

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 – Employee Relations Committee" 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 EMPLOYEE RELATIONS COMMITTEE
(CIVIL SERVICE COMMISSION)
MONDAY, JUNE 13, 2022**

6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS

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

1. CALL MEETING TO ORDER

ROLL CALL: Dean, Hamada, Chair Adelsman

2. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, June 9, 2022.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

4. 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.

5. CONSENT CALENDAR

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

5A. Approve Employee Relations Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Employee Relations Committee minutes of July 26, 2021 and December 13, 2021. (Minutes provided to Commission members only, copies available in the Personnel Building).

6. ADMINISTRATIVE MATTERS

6A. Determine Unit for the New Classification of Housing Supervisor.

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Housing Supervisor to the Torrance Professional & Supervisory Association.

6B. Determine Unit for the New Classification of Payroll Specialist.

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Payroll Specialist to the Torrance Fiscal Employees Association.

7. COMMISSION ORAL COMMUNICATIONS

8. ADJOURNMENT

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

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

Honorable Members:

SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF HOUSING SUPERVISOR

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Housing Supervisor to the Torrance Professional & Supervisory Association.

BACKGROUND

The Housing Supervisor oversees the operations of the Housing programs, including but not limited to, Section 8 Housing Choice Voucher Program, Emergency Housing Voucher (EHV) Program, VA Supportive Housing (HUD-VASH) Program, as well as supervising staff and coordinating activities.

Anticipating approval of the class specification by the Civil Services Commission, a recommendation for unit determination for Housing Supervisor is submitted for your approval.

ANALYSIS

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

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

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

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

The Torrance Professional & Supervisory Association has traditionally represented classifications that are similar in nature and level, and is therefore appropriate that the Housing Supervisor be designated to this unit.

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

Designating the Housing Supervisor to the Torrance Professional & Supervisory Association will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Housing Supervisor will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.

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

The Housing Supervisor will work in a setting similar to other classifications in the Torrance Professional & Supervisory Association such as the License Supervisor, Permit Center Supervisor, and Ranger Supervisor.

• **Job Duties**

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


- Organizes, plans, and oversees the day-to-day operations of the Housing programs.

- Supervises staff; including 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, advice, and assistance as needed.
- Coordinates workflow activities with other City Departments and state and federal agencies.
- Ensures operations are maintained within established budget, and directs the allocation of resources to accomplish objectives.
- Receives and responds to difficult customer service inquiries and complaints and assists department personnel regarding section activities and procedures.
- Reviews and interprets codes and ordinances and recommends changes, additions, and implementation procedures.

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

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

Respectfully submitted,

By 

Kelsie B. Winders
Senior Human Resources Analyst


Aram Chaparyan
City Manager

CONCUR:



Hedieh Khajavi
Human Resources Manager



Brianne Cohen
Civil Service Manager

- Attachment: A) Housing Supervisor Class Specification (Pending Approval of June 14, 2022 Council Item)
B) Torrance Municipal Code Section 14.8.11(f)(2)
C) Positions Represented by Torrance Professional & Supervisory Association
D) Resolution

HOUSING SUPERVISOR

Definition

Under direction, plans, organizes, and directs the operations of the Housing programs; supervises the work of subordinate staff; and performs related work as required.

Distinguishing Characteristics

Distinguished from the Division Manager in that the incumbent does not have responsibility for the operation of an entire departmental division and is primarily responsible for administrative functions of an assigned section. Distinguished from Housing Specialist in that the incumbent is responsible for supervision of the entire section. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. 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.

Supervision Exercised/Received

Receives direction from higher level staff. Provides direction to lower level staff in the Housing Series and support staff.

Examples of Essential Duties

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

- Organizes, plans, and oversees the day-to-day operations of the Housing programs, including but not limited to, Section 8 Housing Choice Voucher Program, Emergency Housing Voucher (EHV) Program, VA Supportive Housing (HUD-VASH) Program, and other special housing programs; prioritizes work for timeliness; monitors work for consistency and quality;
- 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.
- Develops and makes recommendations for policies, procedures, and systems to improve operations and ensures compliance with new and existing laws.
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Coordinates workflow activities with other City Departments and state and federal agencies.
- Ensures operations are maintained within established budget, and directs the allocation of resources to accomplish objectives.
- Receives and responds to difficult customer service inquiries and complaints and assists department personnel regarding section activities and procedures.
- Demonstrates continuous effort to streamline and improve Housing operations, streamline workflow processes, and work cooperatively and jointly to provide quality seamless customer service.
- Reviews and interprets codes and ordinances and recommends changes, additions, and implementation procedures.
- Supervises administrative duties such as data entry, record keeping, and filing; maintains strict confidentiality of all protected information concerning consumers, staff, and volunteers in accordance with the confidentiality agreement and all State and Federal regulations
- Ensures regular maintenance and needed improvements are made to the Housing Unit's handouts, application forms, and online services in support of the Housing Unit and Department functions.

