

Pursuant to Assembly Bill 361, 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 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, MARCH 14, 2022
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 Wednesday, March 9, 2022.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 1 minute per speaker. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.

6. CONSENT CALENDAR

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

6A. Approve Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of February 14, 2022. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

6B. Accept and File Employee Transition Report for February 2022.

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of February 2022.

6C. Approve the Examination for Park Services Supervisor.

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

6D. Approve the Examination for Sanitation Services Manager.

Recommendation of the Human Resources Staff that your Honorable Body approve conducting the Sanitation Services Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (50%) and Oral Interview (50%). Staff is requesting approval for a six-month eligible list.

6E. 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.

6F. Approve the Examination for Supervising Administrative Assistant.

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Supervising Administrative Assistant examination on a promotional 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.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

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. 4th 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Civil Service Commission Meeting to March 28, 2022,
at 6:00 p.m.

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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR FEBRUARY 2022

RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of February 2022.

BACKGROUND/ANALYSIS:

The Employee Transition Report for February 2022 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 February 2022

**EMPLOYEE TRANSITION REPORT
FEBRUARY 2022**

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Bus Operator	Transit	Transit Dispatcher	Transit
Fire Engineer	Fire	Fire Captain	Fire
Fire Engineer	Fire	Fire Captain	Fire
Fire Engineer	Fire	Fire Captain	Fire
Fire Engineer	Fire	Fire Captain	Fire
Fire Engineer	Fire	Fire Captain	Fire
Fire Fighter	Fire	Fire Captain	Fire
Fire Fighter	Fire	Fire Engineer	Fire
Fire Fighter	Fire	Fire Engineer	Fire
Fire Fighter	Fire	Fire Engineer	Fire
Management Associate	City Manager's Office	Assistant to the City Manager	City Manager's Office
Program Coordinator	Community Services	Ranger Supervisor	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Supervising Producer/Writer	City Manager's Office	Management Associate	City Manager's Office

NEW HIRES

TITLE	DEPARTMENT
Ambulance Operator	Fire
Ambulance Operator	Fire
Facilities Operations Attendant	General Services
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire

NEW HIRES (CONT.)

Fire Recruit	Fire
Fire Recruit	Fire
Interactive Communications Officer	City Manager's Office
Lifeguard	Community Services
Maintenance Worker	Public Works
Planning Assistant	Community Development
Planning Assistant	Community Development
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Workers Compensation Claims Examiner	Finance

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PARK SERVICES SUPERVISOR

RECOMMENDATION:

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

SALARY:

\$33.33 - \$35.01 - \$36.76 - \$38.61 - \$40.56 - \$42.59 per hour

BACKGROUND/ANALYSIS:


There is no current eligible list for the classification of Park Services Supervisor. There is currently one vacancy due to lateral transfer of the incumbent.

The class specification has been reviewed by the Community 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 attached Class Specification.

The previous examinations in 2019 and 2015 was weighted as follows: Application Review (qualifying), Written Test (40%) and an Oral interview (60%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this examination: Application Review (Qualifying) and 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) Park Services Supervisor Class Specification



PARK SERVICES SUPERVISOR

Class Code:
5723

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Revision Date: Mar 1, 2014

SALARY RANGE

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

DEFINITION:

Under direction, supervises assigned park maintenance activities, staff and operations. Assigned operations include the maintenance, construction and repair of park facilities, playground equipment, and shelters; turf maintenance; pest control; landscaping; irrigation systems, etc. Work involves prioritizing and scheduling assigned park maintenance activities; supervising work crews engaged in daily maintenance operations; reviewing and approving completed work; and preparing and maintaining operational and administrative records. Performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This class differs from the Park Services Manager in that the incumbent is not responsible for planning and directing the entire division. This class is distinguished from subordinate positions by its responsibility for supervising and managing the personnel and activities rather than performing the skilled work and manual labor of the projects. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives supervision from the division manager; exercises direct supervision over subordinate personnel.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Plans, coordinates and supervises daily operations and activities of assigned work crews engaged in park maintenance, repair and landscaping work; plans daily operations; assigns work to crew members; obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews;
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed;
- Reviews and evaluates work in progress and upon completion; approves final work product; and ensures work adheres to quality standards and safety practices, including the safe handling and application of pest control chemicals, may supervise the work of contractors for assigned projects;
- Conducts park inspections; examines park facilities, grounds, walkways, fences, athletic fields, game courts, playground equipment and other recreational structures such as barbecue pits and picnic tables; determines condition; completes records of findings; identifies needed repairs and maintenance work; prioritizes maintenance and repair work; estimates costs and needed equipment, materials and manpower; and establishes maintenance project schedules;
- Supervises the maintenance of tools and equipment used in maintenance and landscaping duties; schedules and coordinates preventive maintenance and repair on tools and equipment; replaces broken or damaged tools and equipment; ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies;
- Provides information, assistance and directions to the general public regarding the park and the use of its facilities; interprets policies and procedures; discusses City policies, contract requirements, other project related issues with contractors; and represents the City in matters pertaining to the performance of contractors on assigned projects;
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to director, manager and other City officials as required; and maintains operational records and files.
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance needs and to prepare for special events; and establishes effective working relationships with City personnel and other agencies;
- Communicates to the Park Services Manager the status of assigned employees, areas and projects;
- Responds to after-hours emergency situations as needed.

