

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA
MONDAY, SEPTEMBER 25, 2023
REGULAR MEETING
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

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

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Adelsman, Herring, Kohus, Lohnes, Sasaki, Zygielbaum, Chair Hamada

2. FLAG SALUTE:

3. REPORT OF STAFF 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, September 20, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 15 minute period)

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. 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. Speakers please turn off or leave your cellular phone when you come to the podium to speak.

6. CONSENT CALENDAR

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

6A. Approve the Examination for Fire Captain.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Captain examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying), and Performance Test (100%) which will consist of a Peer Review (25%), Emergency Simulator (45%), and Administrative Exercise (30%). Staff is requesting approval for a two (2) year eligible list.

6B. Approve the Examination for Payroll Specialist.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Payroll Specialist examination on an open continuous 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.

6C. Approve the Examination for Police Lieutenant.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Lieutenant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and Performance Test (100%). Staff is requesting approval for a one (1) year eligible list.

6D. Approve the Examination for Police Sergeant.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Sergeant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (25%), and Performance Test (75%). Staff is requesting approval for a one (1) year eligible list.

7. ADMINISTRATIVE MATTERS

7A. Approve Reclassification of Incumbents to Legal Assistant II.

Recommendation of the Human Resources Director that your Honorable Body approve the reclassification of Juemi Craig and La'Shanique Dalcour of the City Attorney's Office from the classification of Legal Assistant I to the classification of Legal Assistant II.

8. HEARINGS

No Business to Consider.

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

1) Appeal of Discipline of a Police Services Officer (2).

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, October 9, 2023 at 6:00 p.m.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIRE CAPTAIN

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Captain examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying), and Performance Test (100%) which will consist of a Peer Review (25%), Emergency Simulator (45%), and Administrative Exercise (30%). Staff is requesting approval for a two (2) year eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Fire Captain, as all candidates on the previous eligible list were hired.

The class specification has been reviewed by the Fire Department and appropriately reflects the position for the examination process.

The previous exam in 2021 was weighted as follows: Application Review (Qualifying), Written Test (Qualifying), and Performance Test (100%) which consisted of an Internal Assessment (25%), Emergency Simulator (35%) and Administrative Exercise/Interview (35%). For this examination process, the Emergency Simulator component has been provided more weighting and importance to assess the knowledge, skills and abilities that the Fire Department determines are necessary competencies for a Fire Captain in an emergency situation.

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

Respectfully submitted,

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR: 
Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Fire Captain Class Specification



FIRE CAPTAIN

Class Code:
7114

Bargaining Unit: Torrance Fire Fighters
Association

CITY OF TORRANCE
Revision Date: Sep 1, 2021

SALARY RANGE

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

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

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

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

EXAMPLES OF ESSENTIAL DUTIES:

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

- Supervises all-hazard emergency response operations until relieved by a superior;

- Responds to fire and medical alarms with company;
- Provides detailed instruction and direction to subordinates and personally assists in the work of extinguishing fires;
- Performs lifesaving and property protection work including forcible entry, scaling ladders, directing hose streams, operating fire extinguishers, vertical and horizontal ventilation techniques of structures, protects fire exposures, directs and performs salvage operations, and leads and actively participates in IDLH (Immediately dangerous to life and Health) environments;
- Supervises and administers life-saving emergency medical treatment to the sick and injured;
- Responds to hazardous material emergencies and takes an active role in safely managing personnel to protect life, the environment, and property;
- Maintains discipline and enforces rules and orders during emergencies and non-emergency work environments;
- Plans and coordinates responses to significant events and emergency incidents on a City-wide basis and to natural and manmade disasters utilizing the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Plans and directs the work of staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, participating in the selection of new employees, acting on employee problems and recommending employee discipline;
- Develops and implements training for assigned personnel and oversees training of new staff;
- Inspects personnel, equipment and company quarters;
- Supervises the maintenance and care of station property and equipment;
- Assigns personnel to custodial and maintenance duties in and around the station;
- Trains and instructs Firefighters and Fire Engineers in fire control methods, use of equipment and other emergency activities;
- Submits requisitions for required equipment and supplies;
- Supervises the data entry and maintenance of various databases;
- Provides Staff assistance to the Platoon Commander Chief;
- Assigns routine and emergency duties;
- Participates in the training program as trainee or instructor as required;
- Maintains necessary records and submits required reports both orally and in writing;
- Assembles a company for daily line up and at other times deemed necessary for the transmittal of all orders; communications, information and/or instructions;
- Supervises and participates in fire prevention and other fire and life safety activities;
- Directs and participates in public education and community outreach activities;
- Remains current on new trends and innovations in the field of fire suppression, hazardous materials, urban search and rescue, emergency medical services, fire accreditation, and other fields relevant to assigned responsibilities;
- Demonstrates and enforces behavior consistent with Departmental and City policies and procedures.