- Maintains a variety of statistical records; checks and tabulates statistical data; prepares simple statistical reports.
- Completes assigned routine and administrative tasks such as preparing work schedules, completing payroll documents, and preparing reports.
- Reviews filed reports and citations prepared to ensure completeness and accuracy, directs necessary corrections, and refers reports to higher-level personnel.
- Observes and enforces strict adherence to safety regulations and safe work practices.
- Institutes necessary legal action for violations of State and City regulations.
- Monitors program compliance with federal law and regulations; monitor application procedures and processes; recommend revisions to City ordinances related to housing assistance; analyze and implement federal, state, and local guidelines related to the Housing Programs.

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:

- Participates in Housing Boards, community meetings, and taskforces geared towards creating policies that benefit our clients.
- Maintains Housing Assistance capacity, improvement, and the expansion of the programs.
- Performs internal file audits of Housing files (Section 8, EHV, & HUD-VASH).
- Supervises maintenance of waiting list for prospective residents, including the opening of list, as needed.
- Performs related duties as assigned.

Qualification Guidelines:

Knowledge of

- Principles of supervision, training, and employee relations.
- Procedures, rules, regulations, and terminology and codes as related to Housing Services.
- Housing needs and social and economic problems of low and moderate-income households including rental market, lease negotiations, legal considerations, and management requirements.
- Rental property leasing and management principles.
- Department of Housing and Urban Development (HUD) Tenant Based rental housing assistant programs (Section 8, EHV, & HUD-VASH).
- Federal and state housing programs and regulations, including tenant eligibility requirements.
- Federal Housing Quality Standards.
- Program eligibility, must be able to answer difficult questions about income, criminal background checks, and verifying applicant employment.
- Budget preparation principles.
- Basic English, grammar, spelling, punctuation, vocabulary, and arithmetic.
- Report writing techniques;
- Effective interviewing techniques;
- Computer equipment and software applications related to assignment
- English usage, spelling, grammar and punctuation.
- Public relations and customer service techniques, including telephone etiquette.
- Safe work practices, procedures, and regulations.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances.
- Supervise and motivate personnel in a high stress environment.
- Respond to questions from Section 8 staff, residents, and landlords regarding information on status of rent, and mediates problems between tenants and owners.
- Promote cooperative teamwork and customer service values among employees.
- Ensure all Housing requirements and deadlines are met.
- Deal constructively with conflict and develop effective resolutions.
- Quickly assess a situation and take appropriate action under stressful and emergency conditions.
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.
- Communicate tactfully and effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints.
- Act independently and exercise sound judgment within established guidelines.
- Analyze, interpret and implement laws, codes, ordinances and administrative rules and regulations.
- Compose, compile, and maintain correspondence, special studies, statistical analyses, and reports.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with subordinates, coworkers, management, other city employees, public officials, employees from other agencies, and the general public.
- Operate computer equipment and software applications related to assignment;
- Learn and utilize new skills and information to improve job performance and efficiency.

License 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 knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a housing assistance program, with at least one year in a supervisory or lead capacity.

An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in public administration, business administration, social services, or a closely related field, is desirable.

Special Requirements

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

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical demands include the ability to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Must be available to work evenings or weekends for special assignments.

Career Ladder Information

Experience gained in this classification in addition to training and coursework may serve to meet the minimum requirements for promotion to Principal Planner.

TORRANCE MUNICIPAL CODE

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

- 2) In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:
 - i) which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
 - ii) the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
 - iii) the effect of the unit on the efficient operation of the City and sound employer- employee relations;
 - iv) the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
 - v) the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

