

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, DECEMBER 9, 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, 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, December 4, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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. Accept and File Employee Transition Report for October and November 2024.**

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

**6B. Approve the Examination for Airport Worker.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Airport Worker examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying), Written Exam (60%), and an Oral Interview (40%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**6C. Approve the Examination for Engineering Services Manager.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Engineering Services Manager examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying), and an Oral Interview (100%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**6D. Approve the Examination for Information Technology Manager – Public Safety.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Information Technology Manager – Public Safety examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying) and an Oral Interview (100%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list

**6E. Approve the Examination for Public Safety Communications Supervisor.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Public Safety Communications Supervisor examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying) and an Oral Interview (100%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**6F. Approve the Examination for Public Works Inspector – Capital Projects.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Public Works Inspector - Capital Projects examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a three-month eligible list.

**6G. Approve the Examination for Senior Planner.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Planner examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying), and an Oral Interview (100%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**7. ADMINISTRATIVE MATTERS**

**7A. Approve Proposed Class Specification for Engineering Services Manager.**

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Engineering Services Manager and forward it to the City Council for approval.

**7B. Approve Proposed Class Specification for Senior Planner.**

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Senior Planner and forward it to the City Council for approval.

**7C. Approve Title Change and Revised Class Specification for Assistant Building Regulations Manager.**

Recommendation of the Human Resources Director that your Honorable Body approve the title change and revised class specification for Assistant Building Regulations Manager and forward it to the City Council for approval.

**8. HEARINGS**

No Business to Consider

**9. CLOSED SESSION**

No Business to Consider

**10. COMMISSION ORAL COMMUNICATION**

**11. ADJOURNMENT**

**11A.** Adjournment of Civil Service Commission Meeting to Monday, December 23, 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 OCTOBER AND NOVEMBER  
2024**

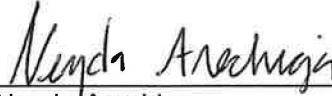
**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for October and November 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 October and November 2024

**EMPLOYEE TRANSITION REPORT  
OCTOBER AND NOVEMBER 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>
Business Manager	Community Development	Senior Business Manager	Community Development
Deputy City Clerk I	City Clerk's Office	Deputy City Clerk III	City Clerk's Office
Fire Captain	Fire	Fire Battalion Chief	Fire
Maintenance Worker	Public Works	Equipment Operator	Public Works
Maintenance Worker	Public Works	Equipment Operator	Public Works
Maintenance Worker	Public Works	Equipment Operator	Public Works
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Senior Program Specialist	Community Services
Program Specialist	Community Services	Recreation Supervisor	Community Services
Relief Bus Operator	Transit	Bus Operator	Transit
Relief Bus Operator	Transit	Bus Operator	Transit

**NEW HIRES**

<b>TITLE</b>	<b>DEPARTMENT</b>
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Administrative Analyst	Community Services
Bus Operator	Transit
Bus Operator	Transit
Bus Operator	Transit
Intern I	Transit
Facility Operations Attendant	General Services
Fire Fighter	Fire
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Management Aide	City Clerk's Office
Staff Assistant	Transit
Transit Supervisor	Transit
Warehouse Supervisor	General Services

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR AIRPORT WORKER**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Airport Worker examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying), Written Exam (60%), and an Oral Interview (40%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Airport Worker. There is one (1) current vacancy within the General Services Department due to a promotion.

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

The previous examination in 2021 was weighted as follows: Application Review (Qualifying), Written Exam (60%), and an Oral Exam (40%).

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

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Alfredo Mergoza  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Airport Worker Specification

**6B**



City of Torrance  
**AIRPORT WORKER**

<b>CLASS CODE</b>	5706	<b>SALARY</b>	\$21.08 - \$28.25 Hourly \$3,653.87 - \$4,896.67 Monthly \$43,846.40 - \$58,760.00 Annually
<b>BARGAINING UNIT</b>	Torrance Municipal Employees (AFSCME Local 1117)	<b>REVISION DATE</b>	January 01, 1979

**DEFINITION**

Under general supervision, to tie down aircraft and maintain required airport records; to inspect, perform routine maintenance and cleanup of airport runways, taxi ways, parking aprons, hangars, airport lands and equipment; to perform fire suppression in emergency situations until the Fire Department arrives; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

Distinguished from Airport Operations and Maintenance chief in that the incumbent is not responsible for assigning or supervising full-time airport personnel engaged in the operation and maintenance of airport operating areas. Distinguished from other City maintenance classifications such as Semi-Skilled Laborer or Groundskeeper in that other classes are not required to do the broad range of grounds; equipment maintenance or construction, record keeping, provision of security or response to emergency situations unique to the environment and operations of a municipal airport.

