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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, DECEMBER 9, 2024
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

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

1. CALL MEETING TO ORDER

ROLL CALL: Committee members Kohus, Sasaki

2. 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, December 4, 2024.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

4. 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.

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 22, 2024.

(Minutes provided to Commission members only, copies available in the Personnel Building).

6. ADMINISTRATIVE MATTERS

6A. Determine Unit for the New Classification of Senior Planner.

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Senior Planner to the Engineers and Torrance Fiscal Employees Association (TFEA).

7. COMMITTEE ORAL COMMUNICATIONS

8. ADJOURNMENT

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

**SEE WHAT
TORRANCE IS DOING**



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 SENIOR PLANNER

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Senior Planner to the Engineers and Torrance Fiscal Employees Association (TFEA).

BACKGROUND

The Senior Planner has day to day operational supervision of the functions and staff in the Planning Division of the Community Development Department. This position plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff in the Planning Division of the Community Development Department and provides expert and complex support to the Community Development Director, Planning Manager, City Council, Commissions, and other stakeholders.

Anticipating approval of the class specification by the Civil Services Commission, a recommendation for unit determination for Senior Planner 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 Senior Planner is the Engineers and Torrance Fiscal Employees Association (TFEA).

- **Fullest Freedom in the Exercise of Rights**
The Senior Planner 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 Engineers and Torrance Fiscal Employees Association, which will assure the Senior Planner the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.
- **History of Employee Relations in the Unit**
The Engineers and Torrance Fiscal Employees Association has traditionally represented classifications that are similar in nature and level, and is therefore appropriate that the Senior Planner be designated to this unit.
- **Effect on the Efficient Operation to the City**
Designating the Senior Planner to the Engineers and Torrance Fiscal Employees Association will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Senior Planner 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 Senior Planner will work in a setting similar to other classifications in the Engineers and Torrance Fiscal Employees Association.

• **Job Duties**

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

- Manages, directs, and participates in highly complex planning projects and activities including updates and amendments to the City's General Plan, project-specific plans, preparation of ordinances, and other assigned projects
- Designs and conducts studies to develop policies, plans, and codes; performs field inspections of planning and development projects to ensure compliance with Federal, State, and local laws, rules, and regulations, including the California Environmental Quality Act (CEQA), Subdivision Map Act, Public Resource Code, General Plan, Specific Plans, Design Specifications, and Local Guidelines and procedures
- Plans, prioritizes, assigns, reviews, and supervises the work of staff engaged in planning duties; trains staff on procedures and protocols; offers policy guidance and clarification.
- Develops and standardizes procedures and methods to enhance the efficiency and effectiveness of division services, projects, and activities; evaluates and monitors workload; identifies areas for improvement and makes recommendations to the Planning Manager.
- Contributes to the management of assigned budgets, ensuring proper oversight and administration.
- Reviews staff reports and other work products prepared by professional planning staff; assigns tasks and offers guidance and direction on work plans and methods.
- Serves as source of information for developers, engineers, property owners, and contractors regarding land use applications and general municipal planning programs, projects, and functions; represents the department and City to outside agencies, public and private groups, and the general public

• **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,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Leallani Stewart
Human Resources Analyst


Aram Chaparyan
City Manager

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

- Attachment: A) Senior Planner Class Specification (Pending Approval of January 14, 2025 Council Item)
B) Torrance Municipal Code Section 14.8.11(f)(2)
C) Positions Represented by Engineers and Torrance Fiscal Employees Association
D) Resolution

SENIOR PLANNER

Definition

Under general direction, manages, directs, and participates in highly complex planning projects and activities; plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff in the Planning Division of the Community Development Department; provides expert and complex support to the Community Development Director, Planning Manager, City Council, Commissions, and other stakeholders; oversees, reviews, and performs various studies and prepares and presents staff reports; and performs other related work as required.

Distinguishing Characteristics

The Senior Planner is distinguished from the Planning Manager in that an incumbent is not responsible for organizing and managing a major division of the Community Development Department. The Senior Planner is distinguished from the Planning Associate in that an incumbent organizes and oversees day-to-day current or advance planning activities of staff and is responsible for providing professional-level support to the Planning Manager and Community Development Director in a variety of areas.

Supervision Exercised/Received:

Receives general supervision from the Planning Manager. Exercises technical and functional supervision and training to staff engaged in the daily operations of the Planning Division.

Examples of Essential Duties

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

- Manages, directs, and participates in highly complex planning projects and activities including updates and amendments to the City's General Plan, project-specific plans, preparation of ordinances, and other assigned projects
- Designs and conducts studies to develop policies, plans, and codes; performs field inspections of planning and development projects to ensure compliance with Federal, State, and local laws, rules, and regulations, including the California Environmental Quality Act (CEQA), Subdivision Map Act, Public Resource Code, General Plan, Specific Plans, Design Specifications, and Local Guidelines and procedures.
- Plans, prioritizes, assigns, reviews, and supervises the work of staff engaged in planning duties; trains staff on procedures and protocols; offers policy guidance and clarification.
- Contributes to the development and execution of goals, objectives, policies, and priorities for the division; suggests appropriate service and staffing levels in accordance with departmental policy; recommends and enforces policies and procedures.
- Develops and standardizes procedures and methods to enhance the efficiency and effectiveness of division services, projects, and activities; evaluates and monitors workload; identifies areas for improvement and makes recommendations to the Planning Manager.
- Contributes to the management of assigned budgets, ensuring proper oversight and administration.
- Reviews staff reports and other work products prepared by professional planning staff; assigns tasks and offers guidance and direction on work plans and methods.