Examples of Other Duties

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

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

QUALIFICATION GUIDELINES:

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

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

Licenses and Certificates

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

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

Knowledge of

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

Ability to

- Respond to major emergency and non-emergency incidents;
- Assume the role of initial Incident Commander and initiate the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Plan and manage the work of department personnel including coordinating, prioritizing, assigning, monitoring, and evaluating work; and training, counseling, and disciplining staff;
- Promote cooperative teamwork;
- Provide effective customer service while solving problems and proactively creating sustainable solutions to issues;
- Shift priorities as departmental workload demands require;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Make sound decisions, establish and maintain procedures for effective daily operation of the fire department;

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

SPECIAL REQUIREMENTS:

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

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

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

CAREER LADDER INFORMATION:

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

ESTABLISHED/REVISED DATE:

Revised Date: September 1982
Revised Date: September 2021
Dept. Review Date: September 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PAYROLL SPECIALIST

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Payroll Specialist examination on an open continuous 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.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Payroll Specialist. There is one (1) vacancy in the Finance Department due to a promotion.

The class specification has been reviewed by the Finance Department 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 examination conducted in 2020 was weighted as follows: Application Review (Qualifying), Written Test (weighted 60%) and Oral Interview (weighed 40%). Staff conducted an analysis of the previous exam components and it was determined that the knowledge and abilities required for this position can be assessed using the following weights: 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,


HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Inshirah Mabson
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Payroll Specialist Class Specification

6B



PAYROLL SPECIALIST

Class Code:
1213

Bargaining Unit: Engineers Association
& Torrance Fiscal Employees
Association

CITY OF TORRANCE
Established Date: Jun 1, 2022
Revision Date: Jan 9, 2023

SALARY RANGE

\$26.87 - \$34.33 Hourly
\$4,657.47 - \$5,950.53 Monthly
\$55,889.60 - \$71,406.40 Annually

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 / SUPERVISION EXERCISED/RECEIVED:

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.

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.

QUALIFICATION GUIDELINES:

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.

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.

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.

ESTABLISHED/REVISED DATE:

Established Date: June 2022

Dept. Review Date: September 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR POLICE LIEUTENANT

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Lieutenant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and Performance Test (100%). Staff is requesting approval for a one (1) year eligible list.

BACKGROUND/ANALYSIS

There is no current eligible list for the classification of Police Lieutenant. There are multiple vacancies due to separation.

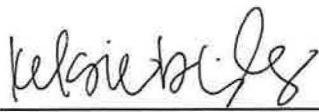
A revision to the existing class specification is currently under review and is anticipated to move to the Meet and Confer process. Until the Meet and Confer process can be conducted, the class specification has been reviewed by the Police Department and appropriately reflects the position for the examination process.

The previous examinations in 2021 and 2020 were weighted as follows: Application Review (Qualifying), Lieutenants' Roundtable (20%), Internal Panel Interview (50%), and an External Panel Interview (30%). Staff conducted an analysis of the previous exam components and determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Performance Test (100%), which will consist of various job simulations.