**EXAMPLES OF ESSENTIAL DUTIES**

- Inspects runways and taxi ways for obstructions, cleans, repairs as necessary and removes weeds;
- Inspects, cleans, performs minor repairs and conducts preventative maintenance upon airport field lighting and signals;
- Under supervision, sprays weed killers, mows grass, trims trees and plants grass and shrubs;
- Cleans drains, drainage areas and ditches and makes minor repairs to drains and headwalls for flood Control;
- Removes rocks, grades and levels airport grounds as required;
- Performs minor service and repairs on airport equipment such as vehicles and power tools;
- Operates local government radio base station and mobile radios, maintaining communications at all times with FAA personnel in the Airport Control Tower;
- Ties down transient and permanently based aircraft in assigned spaces when necessary;
- Assigns transient aircraft temporary parking spaces;
- Collects transient tie down fees and maintains records of transient aircraft using the airport;
- Conducts a daily aircraft tie down inventory;
- Responds to all airport emergency situations/accidents;
- Operates airport fire suppression equipment until the Fire Department arrives on the scene;
- Renders immediate first aid until proper authorities arrive;
- Closes runways or the airport as required;

- Assists in enforcing airport rules and regulations;
- Issues Notices to Airmen (NOTAMS) as required;
- Performs airport security functions by opening and closing gates and monitoring hangar and tie down areas;
- Prepares reports and various forms incidental to airport operations, maintenance and security.

## **QUALIFICATION GUIDELINES**

### **Education and Experience**

One year of experience in work that would indicate possession of construction, maintenance or mechanical skills and the ability to learn a variety of maintenance, construction and mechanical tasks. No specific minimum education required.

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

A valid Class III California Driver's License, a Class II License is desirable.

### **Knowledge of**

- Safe working practices in and around construction equipment and/or areas;
- Safe working practices in lifting heavy objects and using power equipment and hand tools.

### **Ability to**

- Learn basic fire suppression and first aid;
- Learn safe working practices around moving and stationary aircraft;
- Operate power equipment and hand tools;
- Perform simple and routine maintenance on airport equipment, such as lawn mowers, light trucks and airplane tractors;
- Learn to perform simple and routine maintenance on electrical lighting circuits;
- Read simple schematics and blueprints to trace airport lighting system failures and isolate bad circuits for repair;
- Perform simple arithmetic calculations;
- Receive money and give proper change;
- Maintain accurate shift operation log books and other records;
- Read and understand FAA advisory notices and airport standard operating procedures;
- Maintain effective working relationships with pilots, members of the public and other airport personnel.

## **ESTABLISHED/REVISED DATE**

Revised Date: January 1979

Reviewed Date: September 2021

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR ENGINEERING SERVICES MANAGER**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Engineering Services Manager examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying), and an Oral Interview (100%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Engineering Services Manager.

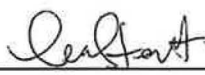
Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on January 14, 2025, the proposed Class Specification will appropriately reflect the position for the examination process.

This is a new class specification and there have been no previous examinations. Similar to other management positions, it is recommended that the exam components be weighted as follows: An Application Review (Qualifying) and an Oral Interview (100%).

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

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
\_\_\_\_\_  
Leallani Stewart  
Human Resources Analyst

CONCUR:

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

NOTED:

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

Attachment: A) Engineering Services Manager Class Specification

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## Engineering Services Manager

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### Definition

Under general direction, plans, organizes, and directs the activities of the Engineering Division of the Community Development Department; performs and manages complex engineering work including the planning, design, construction and administration of community development projects; oversees all day-to-day operations of the Engineering Division, ensuring the efficient execution of engineering projects and providing strategic direction for the division; and performs related work as required.

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### Distinguishing Characteristics

The Engineering Services Manager is distinguished from the Community Development Director in that the incumbent is not responsible for managing the entire Department. Distinguished from the Associate Engineer in that the Associate Engineer does not manage a division of the Department.

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### Supervision Exercised/Received

Receives general direction from the Community Development Director; exercises direct supervision over professional and technical engineering personnel.

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### Examples of Essential Duties

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

- Manages the work of professional engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
  - Monitors staff's performance and coaches for improvement and development.
  - Develops and administers division budgets; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by division.
  - Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
  - Develops, reviews and recommends approval of engineering plans and specifications, cost estimates, and provides feedback and corrections to developers and outside consultants.
  - Implements department programs.
  - Prepares reports, recommendations, and correspondence on current and proposed private projects.
  - Provides staff support and makes presentations to City Commissions, the City Council, and Council committees on engineering-related items.
  - Communicates and resolves conflicts with departmental personnel and the public.
  - Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City development engineering projects including current legislation and trends, which may affect the City and/or Department.
  - Oversees the Inspection Unit in charge of inspecting public right-of-way improvements pertaining to private development and utility company projects.
  - Oversees the GIS Unit including all GIS databases and maps/exhibits for various City projects.
  - Implements and maintains Federal, State and local mandates.
  - Reviews and edits reports prepared by support staff.
  - Coordinates projects with other City Departments, agencies and utilities as required.
  - Attends and conducts meetings as required.
-

## 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:*

- Coordinates projects involving multiple divisions within the Community Development Department.
  - Reviews land development cases and sets conditions on behalf of the Community Development Department.
  - Participates on interdepartmental and intradepartmental teams, committees, and boards as required.
  - Assists in establishing departmental disaster plan as part of the City-wide disaster plan.
  - Performs Emergency Operations Committee (EOC) functions as needed.
  - Other duties as assigned.
- 

## Qualification Guidelines

### Knowledge of:

- Civil Engineering principles and practices as applied to the field of community development, including street improvement design, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology.
- Professional, technical, legal, and financial issues involved in municipal engineering procedures.
- Construction methods and operations.
- Consultant and construction contract administration.
- Project management techniques, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations.
- Budget preparation principles.
- Various types of funding sources for municipal projects.
- Management and supervisory principles and practices.
- Various computer applications including word processing, spreadsheet, and project management programs.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- General City operations.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

### Core Competencies:

- Action and Results Focus – Showing initiative and focusing on accomplishments
- Assessing Talent – Identifying performance capabilities and potential of others
- Decision Making – Exercising discretion and judgment in choosing courses of action
- Fiscal Acumen – Budgeting and allocating monetary resources
- Handling Conflict – Managing strained interpersonal situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Taking responsibility for improving the effectiveness of others
- Oral Communication – Engaging effectively in dialogue
- Presentation Skills – Formally delivering information to groups
- Professional and Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Self-Management – Showing personal organization, self-discipline, and dependability.

