
- Principles of business letter writing and basic report preparation;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Applicable local, State and Federal regulations;
- General City operations.

**Ability to:**

- Plan, organize and direct human resources management programs;
- Analyze complex and technical problems and develop sound and appropriate short and long-term solutions;
- Foster a collaborative/teamwork environment; handle conflicts and confrontations effectively;
- Analyze trends, metrics and problems to develop short and long-range plans;
- 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 using proper English grammar, document construction and correct spelling;
- Plan, organize, prioritize, train, monitor and evaluate the work of subordinates;
- Plan and organize information in a manner that facilitates understanding by employees and the public;
- Identify potential compliance or litigious risks in the workplace; apply principles and techniques for effective investigations, with objective findings and recommendations related to law and legal precedence;
- Utilize word processing and spreadsheet applications;
- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with Council members, Commissioners, senior staff, employees, retirees and the general public.

---

**LICENSES AND CERTIFICATIONS**

Professional designation or certification from Human Resources associations such as International Public Management Association for Human Resources (IPMA-HR), Society for Human Resources Management (SHRM), California Public Employers Labor Relations Association (CALPELRA) is highly desirable.

---

**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, Psychology or a related field and three (3) years of progressively responsible professional Human Resources experience which includes at least one (1) year of lead or supervisory experience of at least one major human resources program.

---

**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 Human Resources Administrator.