Examples Of Other Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Serves on boards, teams and committees as assigned;
- Performs other duties as assigned.

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:

High school graduation or equivalent, supplemented by vocational training in park maintenance, horticulture or a related field; and four (4) years of experience performing park maintenance work, at least two(2) years of experience at the Lead or Senior level; or an equivalent combination of education, training, and experience such as an Associate's degree in park management, landscape architecture, horticulture or a related field and three (3) years of experience; or a Bachelor's degree in park management, landscape architecture, horticulture or a related field and two (2) years of experience.

License and/or Certificates

Requires a valid California Class A driver's license.

An Arborist Certificate, Playground Safety Inspector Certificate or a Qualified Applicator's Certificate (categories B and C) is highly desirable.

Knowledge of

- Policies, procedures, equipment, materials and techniques pertaining to park maintenance operations, including planting, cultivating and maintaining trees, shrubs and lawns;
- Principles and practices of horticulture and landscaping techniques;
- Maintenance of irrigation and sprinkler systems;
- Principles and practices of supervision, training, and employee relations;
- Safety hazards and proper safety procedures, protective equipment and policies.

Ability to

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances;
- Prioritize and assign work; and to manage assigned resources including budgets and inventory;
- Establish effective working relationships with City officials, contractors, employees and the general public;
- Operate radios, modern office equipment, computers and software applications;
- Operate assigned tools, equipment and vehicles for the purpose of training staff and demonstrating proper techniques;
- Identify, address and resolve park maintenance and personnel issues;
- Implement and adhere to City and department rules, regulations and policies which govern park maintenance operations.

SPECIAL REQUIREMENTS:

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and toxic agents.

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 Park Services Manager or Streetscape Manager.

ESTABLISHED/REVISED DATE:

Revised Date: March 2014

Reviewed Date: March 2022

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SANITATION SERVICES MANAGER

RECOMMENDATION:

Recommendation of the Human Resources Staff that your Honorable Body approve conducting the Sanitation Services Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (50%) and Oral Interview (50%). Staff is requesting approval for a six-month eligible list.

SALARY:

\$11,928.00 (Minimum) - \$14,314 (Reference) - \$16,461.00 (Maximum) per month.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Sanitation Services Manager. There will be one (1) vacancy due to resignation of the incumbent.

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

The prior examinations conducted in 2019 and 2016 were weighted as follows: Application Review (Qualifying), Performance Test (50%) and Oral Interview (50%). 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 
Tina Ortiz
Interim Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Sanitation Services Manager Class Specification

6D



SANITATION SERVICES MANAGER

Class Code:
5342

Bargaining Unit: Executive &
Management Employees

CITY OF TORRANCE
Revision Date: Aug 1, 2003

SALARY RANGE

\$11,928.00 - \$14,314.00 Monthly
\$143,136.00 - \$171,768.00 Annually

DEFINITION:

Under general direction, manages the Sanitation Division operations within the Public Works Department to include the collection and disposal of solid waste and recyclables; maintenance of the sanitary sewer and storm drain system; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Sanitation Services Manager is distinguished from the Public Works Director in that the incumbent is not responsible for managing the entire Public Works Department. Distinguished from section supervisors in that the supervisors do not have administrative responsibility over a major division of the department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Public Works Director, provides direct supervision to supervisory and support staff.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Develops, implements, and evaluates division plans, policies and procedures to achieve annual goals, objectives and work standards;
- Plans, assigns and manages activities related to the collection and disposal of solid waste from residential dwellings in the City;
- Plans, assigns and manages the maintenance of the sewer and storm drain system facilities;
- Plans, assigns and manages, through supervisors, the activities of the division;
- Monitors the enforcement of refuse regulations;
- Interfaces and coordinates with regulatory agencies;
- Calculates solid waste collection and disposal costs;
- Develops and monitors the division budget and establishes budgetary controls;
- Manages private contracts for sewer, storm drain or other related maintenance repairs;
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Administers safety and training programs;
- Maintains activity records and prepares reports as required;
- Prepares and/or reviews correspondence;
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and recommendations for City Council and commission agenda items;
- Attends and conducts meetings as required.