- Strategic View – Maintaining the big picture and long range objectives as a guide for decisions
- Written Communication – Communicating effectively in writing.

**License and/or Certificate**

*Must possess and maintain the following:*

Registration as Civil Engineer in the State of California and a valid California Class C driver's license.

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**Education and/or Experience**

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

Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience.

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**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 use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

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**Career Ladder Information**

Experience and/or education gained in this classification may serve towards meeting the minimum requirements for promotion to Community Development Director.

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR INFORMATION TECHNOLOGY MANAGER – PUBLIC SAFETY**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Information Technology Manager – Public Safety examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying) and an Oral Interview (100%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Information Technology Manager – Public Safety.


The Class Specification has been reviewed by the Police Department and appropriately reflects the position for the examination process.

This is a new class specification and there have been no previous examinations. Similar to other management positions, it is recommended that the exam components be weighted as follows: An Application Review (Qualifying) and an Oral Interview (100%).

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. Alonzo  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Information Technology Manager – Public Safety Class Specification

**6D**



City of Torrance

## INFORMATION TECHNOLOGY MANAGER - PUBLIC SAFETY

<b>CLASS CODE</b>	1533	<b>SALARY</b>	\$69.55 - \$102.91 Hourly \$12,055.00 - \$17,838.00 Monthly \$144,660.00 - \$214,056.00 Annually
<b>BARGAINING UNIT</b>	Executive & Management Employees	<b>ESTABLISHED DATE</b>	October 08, 2024
<b>REVISION DATE</b>	November 27, 2024		

### DEFINITION

Under direction, plans, organizes and manages the activities of the Information Technology Services (ITS) Division in the Torrance Police Department (TPD). Responsible for planning, development, implementation, and support for the TPD technology systems, data center, cybersecurity, and network operations; performs related duties as required. Provides expert professional advice and internal consulting to the department on technology solutions to meet their business and operating needs.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The incumbent is responsible for managing the entire Division. Distinguished from the Systems Analyst and Information Technology Analyst in that the incumbent does not routinely perform detailed development, programming, implementation, and direct support tasks. Work is performed within a broad framework of general policy and requires creativity and resourcefulness from past knowledge and experience to accomplish goals and objectives and apply IT concepts in developing plans and strategies.

Receives general direction from the Torrance Police Department Management and supervises subordinate staff through Supervisors and Systems Analysts.

### EXAMPLES OF ESSENTIAL DUTIES

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

- Responsible for the design, development, installation, monitoring, and maintenance of the TPD's computing infrastructure, including cloud computing systems and enterprise-wide cloud strategies, network architecture, data, wireless and WAN/LAN networks, data storage technologies, account and access management and associated systems, cloud-based system solutions, protocols and processes that support the City's technology environment; manages operations of the data center.
- Supports all TPD enterprise systems, such as CAD, RMS, communication, collaboration, and more.
- Responsible for implementing security controls and developing TPD's Cybersecurity Plan with CISO and IT Director.
- Plans, assigns, coordinates and manages the daily operations of the ITS Division.
- Manages the work of TPD ITS Division personnel, including assigning, planning, and reviewing work; evaluating work performance and completing performance evaluations; coordinating activities; maintaining standards;

allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.

- Monitors staff's performance and coaches for improvement and development.
- Develops and implements division policies and procedures.
- Prepares reports and makes recommendations on current and proposed projects.
- Prepares reports and makes recommendations on current and proposed projects.
- Provides day-to-day leadership and works with staff and contractors to ensure a high-performance, customer service-oriented work environment that supports achieving TPD's mission, objectives and values; applies process improvement and quality management principles to assigned areas of responsibility. Monitors, evaluates, prioritizes, and recommends the use of Information Technology resources to maximize benefits in meeting the Information Technology goals of the City.
- Manages the architectural planning, design, development, implementation and maintenance of a wide variety of technology solutions and services applicable to assigned areas of responsibility; manages and participates in the development of customer requirements and the evaluation of products and services to meet customer needs; reviews and approves general systems approaches to the solution of business and operating problems; works with TPD management to prioritize development and enhancement requests.
- Regularly monitors project status and systems performance metrics to ensure results consistent with customer expectations. Coordinates projects with other City departments and agencies as required.
- Responsible for the TPD ITS division's service requests, project tracking, and staff workload in the ITSM system.
- Participates in interdepartmental and intradepartmental teams, committees, and boards as required. Prepares and presents reports and presentations.
- Keeps abreast of current information technology principles and practices, regulations, and literature that apply to TPD's operations.
- Develops and administers TPD's ITS division budget; reviews and coordinates financial sources for funding projects.
- Meets with internal and external customers to review current and future development and enhancement needs and to stay abreast of their business and operating requirements; coordinates information systems activities with other departments to optimize performance and use of installed systems in meeting customer needs; provides expert technical information, guidance and support to TPD as needed.