- Participates in employee performance evaluations by providing valuable feedback and insights to the Planning Manager, as well as drafting detailed written evaluations.
- Provides complex and specialized staff assistance to the Director and Planning Manager; under direction, presents reports to the City Manager, Commissions, and City Council.
- Serves as source of information for developers, engineers, property owners, and contractors regarding land use applications and general municipal planning programs, projects, and functions; represents the department and City to outside agencies, public and private groups, and the general public.
- Negotiates, administers, and manages contracts for services; reviews documents, reports, and other work products prepared by consultants and provides feedback and corrections; reviews and oversees consultant invoices and progress payments.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Provides division oversight and direction in the absence of the Planning Manager.
- Participates in interdepartmental and intradepartmental teams, committees and boards as required.
- Keeps abreast of current planning principles and practices, regulations and literature that apply to City projects.

Examples of Other Duties:

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

- Assists the Planning Manager and Community Development Director with special projects, as needed.
- May participate in emergency callout and after hour support coordination.
- Participates in EOC operations as needed.
- Performs related duties as required.

Qualifications Guidelines

Knowledge of:

- Principles and practices of local planning
- Techniques and processes involved in the preparation and implementation of long-range and General Plans, redevelopment plans, and housing programs.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Post Redevelopment Dissolution Laws.
- California Subdivision Map Act.
- Zoning principles practices techniques and standards.
- Techniques of zoning administration and development review.
- Housing and Community Development trends, goals, and objectives.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic principles and practices of budget development and administration.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of basic mathematics and geometry and their application to planning work.
- Hazards and generally accepted safety standards.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Computer software applications related to data analysis and report preparation.
- Project management and contract administration principles and techniques.
- Research and report writing methods and techniques.
- Recent developments, current literature, and sources of information related to municipal planning and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- City codes, ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Core Competencies:

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Decision Making – Exercising discretion and judgment in choosing courses of action
- Gathering and Analyzing Data – Fact finding, analyzing and interpreting quantitative and/or qualitative data
- Leadership – Guiding and encouraging others to accomplish a common goal
- Legal and Regulatory Navigation – Knowing the paths and boundaries of the legal/regulatory environment
- Managing Performance – Taking responsibility for improving the effectiveness of others
- Oral Communication – Engaging effectively in dialogue
- Presentation Skills – Formally delivering information to groups
- Process Improvement – Controlling and improving processes and workflow
- Professional and Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications
- Reading Comprehension – Understanding and using written information
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Strategic View – Maintaining the big picture and long-range objectives as a guide for decisions
- Teamwork – Collaborating with others to achieve shared goals.
- Written Communication – Communicating effectively in writing.

License and/or Certificate

- Must possess and maintain a valid California Class C Drivers' License.

Education and Experience

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

Bachelor's Degree in regional planning, urban planning, community development, architecture, landscape architecture, geography, business or public administration, engineering, or a closely related field and two (2) years of progressively responsible professional experience which includes technical work in at least two (2) of the following areas: General Plan preparation and maintenance, design review administration, California Environmental Quality Act (CEQA) administration, redevelopment administration or housing administration.

A Master's Degree in Planning may be substituted for one year of the required experience.

Special Requirements

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer keyboard. Tasks require sound and visual perception and acuity, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Career Ladder Information

Experience and/or education gained in this classification may serve towards meeting the minimum requirements for promotion to Planning 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 Engineers and Torrance Fiscal Employees Association

Account Clerk
Accountant
Accounting Technician
Assistant Engineer
Associate Engineer
Building Permit Technician
Code Enforcement Officer
Code Enforcement Officer, Sr.
Engineering Technician I
Engineering Technician II
Engineering Technician III
Environmental Quality Officer
Environmental Quality Officer, Sr
Fire Prevention Specialist
Housing Specialist
Inspector, Building
Inspector, Building, Sr.
Inspector, Electrical, Sr.
Inspector, Mech & Plumbing, Sr
Inspector, Public Works
Inspector, Public Works, Sr
Inspector, Public Works – Capital Projects
Payroll Specialist
Permit Technician I
Permit Technician II
Planning Assistant
Planning Associate
Plans Examiner
Sr. Fire Prevention Specialist
Supervising Plans Examiner

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE
CLASSIFICATION OF SENIOR PLANNER
TO THE ENGINEERS AND TORRANCE FISCAL EMPLOYEES ASSOCIATION

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

WHEREAS, the Human Resources Department has created a new Civil Service job classification of Senior Planner; and

WHEREAS, the City Manager has recommended the classification of Senior Planner be assigned to the Engineers and Torrance Fiscal Employees Association; and

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

WHEREAS, membership in the Engineers and Torrance Fiscal Employees Association will afford the Senior Planner 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 Senior Planner to the Engineers and Torrance Fiscal Employees Association.

INTRODUCED, APPROVED AND ADOPTED this _____ day of December, 2024.

Chair, Employee Relations Committee

ATTEST:

Brianna Cohen
Civil Service Manager

APPROVED AS TO FORM:

PATRICK SULLIVAN
CITY ATTORNEY

By _____