Examples of Other Duties

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

- Receives and responds to public inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Develops and reviews reports and other documents submitted by subordinates;
- Performs related duties as required.

QUALIFICATION GUIDELINES:

License and/or Certificates

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

Education and Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills and abilities is:

High school graduation equivalency; seven (7) years of progressively responsible public works experience, which includes three (3) years in collection and disposal of solid waste and recyclables and at least two (2) years of management or supervisory experience.

Knowledge of

- Methods, materials, equipment and operating practices involved in the maintenance of a sewer and storm drain system; and the collection and disposal of solid waste;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Applicable Federal, State and local regulations;
- High quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Evaluate, develop and implement division policy and programs to improve operations;
- Develop and monitor the division budget and establish budgetary controls;
- Negotiate project and maintenance contracts on behalf of the division;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Plan, organize, assign coordinate and manage the activities of professional and support staff, and outside contractors;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Prepare and monitor a preventative maintenance program;
- Read and interpret sewer and storm drain plans and specifications;
- Operate a computer and other office equipment.

SPECIAL REQUIREMENTS:

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators and a computer keyboard. Tasks require sound and visual perception and discrimination, as well as oral communications ability. The employee works under typical office conditions with a quiet work environment about half the time. The remaining time is spent in the field around machinery and vehicles that may expose the employee to loud noise.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to training and coursework may serve towards meeting the qualification guidelines for Public Works Director.

ESTABLISHED/REVISED DATE:

Revised Date: August 2003

Dept. Review Date: March 2022

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 a current eligible list of less than five (5) names available for the classification of Senior Mechanical and Plumbing Inspector. Therefore, the Department has requested a new recruitment to supplement the existing eligible list. Per Torrance Municipal Code Section 14.17.3, whenever less than five (5) names are certified for appointment from an open eligible list, or to a department head position, the appointing authority may make an appointment from such list or may make a temporary appointment until at least five (5) names are furnished.

The class specification has been reviewed by the Community Development 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 attached class specification.


The previous examinations in 2021 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

6E



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, California

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SUPERVISING ADMINISTRATIVE ASSISTANT

RECOMMENDATION:

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Supervising Administrative Assistant examination on an promotional 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:

\$28.83 - \$30.27 - \$31.78 - \$33.36 - \$34.21 - \$35.07 per hour

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Supervising Administrative Assistant. There is currently one vacancy due to a retirement. This position is utilized throughout City Departments.

Staff recommends conducting the examination for Supervising Administrative Assistant on a promotional basis provided that a minimum of eight (8) applications are filed and accepted from City employees. 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 by Public Works Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached Class Specification.

The previous examination in 2018 was weighted as follows: Written Test (50%), Performance Test (20%), and Oral Interview (30%). Upon review of the examination process for this position, it has been determined by both Human Resources and the Public Works Department that a technical interview would provide a more thorough assessment of the candidate's supervisory skills.

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

Respectfully submitted,

By 
Tina Ortiz
Interim Principal Human Resources Analyst

CONCUR:

Hedieh Khajavi
Human Resources Manager


Brianne Cohen
Civil Service Manager

Attachment: A) Supervising Administrative Assistant Class Specification



ADMINISTRATIVE ASSISTANT, SUPERVISING

Class Code:
1135

Bargaining Unit: Torrance Professional &
Supervisory Association

CITY OF TORRANCE
Established Date: Oct 1, 2009

SALARY RANGE

\$28.83 - \$35.07 Hourly
\$4,997.20 - \$6,078.80 Monthly
\$59,966.40 - \$72,945.60 Annually

DEFINITION:

Under direction, plans, directs and supervises office operations, office support staff and the department's administrative support functions including the processing of payroll, records management and the purchasing and maintenance of office supplies inventory and related records; establishes operating policies and procedures for office operations and areas of functional responsibility; provides administrative and highly complex secretarial support to the department head, managers and staff; serves as point of contact for the department coordinating communication, information, schedules and activities, tracking activities to ensure appropriate and timely response; serves as resource to management and staff on departmental policies, procedures and systems; and performs special projects as assigned and other related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Supervising Administrative Assistant is distinguished from the Senior Administrative Assistant by the level of supervisory responsibility, size of staff, complexity and specialization of work assignments, scope of responsibility and authority exercised and a potential for greater impact of erroneous decisions on departmental operating costs and schedules.