Positions Represented by the Torrance Professional & Supervisory Association

Administrative Analyst
Air Conditioning, Heating and Electrical Supervisor
Animal Control Supervisor
Building Inspection Supervisor
Building Maintenance Supervisor
Buyer
Central Services Coordinator
Central Services Supervisor
Communications Supervisor/Wireless
Communications Supervisor/Telecomm
Deputy City Clerk II
Emergency Medical Services Nurse
Emergency Services Coordinator
Facilities Services Supervisor
Fleet Services Supervisor
Forensic Identification Specialist
Forensic Supervisor
Information Technology Analyst
Information Technology Specialist
Juvenile Diversion Case Worker
Juvenile Diversion Coordinator
License Supervisor
Park Services Supervisor
Permit Center Supervisor
Police Services Supervisor
Police Records Administrator
Policy and Resources Specialist
Producer Writer, Assistant
Public Safety Communications Supervisor
Public Works Supervisor
Ranger Supervisor
Senior Accountant
Senior Administrative Assistant
Senior Buyer
Senior Librarian
Senior Forensic Identification Specialist
Supervising Administrative Assistant
Supervising Producer Writer
Systems Analyst
Traffic & Lighting Supervisor
Transit Supervisor
Transit Training Coordinator
Warehouse Supervisor
Waste Management Coordinator
Water Operations Supervisor

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE CLASSIFICATION OF HOUSING SUPERVISOR TO THE TORRANCE PROFESSIONAL & SUPERVISORY ASSOCIATION

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

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

WHEREAS, the City Manager has recommended the classification of Housing Supervisor be assigned to the Torrance Professional & Supervisory Association; and

WHEREAS, the Housing Supervisor shares a number of common duties and working conditions with current members of the Torrance Professional & Supervisory Association; and

WHEREAS, membership in the Torrance Professional & Supervisory Association will afford the Housing Supervisor the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Housing Supervisor to the Torrance Professional & Supervisory Association.

INTRODUCED, APPROVED AND ADOPTED this _____ day of June 2022

Chair, Employee Relations Committee

ATTEST:

Brienne Cohen
Civil Service Manager

APPROVED AS TO FORM:

PATRICK Q. SULLIVAN
CITY ATTORNEY

By _____
Jeanne-Marie K. Litvin

ATTACHMENT D

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

Honorable Members:

SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF PAYROLL SPECIALIST

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Payroll Specialist to the Torrance Fiscal Employees Association.

BACKGROUND

The Payroll Specialist classification is created to provide a clear separation of accounting functions and the payroll functions. A Payroll Specialist has more specialized and technical knowledge of payroll transactions and employee benefits, as well as give guidance to departments and employees on payroll related matters.

Anticipating approval by your Honorable Body, a recommendation for unit determination for the proposed class specification of Payroll Specialist is submitted.

ANALYSIS

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

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

The classification will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level and therefore share a common interest. The classification will share common interests within the Torrance Fiscal Employees Association which will assure the Payroll Specialist most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.

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

The Torrance Fiscal Employees Association has traditionally represented classifications that are similar in nature and level and is therefore appropriate that the Payroll Specialist be designated to this unit.

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

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

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

The Payroll Specialist will work in a setting similar to other classifications in the Torrance Fiscal Employees Association such as the Account Clerk, Accounting Technician, and Accountant.

● **Job Duties**

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

- Prepares, processes, reviews, reconciles and maintains payroll records and documents;
- Performs data entry and maintains payroll records related to employee payroll changes, deductions, direct deposits, leave banks, tax adjustments, retirement benefits, etc.;
- Provides effective customer service and communication to all employees, departmental timekeepers, and City management on payroll related matters in a timely and accurate manner;
- Responds to inquiries regarding employee paychecks;

- Coordinates with Human Resources and other City Departments regarding changes in employee status;
- Verifies data entry to ensure correct calculation of payroll transactions and troubleshoots discrepancies;
- Performs analysis and troubleshoots payroll system processes;
- Receives and verifies timesheets and works with department timekeepers to ensure accurate timekeeping data entry.

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

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

Respectfully submitted,

By 
Tina Ortiz
Acting Human Resources Senior Management Associate

CONCUR:


Hodiéh Khajavi
Human Resources Manager


Aram Chaparyan
City Manager


Brianne Cohen
Civil Service Manager

- Attachments: A) Class Specification Payroll Specialist
B) Torrance Municipal Code Section 14.8.11 (f) (2)
C) Positions Represented by Torrance Fiscal Employees Association
D) Resolution

PAYROLL SPECIALIST

DEFINITION

Under general supervision, performs specialized technical and administrative work in the preparation and processing of payroll. Reviews, prepares, processes, reconciles and maintains payroll and timekeeping documents and accounting records and reports; assists employees with payroll related questions and problems.

DISTINGUISHING CHARACTERISTICS

A Payroll Specialist is distinguished from an Accountant in that incumbents perform specialized payroll work and not professional level accounting work. A Payroll Specialist is distinguished from an Accounting Technician in that the incumbent provides technical skills in the payroll function of the accounting clerical series.