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

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Police Lieutenant Class Specification

6C



POLICE LIEUTENANT

Class Code:
7313

Bargaining Unit: Torrance Police
Commanders' Association

CITY OF TORRANCE
Revision Date: Nov 1, 2002

SALARY RANGE

\$12,995.00 Monthly
\$155,940.00 Annually

DEFINITION:

Under general supervision, to have responsibility for the activities of a shift or a functional unit or detail performing investigation, patrol, traffic, and juvenile duties; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Police Captains in that an incumbent does not have Bureau responsibility and does not act for the Chief of Police or Deputy Chief in their absence. Distinguished from Police Sergeants, who do not have overall responsibility for a division within the department.

EXAMPLES OF ESSENTIAL DUTIES:

- Supervises subordinates in the preparation of cases to be presented at inquests or in court;
- Conducts traffic surveys;
- Plans, organizes and directs the work of patrol, services, personnel and research divisions;
- Supervises fingerprinting and booking activities during watch, investigates and supervises the following:

- o Investigating of crimes within the City, including obtaining and preservation of evidence;
- o Conducts interviews;
- o Obtains complaints and warrants;
- o Arraigns defendants;
- o Attends hearings and court proceedings;
- o Assists prosecutor in preparing cases;
- o Contacts other police departments in making investigations;
- o Supervises and searches records for information regarding wanted persons;
- o Prepares general and special investigation reports and correspondence;
- o Determines budgetary and personnel needs of the respective division.

QUALIFICATION GUIDELINES:

Education and Experience

Bachelor's degree or higher from an accredited college or university with major coursework in criminal justice, public or business administration, political science or closely related field; and possession of a POST Advanced Certificate.

The determination of qualified related Bachelor's degrees shall be at the discretion of the Chief of Police.

Six years police work. At least three years of the required experience must have been on the Torrance Police Department. Permanent rank of Sergeant on the Torrance Police Department.

Knowledge of

- (Thorough) police organization and the procedures and regulations of the Torrance Police Department;
- (Thorough) laws of arrest, rules of evidence, penal laws, rights of citizens and courts procedures;
- The provisions of the Vehicle Code, Penal Code and of the local ordinances related to the work of the Police Department;
- Modern police practices and methods.

Ability to

- Plan and direct the work of subordinates;
- Instruct officers in the laws of arrest, rules of evidence, penal laws, rights of citizens, court procedures, and the use of equipment;
- Deal firmly and courteously with subordinates and the public.

ESTABLISHED/REVISED DATE:

Revised Date: November 2002
 Reviewed Date: July 2020

Department Review Date: October 2021
Department Review Date: September 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR POLICE SERGEANT

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Sergeant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (25%), and Performance Test (75%). Staff is requesting approval for a one (1) year eligible list.

BACKGROUND/ANALYSIS

There is no current eligible list for the classification of Police Sergeant. There are multiple vacancies due to promotion.

A revision to the existing class specification is currently under review and is anticipated to move to the Meet and Confer process. Until the Meet and Confer process can be conducted, the class specification has been reviewed by the Police Department and appropriately reflects the position for the examination process.

The previous examinations in 2021 and 2020 were weighted as follows: Application Review (Qualifying), Written Test (25%), Sergeants' Roundtable (25%), Internal Panel Interview (30%), and an External Panel Interview (20%). Staff conducted an analysis of the previous exam components and determined that the following weightings were appropriate for this exam: Application Review (Qualifying), Written Test (25%), and Performance Test (75%), which will consist of various job simulations.