### **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 in establishing a departmental disaster plan as part of a City-wide disaster plan.
- May perform duties of subordinates as needed.
- May participate in emergency callouts and after-hour support coordination.
- Participates in EOC operations as required.
- Participates on City teams that may not be technology related.

### **QUALIFICATION GUIDELINES**

#### **Education and Experience**

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

Graduation from a college or university with a Bachelor's degree in computer science or a related field such as information technology or information security and over seven years of enterprise network management in the government or business environment, including at least three years of supervisory and project management experience; or an equivalent combination of training and experience.

### **License or Certificates**

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

Certifications in enterprise system management, network architecture, and cybersecurity are highly desired.

### **Knowledge of**

- Knowledge of CJIS, CLETS, and other regulatory standards applicable to law enforcement.
- Principles, practices, and techniques of information systems management based on an IT Framework, such as ITIL or COBIT.
- Project management tools and techniques, including preparation and management of detailed project schedules and metrics and change management and control.
- Customer relationship management and internal consulting concepts and practices.
- Principles and methods of systems analysis, design, and best practice development methodologies and tools.
- System automation techniques, including scripting or programming languages.
- Cloud-based systems and services, including network architectures and design principles and methods.
- Database and collaboration systems management systems and software.
- Enterprise network security management design principles and practices and related methodologies, tools, and software.
- Disaster planning and business recovery concepts and techniques.
- Systems integration and optimization design concepts and techniques.
- Principles and practices of public administration include budgeting, purchasing, and maintaining public records.
- Research and analysis methods and techniques.
- Principles and practices of effective management and supervision.

### **Core Competencies**

- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data.
- Decision Making - Choosing optimal courses of action in a timely manner.
- Critical Thinking – Analytically and logically evaluating information, propositions and claims.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Action & Results Focus – Initiating tasks and focusing on accomplishment.
- Innovation – Imagining and devising new and better ways of doing things.
- Informing – Proactively obtaining and sharing information.
- Oral Communication – Engaging effectively in dialogue.
- Writing – Communicating effectively in writing.
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Managing Performance – Ensuring superior individual and group performance.
- Leadership – Guiding and encouraging others to accomplish a common goal.
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives.
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness.
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives.

**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 discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. Work may be required on evenings and weekends as needed.

**CAREER LADDER INFORMATION**

Experience gained in this classification may serve to meet the qualification guidelines for the Information Technology Director.

**ESTABLISHED/REVISED DATE**

Established Date: October 2024

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC SAFETY COMMUNICATIONS  
SUPERVISOR**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Public Safety Communications Supervisor examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying) and an Oral Interview (100%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Public Safety Communications Supervisor. There is a vacancy due to a promotion.

The Class Specification has been reviewed by the Police Department and appropriately reflects the position for the examination process.

The previous examinations in 2022 and 2020 were weighted as follows: an Application Review (Qualifying) and an Oral Interview (100%). There will be no change in the exam type.

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. Alonzo  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Public Safety Communications Supervisor Class Specification



City of Torrance

## PUBLIC SAFETY COMMUNICATIONS SUPERVISOR

<b>CLASS CODE</b>	7100	<b>SALARY</b>	\$39.66 - \$50.65 Hourly \$6,874.40 - \$8,779.33 Monthly \$82,492.80 - \$105,352.00 Annually
<b>BARGAINING UNIT</b>	Torrance Professional & Supervisory Association	<b>ESTABLISHED DATE</b>	September 01, 2009

### DEFINITION

Under direction, the Public Safety Communications Supervisor is responsible for day-to-day operations and technical support for the public safety dispatching services, the alarm enforcement program and emergency medical dispatching services, 911 operations, and the training function. Incumbents in this class work in the Public Safety Communications Center which is a twenty-four hour, seven-days-per-week operation; and performs related activities as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Public Safety Communications Supervisor provides first line supervision and oversees daily operations in the command center for emergency dispatching. This class is distinguished from Communications Supervisor-Telecommunications or Communications Supervisor-Wireless in that the incumbents in these classifications are supervising personnel involved with the installation, service and maintenance of the City's telecommunications system or wireless radio and related communications systems. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Lateral-entry Public Safety Communications Supervisor is distinguished from entry-level Public Safety Communications Supervisor in that the Lateral-entry Supervisor is required to have three (3) years of experience in emergency radio dispatching which includes at least two (2) years of supervisory experience.

Receives supervision from higher level Police or Fire staff; exercises direct supervision over Public Safety (Fire and/or Police) Communications Operators.

### EXAMPLES OF ESSENTIAL DUTIES

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

- Plan, coordinate, and supervise the Public Safety Communications dispatchers and 911 operators and handling day-to-day procedural questions and problems that arise;
- Functions as call taker or radio operator for relief or as needed during shift;
- Research new equipment/systems/ technological issues and writing related proposals; and implementation of the new dispatch system;

- Instructs operators on proper dispatch procedures;
- Develop and implement formal training programs for public safety 911 operators, public safety dispatchers, and lateral dispatchers; designing and updating training curriculum;
- Coordinate mandatory training/certifications for all communications personnel; and oversee training and quality assurance for telecommunications devices for the deaf (TDD) compliance, automatic aid and mutual aid;
- Track and log recording requests;
- Accumulate and analyze data/statistics to determine operational effectiveness;
- Develop and update communications procedures;
- Coordinate work schedules;
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed.