SUPERVISION EXERCISED/RECEIVED

Receives supervision from the payroll unit manager or supervisor.

EXAMPLES OF ESSENTIAL DUTIES

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

- Prepares, processes, reviews, reconciles and maintains payroll records and documents;
 - Performs data entry and maintains payroll records related to employee payroll changes, deductions, direct deposits, leave banks, tax adjustments, retirement benefits, etc.;
 - Provides effective customer service and communication to all employees, departmental timekeepers, and City management on payroll related matters in a timely and accurate manner;
 - Responds to inquiries regarding employee paychecks;
 - Coordinates with Human Resources and other City Departments regarding changes in employee status;
 - Interprets complex written information such as legal regulations; City policies, and labor contract provisions for payroll compliance requirements;
 - Explains applicable personnel and payroll rules and procedures consistent with bargaining agreements, personnel policies, Fair Labor Standards Act (FLSA) guidelines and other employment related guidelines;
 - Verifies data entry to ensure correct calculation of payroll transactions and troubleshoots discrepancies;
 - Performs analysis and troubleshoots payroll system processes;
 - Receives and verifies timesheets and works with department timekeepers to ensure accurate timekeeping data entry;
 - Ensures all payroll and benefit duties are executed in accordance with all Federal, State Wage and Hour laws, tax regulations, and City policies and guidelines;
 - Calculates and prepares final checks for employees separating from the City;
 - Generates and provides payroll and financial reports;
 - Utilizes various financial systems to execute payroll and payroll related accounting entries;
 - Responds to request for employment and income verification.
-

QUALIFICATIONS GUIDELINES:

Knowledge of:

- Standard payroll reporting processes and procedures;
- Federal, State and local laws, codes and regulations that pertain to payroll functions;
- City and Departmental policies, procedures, systems, programs and functions related to payroll processing;
- Office practices and the operation of fiscal office equipment;
- Principles and practices of effective record keeping applicable to the maintenance of a variety of administrative, personnel, payroll, statistical and financial records;
- Personal computer, other standard office equipment and software applications used by assigned department;
- Customer relations and public relations techniques, including telephone and online customer etiquette;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- City and Department Mission including strategic goals and objectives;
- General City Operations.

Ability to:

- Maintain accurate, clear payroll and financial records;
- Apply, interpret and explain City and Department administrative rules and regulations affecting payroll operations;
- Make complex mathematical calculations and reconciliations quickly and accurately;
- Use initiative and judgment in discussing problems with the employees involving office practices and policies and maintain confidentiality regarding critical and sensitive information;
- Exercise judgment and tact in dealing with customers in difficult situations;
- Maintain attention to detail in a work environment of frequent interruptions;
- Shift priorities as departmental workload demands require;
- Interact with a wide variety of clientele while retaining a professional work environment;
- Communicate clearly, both orally and in writing and follow oral and written directions;
- Effectively operate a personal computer and other standard office equipment;
- Learn and effectively use automated financial accounting and payroll systems and data processing applications;
- Learn and effectively apply the policies and procedures of assigned work unit;
- Compose letters from general oral and written instructions.

LICENSES AND CERTIFICATIONS:

None.

EDUCATION AND EXPERIENCE

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

High school graduation or equivalent, preferably including or supplemented by courses in accounting or financial record keeping and two years of progressively responsible experience in performing payroll, statistical or other financial work.

Experience working with automated payroll systems is preferred.

SPECIAL REQUIREMENTS:

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

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 this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Senior Business Manager.

TORRANCE MUNICIPAL CODE

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

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

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

Positions Represented by the Torrance Fiscal Employees Association

Account Clerk
Accounting Technician
Accountant

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE
CLASSIFICATION OF PAYROLL SPECIALIST
TO THE TORRANCE FISCAL EMPLOYEES ASSOCIATION

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

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

WHEREAS, the City Manager has recommended the classification of Payroll Specialist be assigned to the Torrance Fiscal Employees Association; and

WHEREAS, the Payroll Specialist shares a number of common duties and working conditions with current members of the Torrance Fiscal Employees Association; and

WHEREAS, membership in the Torrance Fiscal Employees Association will afford the Payroll Specialist the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Payroll Specialist to the Torrance Fiscal Employees Association.

INTRODUCED, APPROVED AND ADOPTED this _____ day of June, 2022.

Chair, Employee Relations Committee

ATTEST:

Brienne Cohen
Civil Service Manager

APPROVED AS TO FORM:

PATRICK SULLIVAN
CITY ATTORNEY

By _____

ATTACHMENT D