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

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Police Sergeant Class Specification

6D



POLICE SERGEANT

Class Code:
7312

Bargaining Unit: Torrance Police
Officers Association

CITY OF TORRANCE
Revision Date: Nov 1, 2002

SALARY RANGE

\$10,202.00 - \$11,248.00 Monthly
\$122,424.00 - \$134,976.00 Annually

DEFINITION:

Under work assignment supervision, supervises Police Officers and other personnel; responds to public queries and complaints; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Police Officer in that an incumbent does not regularly perform routine patrol and traffic work or do other entry-level police work. Distinguished from Police Lieutenant in that an incumbent does not have responsibility for a division within the department, review performance reports, division budgets and handle department administrative processes.

EXAMPLES OF ESSENTIAL DUTIES:

- Supervises police officers and other personnel engaged in investigative, patrol, traffic, records, services, juvenile and administrative functions;
- Supervises dispatching of police units and personnel to assist public and investigate complaints;
- Provides information to the public;
- Assists officers and other personnel in performing their required duties;
- Performs inspections;

- Insures compliance with department policies, rules and procedures;
- Counsels subordinates;
- Evaluates employee performance.

QUALIFICATION GUIDELINES:

Education and Experience

Sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field; and possession of a POST Intermediate Certificate.

Four years as a Police Officer. At least three years of the required experience must have been completed on the Torrance Police Department at final filing date for promotional examination.

License and/or Certificates

A valid California Motor Vehicle Operator's Class 3 License.

Knowledge of

- Criminal law, laws of arrest;
- Search and seizure procedures;
- Rules of evidence;
- Criminal procedures and court decisions;
- Criminal justice system;
- Criminal investigation, patrol, juvenile and narcotics procedures;
- Traffic enforcement;
- Supervisory and training methods;
- Department rules, regulations and procedures.

Ability to

- Analyze situations and adopt quick, effective and reasonable courses of action;
- Supervise others;
- Understand and follow directions;
- Communicate effectively laws, procedures, rules, regulations, orders, etc., To subordinate personnel and the general public;
- Handle grievances and disciplinary matters.

ESTABLISHED/REVISED DATE:

Revised Date: November 2002
Department Review Date: May 2021
Department Review Date: September 2023

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

Honorable Members:

SUBJECT: APPROVE RECLASSIFICATION OF INCUMBENTS TO LEGAL ASSISTANT II

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the reclassification of Juemi Craig and La'Shanique Dalcour of the City Attorney's Office from the classification of Legal Assistant I to the classification of Legal Assistant II.

BACKGROUND

The City Attorney requested a review of the Legal Assistant I positions to determine the appropriate classification level. Over time, the incumbents gained more technical knowledge and expertise, and have been performing duties identified in the Legal Assistant II class specification. At their June 6, 2023 meeting, the City Council adopted the Fiscal Year 2023-25 Operating Budget and Capital Improvement Plan, approving a reorganization of the City Attorney's Office, which upgraded 2.0 Legal Assistant I positions to 2.0 Legal Assistant II positions.

In reviewing the scope and level of responsibility, it was determined that the Legal Assistant I positions should be reclassified to Legal Assistant II positions to denote the nature and scope of the job. In reviewing the complexity of duties, it was determined that the Legal Assistant I incumbents independently perform technically difficult legal support functions and more complex and specialized duties. Therefore, it is recommended that the incumbents, Juemi Craig and La'Shanique Dalcour, be reclassified from Legal Assistant I to Legal Assistant II.

ANALYSIS

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

Criterion #1

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

The incumbents are performing the duties and have the experience and education required of the proposed classification of Legal Assistant II.

Criterion #2

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

Juemi Craig was hired as a Legal Assistant I in 2017. La'Shanique Dalcour was hired as a Legal Assistant I in 2018. They have each worked a multitude of assignments providing the knowledge, skills, and abilities for multiple areas with the City Attorney's Office. The positions have assumed significant responsibility, and currently performs duties of Legal Assistant II.

Criterion #3

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

The incumbents currently perform the full range of duties as required. Both Ms. Craig and Ms. Dalcour assumed the higher-level duties and responsibilities while working in the City Attorney's Office.