### **Examples of Other Duties**

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

- Serves as a liaison to public safety departments;
- Serves on various committees.

## **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:*

Graduation from high school or GED and three years experience in emergency radio dispatching. One year of supervisory or lead work experience is preferred.

Experience with CAD is preferred.

### **Lateral Entry**

*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:*

Graduation from high school or GED and three (3) years experience in emergency radio dispatching which includes at least two (2) years of supervisory experience.

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

- Requires a valid California Class C driver's license;
- Must obtain and maintain a **valid** California Public Safety Dispatcher POST and Emergency Medical Dispatch certification within one (1) year of hire.

### **Lateral Entry**

- Requires a valid California Class C driver's license;

- Must possess and maintain a **valid** a California POST Public Safety Dispatch Certificate and Emergency Medical Dispatch Certificate.

### **Knowledge of**

- Public safety communications principles, practices, methods, techniques, and equipment;
- The principles of supervision, training, and performance evaluation;
- The techniques and methods of radio communication including Geographical Information System (GIS), Automotive Vehicle Locator (AVL), Mobile Data Computer (MDC) and Global Positioning System (GPS).;
- Computer-aided dispatch (CAD);
- Federal communications commission (FCC) regulations pertaining to public safety communications;
- Federal regulations pertaining to collection, storage, and dissemination of criminal history record information;
- Emergency medical dispatch procedures;
- CAD formats and commands pertaining to the 911 operator, fire dispatcher, and police dispatcher;
- City policies and procedures affecting departmental operations.
- General City operations;
- Local geography including main streets and their hundred blocks, city boundary limits, sector/beat areas, and police/fire response districts;
- Dispatch procedures for air ambulance companies;
- Principles of supervision, training and employee relations;
- Conflict resolution techniques.

### **Ability to**

- Communicate effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints;
- Inspire confidence in subordinate personnel and new employees in training;
- Supervise and motivate personnel in a high stress environment;
- Establish and maintain effective working relationships with subordinates, coworkers, management, other city employees, public officials, employees from other agencies, and the general public;
- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances;
- Shift priorities as departmental workload demands require;
- Operate modern office equipment, computers and software applications;
- Operate tools and equipment for the purpose of training staff and demonstrating proper techniques;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Learn 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:*

Requires the ability to sit for extended periods of time, read color coded displays; use a computer terminal for extended periods; hear sufficiently to accurately and completely obtain information from callers; communicate clearly to effectively dispatch information over the radio/communication system. Tasks are regularly performed without exposure to adverse environmental conditions.

Incumbents are frequently required to remain in the immediate work area throughout the work shift and may be ordered to work overtime with short notice. Will be required to work rotating shifts, weekends and holidays.

**ESTABLISHED/REVISED DATE**

Established Date: September 2009

Department Review Date: November 2020

Department Review Date: September 2022

Department Review Date: December 2024

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS INSPECTOR - CAPITAL PROJECTS**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Public Works Inspector - Capital Projects examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a three-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Public Works Inspector - Capital Projects. There is one (1) current vacancy within the Public Works Department due to one added position.

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

The previous examination in 2021 was weighted as follows: Application Review (Qualifying), Written Exam (40%) and an Oral Interview (60%). 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) and an 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   
Anaid Navarro  
Principal Human Resources Analyst

CONCUR:

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

NOTED:

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

Attachment: A) Public Works Inspector - Capital Projects Class Specification



City of Torrance  
**INSPECTOR, PUBLIC WORKS, CAPITAL PROJECTS**

<b>CLASS CODE</b>	3523	<b>SALARY</b>	\$35.68 - \$47.84 Hourly \$6,184.53 - \$8,292.27 Monthly \$74,214.40 - \$99,507.20 Annually
<b>BARGAINING UNIT</b>	Engineers Association & Torrance Fiscal Employees Association	<b>ESTABLISHED DATE</b>	June 01, 2013
<b>REVISION DATE</b>	March 01, 2014		

**DEFINITION**

Under direction, performs inspections of permitted and City contracted construction Capital Projects for compliance with specifications; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

Public Works Inspectors/Capital Projects are distinguished from Public Works Inspectors in that incumbents are primarily responsible for inspections of Capital Projects. Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Incumbents exercise independent judgment in the performance of duties, with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives direction from an Associate Engineer or Engineering Manager.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Provides oversight of contractor's forces on time and material extra work change orders, estimates quantities for extra work and verifies lump sum price quotations for fairness and accuracy.
- Checks delivery and materials tickets.
- Insures that contract work is progressing in accordance with the agreed upon construction schedule.
- Negotiates with the contractor the nature and cost of change orders and time extensions.
- Measures for payment all work under each bid item and reviews, processes, and recommends payments for work in place.
- Interprets contract documents and resolves disputes or uncertainties with the contractor.
- Reviews various engineering plans for compliance with codes, regulations and other standards.
- Reviews and inspects Storm Water Pollution Prevention Plans (SWPPP) and Best Management Practices (BMP's).
- Insures that the contractors operations do not endanger public safety on and off site during construction.
- Attends pre-job meetings.
- Works closely with assigned Project Manager in coordination of scheduling, inspection of materials and workmanship to ensure adherence to project specifications.