Receives direction from a department head within a framework of broad policies and general objectives; exercises direct supervision over a centralized unit of office support staff.

Attachment A

EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees and implementing employee discipline. Providing training, advice and assistance as needed;
- Directs, coordinates and reviews the work plan for the department; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures;
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the department head, implements improvements;
- Coordinates, designs, revises and maintains overall office systems for records and documents related to departmental operations;
- Establishes and maintains a variety of confidential files, materials and information;
- Schedules and coordinates appointments, conferences, meetings and maintains appointment calendar for department head; tracks a variety of matters and actions requested by the City Council to ensure that deadlines are met;
- Receives, screens, and responds to requests, queries and complaints, received by phone, mail, email or in person from visitors, other City departments and the public relative to departmental and City policies, procedures, programs and regulations;
- Purchases and maintains office supply inventory; receives cash receipts and administers related budgets and reports;
- Ensures the effective maintenance of various personnel records and databases, including employee time and leave balances and required DOT, Workers Compensation and OSHA files; oversees and/or maintains training databases and training history files and tracks license, insurance and certification requirements and notifies employees when re-certification is due;
- Performs routine but specialized administrative duties related to departmental operations including data research, report writing, coordination of special events, and development and maintenance of tracking systems for budget expenditures;
- Researches and completes a variety of documents regarding personnel matters and departmental operations, coordinating activities with other departments as appropriate, and ensuring timely submittal to appropriate department for processing;
- Composes correspondence and prepares special studies, statistical analyses and various reports;
- Edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation, syntax and grammar;
- Oversees and/or types correspondence, such as letters, memos, reports, Commission and Council items and other materials on a variety of general and technical topics from rough draft and other sources.

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;
- Serves on various committees as appropriate;
- Performs special projects as assigned and related work 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:

Graduation from high school or equivalent and four years of highly responsible executive secretarial and/or administrative work and complex office administration duties within a public agency, which includes at least one year of experience in a lead or supervisory position; courses in office administration and secretarial practices are 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

- Principles, practices, and procedures of effective office operations;
- Principles and practices of effective supervision, employee development and performance management;
- Departmental policies, procedures, systems, programs and functions;
- English usage, spelling, grammar, syntax and punctuation and business math;
- Purchasing and inventory maintenance methods;
- Modern office equipment and software applications used by the department;
- Advanced principles and methods of business correspondence and report preparation;
- Advanced record keeping methods recordkeeping methods applicable to the maintenance of a variety of administrative, personnel, payroll, statistical and financial records;
- Telephone etiquette and principles of effective public relations;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Work independently, exercise good judgment in making decisions and in performing assigned duties;
- Plan, organize, and manage departmental office operations and assigned functions;
- Recommend and implement goals, objectives and practices for effective and efficient operations;
- Effectively delegate authority and responsibility;
- Select, supervise, train, motivate assign and evaluate the work performance of subordinate personnel;
- Provide administrative and professional leadership and direction for functional areas of responsibility;
- Analyze problems, identify alternative solutions and potential consequences and implement recommendations to support goals and objectives;
- Establish and accurately maintain a variety of filing systems, including maintenance of specialized payroll and fiscal records;
- Interpret, explain and enforce departmental and City policies and procedures;
- Perform multiple and concurrent detailed tasks often under time constraints and/or in an environment of frequent interruptions;
- Proofread and detect errors in typing, spelling, syntax and punctuation and make accurate mathematical computations;
- Communicate clearly and concisely, both orally and in writing;
- Type a variety of materials to, include letters, memos, reports, legal documents, Commission and Council items from rough drafts and other sources;
- Effectively operate a computer and peripheral office equipment;
- 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;
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS:

Physical Requirements

Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and often under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 50 pounds; to lift and carry objects weighing up to 10 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office; to see clearly from less than one foot to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position may require the ability to climb stairs, and to kneel and/or crouch to retrieve files and other items.

Work Environment

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

CAREER LADDER INFORMATION:

Experience gained in the classification in addition to related work experience, training and course work may serve to meet minimum qualifications for promotion to an administrative manager or supervisor classification.

ESTABLISHED/REVISED DATE:

Established Date: October 2009
Dept. Review Date: March 2022