Criterion #4

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

The review revealed that the change of duties described in this report has occurred with no intent to circumvent the examination process. The incumbents' duties changed as the demands and the structure of the City Attorney's Office changed.

Criterion #5

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

The salary range for the classification of Legal Assistant I is \$25.31 at the first step and \$30.04 at the top step. The following chart shows the salary relationships between the existing classification and the new classification with respect to the top step.

Classification	Top Step of Legal Assistant I	Top Step of Legal Assistant II	% Difference vs. Top Step Proposed
Pay Comparison	\$30.04	\$37.42	24.57%

Criterion #6

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

There is currently no eligible list for the classification of Legal Assistant II.

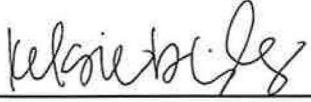
SUMMARY

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

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

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

- Attachments: A) Class Specification – Legal Assistant I
B) Class Specification – Legal Assistant II
C) Policy on Transfer of Incumbent Employees without Examination
D) Torrance Municipal Code Section 14.2.3
E) City Attorney's Office Organizational Chart



LEGAL ASSISTANT I

Class Code:
1409

Bargaining Unit: Torrance City
Employees Association

CITY OF TORRANCE
Established Date: Jan 1, 2017
Revision Date: Jan 1, 2017

SALARY RANGE

\$25.31 - \$30.04 Hourly
\$4,387.07 - \$5,206.93 Monthly
\$52,644.80 - \$62,483.20 Annually

DEFINITION:

Under general supervision, performs a broad range of legal and administrative support duties in the Office of the City Attorney; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Legal Assistant I is the entry/journey level class in the legal support series. Distinguished from the Legal Assistant II in that the incumbent performs more routine legal secretarial and clerical support duties than a Legal Assistant II. Work requires strong computer and organizational skills and the ability to perform duties with direction from assigned attorneys. Based on experience, incumbents may independently perform technical legal support functions, including drafting basic legal documents and performing other similar duties.

Receives general supervision from the Law Office Administrator, Assistant City Attorney or the City Attorney. The Legal Assistant I may receive functional supervision from a Deputy City Attorney or technical supervision from a Legal Assistant II.

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.

- Prepares a broad range of legal documents, memoranda, City Council items, ordinances, resolutions, pleadings, briefs and transactional documents;
- Checks and corrects legal citations to ensure accuracy and appropriate format;
- Opens and closes case files in the office's case management system;
- Prepares copies of documents for attorneys and judges;
- Prints, scans and/or archives documents, emails and records;
- Maintains a note chronology, calendar and docket of criminal cases;
- Prepares complaint packages from law enforcement agencies and other court forms for filing in state court criminal cases;
- Provides general information to the public and responds to inquiries from City officials, staff and employees of other agencies on matters such as status of cases, scheduling of depositions, coordination of witnesses, etc.;
- Learns and stays current with court rules, legal procedures, office equipment and software in general use in the legal community;
- Transcribes audio recordings;
- Composes routine correspondence for signature;
- Opens, reviews and distributes mail;
- Maintains the City Attorney's law library by updating materials, documents and references as needed and maintains a current database of all information;
- Acts as a liaison between defense attorneys and City Prosecutors;
- Assists with a variety of office administrative tasks including processing invoices and contracts for payment;
- Requests/subpoenas records, files and other data; tracks legal service to other attorneys as assigned.

Examples of Other Duties

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

- Upon request, attends meetings for the purpose of preparing minutes, notes or other documentation of actions;
- Attends division and department meetings as required;
- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

High school graduation or equivalent. A minimum of one year of recent experience in a law office or criminal justice setting in an administrative or clerical role; or completion of a legal secretarial program that required a minimum of one year of study. Experience in a public agency is preferred.