- Coordinates inspections and related activities with contractors, utility personnel, consultants and various City staff.
- Coordinates project progress and change orders with the project engineer.
- Coordinates all survey activity and arranges for materials laboratory testing which may be required on assigned projects.
- Checks elevations and grades.
- Reviews sub-grade conditions and determines soil values for paving purposes.
- Inspects mix, placement of and finished concrete and asphalt improvements.
- Inspects various underground sub-structures, pipelines, etc.
- Inspects traffic control placed within the City right-of-way.
- Performs physical testing of construction materials (e.g., asphalt, concrete, aggregate, soil, plastic, plaster, etc.) to ensure compliance with specific standards.
- Determines quantity and quality of materials and workmanship, and compliance with plans, specifications, estimates and all applicable codes and regulations.
- Maintains complete project files and records including the preparation of daily progress reports.
- Maintains accurate and up-to-date inspection records.
- Prepares memos, progress reports, notices, weekly statements of working days and logs as required.
- Prepares various status, analytical and technical reports and correspondence.
- Sketches and records "as built" information pertaining to new construction.
- Gathers and investigates information related to incidents resulting in lawsuits as required.
- Keeps abreast of current codes and regulations affecting 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:*

- Attends division and department meetings as required.
- Receives and responds to public inquiries and complaints related to inspections or capital projects.
- Serves on various committees as appropriate.
- Distributes notices, flyers, etc. as assigned.
- Perform related duties as required.

### **QUALIFICATION GUIDELINES**

#### **Education and Experience**

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

Equivalent to graduation from high school, preferably supplemented by vocational/college coursework related to this field and three years of responsible experience in engineering/public works inspection work.

#### **Licenses and/or Certificates**

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

Must possess and maintain certification as Certified Qualified Storm Water Pollution Prevention Plan (SWPPP) Practitioner (QSP) within six months of hire date.

#### **Knowledge of**

- Equipment, materials, and methods employed in the construction, inspection, and maintenance of streets and highways.

- Methods and practices of public works inspection and materials testing. Survey methods, procedures, instruments and equipment.
- Traffic control standards, control devices in urban/utility work zones. Identification of confined space hazards during entry.
- Trenching excavation safety including laws and regulations, competency requirements and CAL-OSHA requirements.
- Principles of algebra, geometry and trigonometry.
- Sewer construction, inspection and testing, cleaning methods, safety and elementary hydraulics.
- Project management methods and practices, including scheduling, preparing reports recommendations.
- City and State codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.

#### **Ability to**

- Determine quality of materials and workmanship through inspection. Determine compliance with plans and specifications.
- Read and interpret plans related to public works, water, storm drain and sewage facility projects. Maintain accurate notes and sketches.
- Make fair and impartial decisions. Prepare clear and concise reports.
- Perform complex computations and measurements involving formulas and using advanced applications of algebra, trigonometry and geometry; interpret graphs.
- Compile, analyze and apply engineering data.
- Operate office and other equipment including a computer, radios, camera, air tester, measuring devices and surveying equipment, etc.
- Understand and carry out oral and written directions. Communicate effectively orally and in writing.
- Deal tactfully and effectively with the public.
- Establish and maintain effective relationships with City employees, other City departments, public officials, contractors, outside agencies and the public.
- Read and understand technical reports, maps, drawings, specifications, plans, codes, etc. Learn 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:*

Requires the ability to perform field work involving exertion of a moderate amount of physical effort to stoop, crouch and lift in the performance of duties; ability to work around traffic and construction sites in a safe manner; sufficient hand/eye coordination to perform skilled repetitive movements such as sketching, and using office equipment and supplies; ability to drive motor vehicles. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold and performing inspections in confined spaces.

Must be willing to travel to a variety of off-site locations and be available to respond during off duty hours to coincide with project construction hours.

#### **CAREER LADDER INFORMATION**

Experience gained in this classification supplemented by additional education or training may serve to meet the minimum requirements for promotion to Assistant Engineer.

#### **ESTABLISHED/REVISED DATE**

Established Date: June 2013  
Revised Date: March 2014  
Dept. Review Date: December 2024

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR PLANNER**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Planner examination on a promotional continuous basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying), and an Oral Interview (100%), or on an open continuous basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Senior Planner.

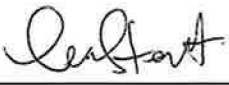
Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on January 14, 2025, the proposed Class Specification will appropriately reflect the position for the examination process.

This is a new class specification and there have been no previous examinations. It was determined that the following weightings were appropriate for this exam: An Application Review (Qualifying) and an Oral Interview (100%).

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

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
\_\_\_\_\_  
Leallani Stewart  
Human Resources Analyst

CONCUR:



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

NOTED:



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

Attachment: A) Senior Planner Class Specification

**6G**

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## SENIOR PLANNER

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### 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.

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### 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.

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### 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.

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### 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.

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**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.

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**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.

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**License and/or Certificate**

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

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**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.

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### **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.

