

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, OCTOBER 14, 2024  
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, Hamada, Kohus, Lohnes, Sasaki, Zygielbaum, Chair Herring

**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, October 9, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS**

*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 Civil Service Commission Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of September 9, 2024. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

**6B. Accept and File Employee Transition Report for August and September 2024.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of August and September 2024.

**6C. Approve the Examination for Traffic Painter.**

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

**7. ADMINISTRATIVE MATTERS**

No Business to Consider.

**8. HEARINGS**

**8A. Appoint Three Members to Committee of the Commission and Set Three Dates to Hear Appeal of Discipline of a Reprographic Specialist.**

Recommendation of the Civil Service Manager that your Honorable Body appoint three members to the Committee of the Commission and set three dates to hear the appeal of discipline of a Reprographic Specialist.

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

**9. CLOSED SESSION**

No Business to Consider

**10. COMMISSION ORAL COMMUNICATIONS**

**11. ADJOURNMENT**

**11A.** Adjournment of Civil Service Commission Meeting to Monday, October 28, 2024 at 6:00 p.m. in the Council Chamber.



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

**Honorable Members:**

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR AUGUST AND SEPTEMBER  
2024**

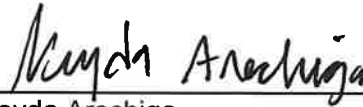
**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of August and September 2024.

**BACKGROUND/ANALYSIS:**


The Employee Transition Report for August and September 2024 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga  
Senior Human Resources Technician

CONCUR:

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

Attachment: A) Employee Transition Report for August and September 2024

**EMPLOYEE TRANSITION REPORT  
AUGUST AND SEPTEMBER 2024**

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

**INTERNAL PROMOTIONS**

<b>FROM TITLE</b>	<b>DEPARTMENT</b>	<b>TO TITLE</b>	<b>DEPARTMENT</b>
Custodian	General Services	Senior Custodian	General Services
Maintenance Worker	Public Works	Wastewater Technician	Public Works
Maintenance Worker	Public Works	Water System Operator I	Public Works
Management Aide	Community Development	Planning Assistant	Community Development
Police Trainee	Police	Police Officer	Police
Police Trainee	Police	Police Officer	Police
Police Trainee	Police	Police Officer	Police
Police Trainee	Police	Police Officer	Police
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Specialist	Community Services	Senior Program Specialist	Community Services
Recreation Supervisor	Community Services	Senior Recreation Supervisor	Community Services
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit
Senior Building Inspector	General Services	Capital Projects Construction Superintendent	General Services
Supervising Administrative Assistant	Public Works	Administrative Analyst	Public Works
Transit Equipment Attendant	Transit	Bus Operator	Transit

**NEW HIRES**

<b>TITLE</b>	<b>DEPARTMENT</b>
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Assistant Engineer	Public Works
Assistant Pool Manager	Community Services

**NEW HIRES CONT.**

Budget Supervisor	Finance
Bus Operator	Transit
Bus Operator	Transit
Engineering Manager	Public Works
Housing Specialist	Community Development
Human Resources Analyst	Human Resources
Intern I	Transit
Lifeguard	Community Services
Lifeguard	Community Services
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Management Aide	Community Services
Management Aide	Police
Planning Associate	Community Development
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Specialist	Community Services
Senior Forensic Identification Specialist	Police
Staff Assistant	City Manager's Office
Staff Assistant	Finance
Theater Technical Director	General Services
Theater Technician	General Services
Transit Senior Mechanic	Transit
Water System Operator I	Public Works
Water System Operator I	Public Works

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR TRAFFIC PAINTER**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Traffic Painter. There is one (1) current vacancy within the Public Works Department due to retirement.

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

The previous examination in 2011 was weighted as follows: Application Review (Qualifying), Written Exam (30%), Performance Test (40%), and an Oral Interview (30%). Staff conducted an analysis of 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), Performance Test (50%), and an Oral Interview (50%).

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   
Anaïd Navarro  
Principal Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Hedieh Khajavi  
Human Resources Director

NOTED:

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

Attachment: A) Traffic Painter Class Specification



City of Torrance  
**TRAFFIC PAINTER**

<b>CLASS CODE</b>	5511	<b>SALARY</b>	\$27.41 - \$30.19 Hourly \$4,751.07 - \$5,232.93 Monthly \$57,012.80 - \$62,795.20 Annually
<b>BARGAINING UNIT</b>	Torrance Municipal Employees (AFSCME Local 1117)	<b>ESTABLISHED DATE</b>	January 01, 2010

**DEFINITION**

Under general supervision, performs skilled work in traffic line and legend painting, fabricating traffic regulatory warning and directional signs, and installing and maintaining signs and sign posts; and performs other related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

Distinguished from Traffic and Lighting Supervisor in that the incumbent regularly performs work in traffic line and legend painting, fabricating traffic regulatory warning and directional signs, and installing and maintaining signs and sign posts. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval.