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

- Formatting requirements, preparation, filing and service of legal documents;
- *Legal terminology and legal citation formats;*
- Office practices and procedures including business correspondence, filing, and standard office equipment operation;
- Law office administrative practices and procedures;

- Terminology, forms, documents and court rules and requirements used in criminal practice and proceedings;
- Principles and practices of legal communication;
- Federal, state and municipal law governing the maintenance and disclosure of public records;
- Standard legal forms and documents and their uses and formatting requirements for criminal cases;
- General understanding of the judicial process, departments and legal procedures and practices;
- Proper use of business English and grammar and spelling;
- Computer software used in a law office;
- Working knowledge of a personal computer, other standard office equipment and software applications used by assigned division;
- 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

- Perform a range of legal secretarial work involving independent judgment and requiring accuracy and speed in typing and transcription;
- Understand and maintain confidentiality, including but not limited to the attorney-client privilege and attorney work product;
- Exercise judgment and discretion, and respond courteously and tactfully in a wide range of situations;
- Handle multiple tasks and shift priorities to meet deadlines as needed;
- Understand and accurately carry out oral and written instructions;
- Communicate tactfully and effectively in person, on the phone and in written communications;
- Operate a personal computer utilizing software commonly used in a law office;
- Read and understand legal documents;
- Accurately type a variety of documents from printed materials, rough drafts and/or as dictated and independently prepare correspondence and memoranda from brief instruction;
- Work independently and follow through on assignments to ensure accuracy;
- Work under pressure to meet multiple and simultaneous deadlines;
- Reach sound decisions in accordance with applicable law and court procedures, rules and policies;
- Organize and maintain accurate and appropriate legal, office files and calendars;
- Compose correspondence and prepare standard legal documents from brief instructions;
- Establish and maintain effective working relationships with all levels of City employees;
- Develop and maintain accurate recordkeeping systems.

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 use a telephone, computer keyboard and other office equipment effectively. 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 35 pounds.

Work Environment

Essential duties of this classification are primarily performed in a 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 Legal Assistant may serve to meet minimum qualifications for promotion to Legal Assistant II.

ESTABLISHED/REVISED DATE:

Established Date: January 2017



LEGAL ASSISTANT II

Class Code:
1408

Bargaining Unit: Torrance City
Employees Association

CITY OF TORRANCE
Established Date: Jun 1, 1997
Revision Date: Jan 1, 2017

SALARY RANGE

\$30.76 - \$37.42 Hourly
\$5,331.73 - \$6,486.13 Monthly
\$63,980.80 - \$77,833.60 Annually

DEFINITION:

Under direction, performs complex and specialized legal and administrative support duties in the Office of the City Attorney; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Legal Assistant II is the advanced journey/senior level class in legal support series. Distinguished from the Legal Assistant I in that the incumbent performs more complex and specialized duties. Incumbents independently perform technically difficult legal support functions, including drafting basic legal documents, conducting basic legal research and performing other similar duties.

Receives direction from the Law Office Administrator, Assistant City Attorney or the City Attorney. The Legal Assistant II receives functional supervision from a Deputy City Attorney. May provide technical supervision, which includes assigning, coordinating and training of Legal Assistant I 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 may vary depending upon actual assignment and are not all-inclusive.

- Prepares a broad range of legal documents, memoranda, City Council items, ordinances, resolutions, pleadings, briefs and transactional documents;
- Files pleadings and other court forms in state court and electronically files in federal court;
- Follows through on requesting missing information and/or bring to attorney's attention for action;
- Prepares exhibit and trial notebooks;
- Maintains a note chronology, calendar and docket of civil litigation cases including appearance dates, deposition dates, and other related matters;
- Prepares litigation reports for the City Council;
- Acts as a liaison between outside counsel and City employees;
- Drafts discovery requests and reviews discovery responses upon receipt;
- Requests/subpoenas records, files and other data; tracks legal service to other attorneys as assigned;
- Checks and corrects legal citations to ensure accuracy and appropriate format;
- Opens and closes case files in the office's case management system;
- Prepares copies of documents for attorneys and judges;
- Provides general information to the public and responds to inquiries from City officials, staff and employees of other agencies on matters such as status of cases, scheduling of depositions, coordination of witnesses, etc.;
- Maintains the City Attorney's law library by updating materials, documents and references as needed and maintains a current database of all information;
- Prints, scans and/or archives documents, emails and records;
- Transcribes audio recordings;
- Composes correspondence for signature;
- Opens, reviews and distributes mail;
- Assists with a variety of office administrative tasks including processing invoices and contracts for payment;
- Keeps abreast of changes in court rules, legal procedures, office equipment and software in general use in the legal community.