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### **Career Ladder Information**

Experience and/or education gained in this classification may serve towards meeting the minimum requirements for promotion to Planning Manager.

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

Honorable Members:

**SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR ENGINEERING SERVICES MANAGER**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Engineering Services Manager and forward it to the City Council for approval.

**BACKGROUND**

The Community Development Department is going through a reorganization and will be separating the current Building Division into two distinct divisions: the Engineering Division and the Building and Safety Division. The Engineering Services Manager will plan, organize, and direct the activities of the Engineering Division of the Community Development Department, ensuring the efficient execution of engineering projects, and provide strategic direction for the division. The proposed class specification for Engineering Services Manager is submitted for your review and approval.

**ANALYSIS**

The Engineering Services Manager plans, organizes, and directs the activities of the Engineering Division of the Community Development Department; performs and manages complex engineering work including the planning, design, construction and administration of community development projects, and oversees all day-to-day operations of the Engineering Division.

The **Examples of Duties** section reflects principal job duties such as:

- Manages the work of professional engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
- Monitors staff's performance and coaches for improvement and development.
- Develops and administers division budgets; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by division.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops, reviews and recommends approval of engineering plans and specifications, cost estimates, and provides feedback and corrections to developers and outside consultants.
- Implements department programs.

- Provides staff support and makes presentations to City Commissions, the City Council, and Council committees on engineering-related items

The **Qualification Guidelines** section reflects the Knowledge and Core Competencies required for performing the duties of the position such as:

#### **Knowledge of**

- Civil Engineering principles and practices as applied to the field of community development, including street improvement design, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology.
- Professional, technical, legal, and financial issues involved in municipal engineering procedures.
- Construction methods and operations.
- Consultant and construction contract administration.
- Project management techniques, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations.
- Budget preparation principles.
- Management and supervisory principles and practices.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations

#### **Core Competencies**

- Action and Results Focus – Showing initiative and focusing on accomplishments
- Handling Conflict – Managing strained interpersonal situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Taking responsibility for improving the effectiveness of others
- Oral Communication – Engaging effectively in dialogue
- Presentation Skills – Formally delivering information to groups
- Professional and Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications
- Strategic View – Maintaining the big picture and long range objectives as a guide for decisions

The **License or Certificate** section reflects the following requirements:

- Registration as Civil Engineer in the State of California
- Must possess and maintain a valid California Class C driver's license

The **Experience and Education Section** describes the required experience and certification for the position as follows:

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

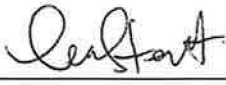
Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience.

The **Special Requirements** section reflects the essential duties of this position including the physical demands and/or working conditions.

The **Career Ladder** section provides information about career movement for the classification.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
\_\_\_\_\_  
Leallani Stewart  
Human Resources Analyst

CONCUR:

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

NOTED:

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

Attachment    A) Proposed Class Specification Engineering Services Manager  
                  B) Community Development Department Organizational Chart (Current)  
                  C) Community Development Department Organizational Chart (Proposed)

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## Engineering Services Manager

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### Definition

Under general direction, plans, organizes, and directs the activities of the Engineering Division of the Community Development Department; performs and manages complex engineering work including the planning, design, construction and administration of community development projects; oversees all day-to-day operations of the Engineering Division, ensuring the efficient execution of engineering projects and providing strategic direction for the division; and performs related work as required.

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### Distinguishing Characteristics

The Engineering Services Manager is distinguished from the Community Development Director in that the incumbent is not responsible for managing the entire Department. Distinguished from the Associate Engineer in that the Associate Engineer does not manage a division of the Department.

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### Supervision Exercised/Received

Receives general direction from the Community Development Director; exercises direct supervision over professional and technical engineering personnel.

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### Examples of Essential Duties

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

- Manages the work of professional engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
  - Monitors staff's performance and coaches for improvement and development.
  - Develops and administers division budgets; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by division.
  - Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
  - Develops, reviews and recommends approval of engineering plans and specifications, cost estimates, and provides feedback and corrections to developers and outside consultants.
  - Implements department programs.
  - Prepares reports, recommendations, and correspondence on current and proposed private projects.
  - Provides staff support and makes presentations to City Commissions, the City Council, and Council committees on engineering-related items.
  - Communicates and resolves conflicts with departmental personnel and the public.
  - Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City development engineering projects including current legislation and trends, which may affect the City and/or Department.
  - Oversees the Inspection Unit in charge of inspecting public right-of-way improvements pertaining to private development and utility company projects.
  - Oversees the GIS Unit including all GIS databases and maps/exhibits for various City projects.
  - Implements and maintains Federal, State and local mandates.
  - Reviews and edits reports prepared by support staff.
  - Coordinates projects with other City Departments, agencies and utilities as required.
  - Attends and conducts meetings as required.
-

## 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:*

- Coordinates projects involving multiple divisions within the Community Development Department.
  - Reviews land development cases and sets conditions on behalf of the Community Development Department.
  - Participates on interdepartmental and intradepartmental teams, committees, and boards as required.
  - Assists in establishing departmental disaster plan as part of the City-wide disaster plan.
  - Performs Emergency Operations Committee (EOC) functions as needed.
  - Other duties as assigned.
- 