Supervision is received from the Traffic and Lighting Supervisor. The Traffic Painter may provide technical direction to lower level classifications.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Paints pavement markings including legends, school crossings, and crosswalks, while operating a flatbed truck with airless spray unit, airless spray gun, and stencils;
- Paints City curbs to regulate parking, utilizing a flatbed truck with airless unit, and an airless spray gun;
- Paints traffic lines while operating a self-propelled line striper with airless spray unit and regulators;
- Properly cleans the equipment, flushing out all hoses and spray guns and cleaning and lubricating the automatic spray guns; Makes minor repairs;
- Operates and maintains high temperature thermoplastic application equipment;
- Installs and repairs signs, replacing defective, destroyed, or damaged traffic signs, and placing new traffic signs to regulate, safeguard, and expedite traffic;
- Utilizes posthole digger, shovels, digging bars, brooms, ladders, and other hand and power tools;
- Fabricates signs for traffic control and direction;
- Correctly lays out letters on the sign blank;
- Lays out regulation traffic lines on new City streets, checking and reading blueprints approved by the City Engineer;
- Utilizes ropes, paints traffic dots to guide the street striping operation, measuring all traffic lane lines according to the blueprint specifications;

- Installs traffic directional pavement buttons utilizing epoxy and placing the pavement buttons in accordance with the specifications and blueprints;
- Paints traffic lines in City parking lots, tennis and basketball courts, utilizing traffic line striper;
- Thins and mixes paints to proper consistency to enable the effective application;
- Lays out job sites, placing safety signs and devices sufficient to protect all members of the crew;
- Performs routine and light maintenance of equipment including cleaning and maintaining paint spray outfits, brushes, templates, stencils, paint truck and other equipment.

### **EXAMPLES OF OTHER DUTIES**

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

- Responds to emergency calls during work and after normal working hours;
- Assists in the training of new and lower classification employees;
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace;
- May maintain field reports, and work orders;
- Performs other related duties

### **QUALIFICATION GUIDELINES**

#### **Education and Experience**

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

Graduation from high school or equivalent and one year of experience performing maintenance, repair or construction work preferably in highway painting or traffic sign installation.

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

Possession of a valid California Class C driver's license, class B desirable.

International Municipal Signal Association (I.M.S.A.) Work Zone Safety and level 1 Signs and Markings certificate is desirable.

#### **Knowledge of**

- Methods and techniques used in applying paint safely to a variety of street surfaces;
- Techniques used in traffic control;
- Methods for thinning and mixing paint;
- Techniques, materials and supplies used in traffic painting operations;
- Functions, characteristics and use and care of common hand and power tools;
- Operation of power driven maintenance equipment such as trucks;
- Traffic safety procedures and delineation with cones.

#### **Ability to**

- Perform heavy and physically demanding work for lengthy and continuous period of time;
- Work carefully and efficiently under hazardous traffic conditions;
- Thin paints to a proper consistency;
- Operate a variety of traffic painting equipment;
- Work on ladders and/or aerial lift devices;
- Apply paint by spray machine and manually;
- Understand and follow verbal and written instructions;
- Keep simple records;
- Set up a jobsite in a safe manner;

- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies;
- Exercise sound judgment in stressful situations;
- Understand and follow detailed oral and written instructions;
- Speak, read, and write Basic English;
- Maintain basic records, complete reports and perform basic arithmetic computations;
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

### **SPECIAL REQUIREMENTS**

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

Require vision (which may be corrected) to read small print. Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to stand for long periods, maintain balance and walk long distances. Requires the ability to perform frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 75 pounds. Requires the ability to climb ladders of various heights. Tasks require color and visual perception and discrimination, as well as oral communications ability. Work is regularly performed outside in seasonal climate and weather conditions. May be required to work in inclement weather without effective protection from sun, cold, and rain. May be required to work within enclosed spaces or at heights above ground level. May be required to work around moving mechanical parts. May be required to work around electrical current.

### **CAREER LADDER INFORMATION**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Public Works Supervisor.

Established Date: January 2010

Department Review Date: October 2024

Honorable Chair and Members of  
the Civil Service Commission  
City Hall  
Torrance, CA 90503

**Honorable Members:**

**SUBJECT: APPOINT THREE MEMBERS TO COMMITTEE OF THE COMMISSION AND  
SET THREE DATES TO HEAR APPEAL OF DISCIPLINE OF A  
REPROGRAPHIC SPECIALIST**

**RECOMMENDATION**

Recommendation of the Civil Service Manager that your Honorable Body appoint three members to the Committee of the Commission and set three dates to hear the appeal of discipline of a Reprographic Specialist.

**BACKGROUND / ANALYSIS**

At the Civil Service Commission meeting of July 22, 2024, the Commission delegated the hearing of the appeal of discipline of a Reprographic Specialist to Committee of the Commission, pursuant to Torrance Municipal Code Section 14.47.10 (Attachment A). The Commission determined this Committee would be comprised of three members of the Civil Service Commission.

Civil Service staff met with the parties for a pre-hearing conference where a time frame of eight hours was requested for this hearing and the following dates and times were determined as available: January 6, 2025 from 9AM - 4PM, January 7, 2025 from 11AM - 4PM, January 8, 2025 from 9AM - 4PM, and January 9, 2025 from 9AM - 4PM.

The Commission's authority in this matter will be to appoint the three members to the Committee of the Commission and to set dates and times for the Committee of the Commission to meet to hear the appeal of discipline. Civil Service staff recommends that three dates are set, for no longer than four hours per date.

Respectfully submitted,

*Brianne Cohen*

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Brianne Cohen  
Civil Service Manager

Attachment A: Torrance Municipal Code Section 14.47.10

## TORRANCE MUNICIPAL CODE

### ARTICLE 47 - SUSPENSION, DEMOTION AND DISCHARGE

#### **14.47.10 DELEGATION TO HEARING OFFICER.**

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a) The Civil Service Commission may delegate the holding of the hearing to a committee of the Commission or to a hearing officer. The hearing officer shall be selected by the Civil Service Commission from a list submitted by the American Arbitration Association or State Conciliation Service subject to challenge by either of the parties. The appealing employee and the City shall each have two (2) challenges to the hearing officer selected by the Commission.

b) In such event, the committee of the Commission or the hearing officer shall make findings of fact, conclusions of law, and a recommendation, and shall transmit same to the Commission, together with a transcript of the hearing within ten (10) days of the conclusion of the hearing, or as soon thereafter as practical. The Commission shall thereafter adopt or reject in whole or in part such findings of fact and conclusions of law.