Examples of Other Duties

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

- Upon request, attends meetings for the purpose of preparing minutes, notes or other documentation of actions;
- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- May coordinate the work of and provide training and technical direction to less experienced support staff;
- Performs other duties as assigned.

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:

High school graduation or equivalent. Four years of recent experience in a law office or criminal justice setting as a Legal Assistant or Secretary; or two years of experience as a Legal Assistant or Secretary that included civil litigation and completion of a paralegal

program that required a minimum of one year of study. Experience in a public agency is preferred.

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.

Certification as a Paralegal is preferred.

Knowledge of

- Formatting requirements, preparation, filing and service of legal documents;
- Legal terminology and legal citation formats;
- Applicable state and federal legal procedures including court rules, court proceedings and statutory deadlines;
- Terminology, forms, documents and court rules and requirements used in civil litigation and criminal practice and proceedings;
- Methods, practices, procedures and requirements for drafting a wide variety of motions, pleadings, discovery and other legal documents;
- Basic techniques of legal research and investigation;
- Office practices and procedures including business correspondence, filing, and standard office equipment operation;
- Law office administrative practices and procedures;
- Principles and practices of legal communication;
- Federal, state and municipal law governing the maintenance and disclosure of public records;
- Standard legal forms and documents and their uses and formatting requirements for state and federal civil cases and criminal cases;
- General understanding of the judicial process, departments and legal procedures and practices.
- Proper use of business English and grammar and spelling;
- Working knowledge of a personal computer, other standard office equipment and software applications used in a law office;
- *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

- Perform complex legal secretarial work involving independent judgment and requiring accuracy and speed in typing and transcription;
- Understand and maintain confidentiality, including but not limited to the attorney-client privilege and attorney work product;
- Perform multiple and concurrent detailed tasks often under time constraints and/or in an environment of frequent interruptions;
- Exercise judgment and discretion, and respond courteously and tactfully in a wide range of situations;
- Work independently and exercise good judgment in making decisions and in performing assigned duties;
- Reach sound decisions in accordance with applicable law and court procedures, rules and policies;
- Understand and accurately follow brief complex oral and written instructions;
- Communicate tactfully and effectively in person, on the phone and in written communications;
- Organize, research and maintain orderly, accurate and appropriate legal office files and calendars;
- Compose correspondence and prepare standard legal documents from brief instructions;
- Read and understand legal documents;
- Operate a personal computer utilizing software commonly used in a law office;

- Accurately type a variety of documents from printed materials, rough drafts and/or as dictated and independently prepare correspondence and memoranda from brief instruction;
- Establish and maintain effective working relationships with all levels of City employees;
- Develop and maintain accurate recordkeeping systems.

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 use a telephone, computer keyboard and other office equipment effectively. 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 35 pounds.

Work Environment

Essential duties of this classification are primarily performed in a 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 Legal Assistant II may serve to meet minimum qualifications for promotion to Law Office Administrator.

ESTABLISHED/REVISED DATE:

Re-titled & Revision Date: January 2017

POLICY OF THE CIVIL SERVICE COMMISSION

SUBJECT: POLICY ON TRANSFER OF INCUMBENT EMPLOYEES WITHOUT EXAMINATION

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

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

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

Torrance Municipal Code

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

(Amended by O-3486)

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

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

CITY OF TORRANCE

Organizational Chart

City Attorney

ATTACHMENT E