## Qualification Guidelines

### Knowledge of:

- Civil Engineering principles and practices as applied to the field of community development, including street improvement design, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology.
- Professional, technical, legal, and financial issues involved in municipal engineering procedures.
- Construction methods and operations.
- Consultant and construction contract administration.
- Project management techniques, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations.
- Budget preparation principles.
- Various types of funding sources for municipal projects.
- Management and supervisory principles and practices.
- Various computer applications including word processing, spreadsheet, and project management programs.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- General City operations.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

### Core Competencies:

- Action and Results Focus – Showing initiative and focusing on accomplishments
- Assessing Talent – Identifying performance capabilities and potential of others
- Decision Making – Exercising discretion and judgment in choosing courses of action
- Fiscal Acumen – Budgeting and allocating monetary resources
- Handling Conflict – Managing strained interpersonal situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Taking responsibility for improving the effectiveness of others
- Oral Communication – Engaging effectively in dialogue
- Presentation Skills – Formally delivering information to groups
- Professional and Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Self-Management – Showing personal organization, self-discipline, and dependability.

- Strategic View – Maintaining the big picture and long range objectives as a guide for decisions
- Written Communication – Communicating effectively in writing.

**License and/or Certificate**

*Must possess and maintain the following:*

Registration as Civil Engineer in the State of California and a valid California Class C driver's license.

**Education and/or Experience**

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

Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience.

**Special Requirements:**

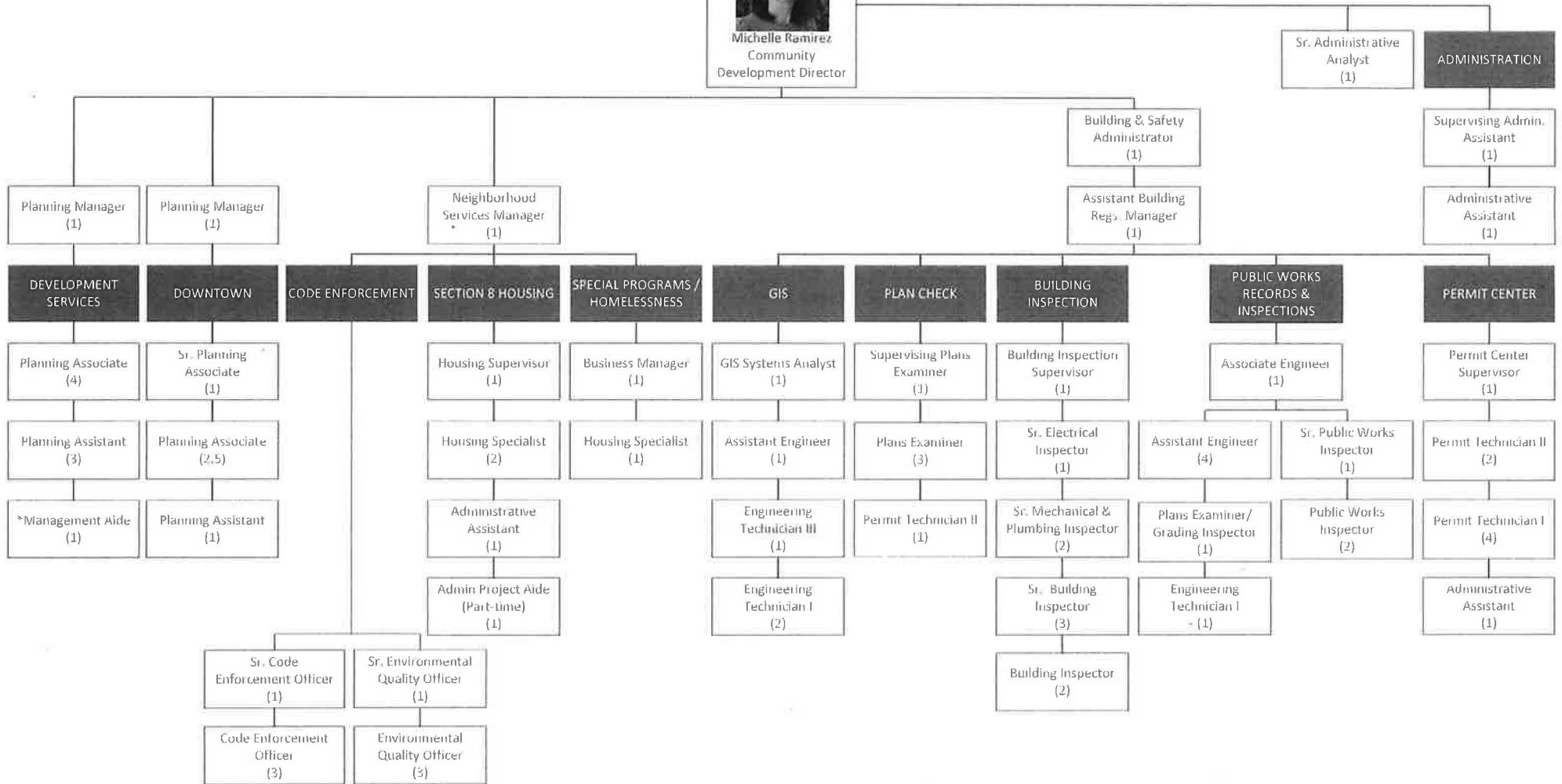
*Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

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 use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

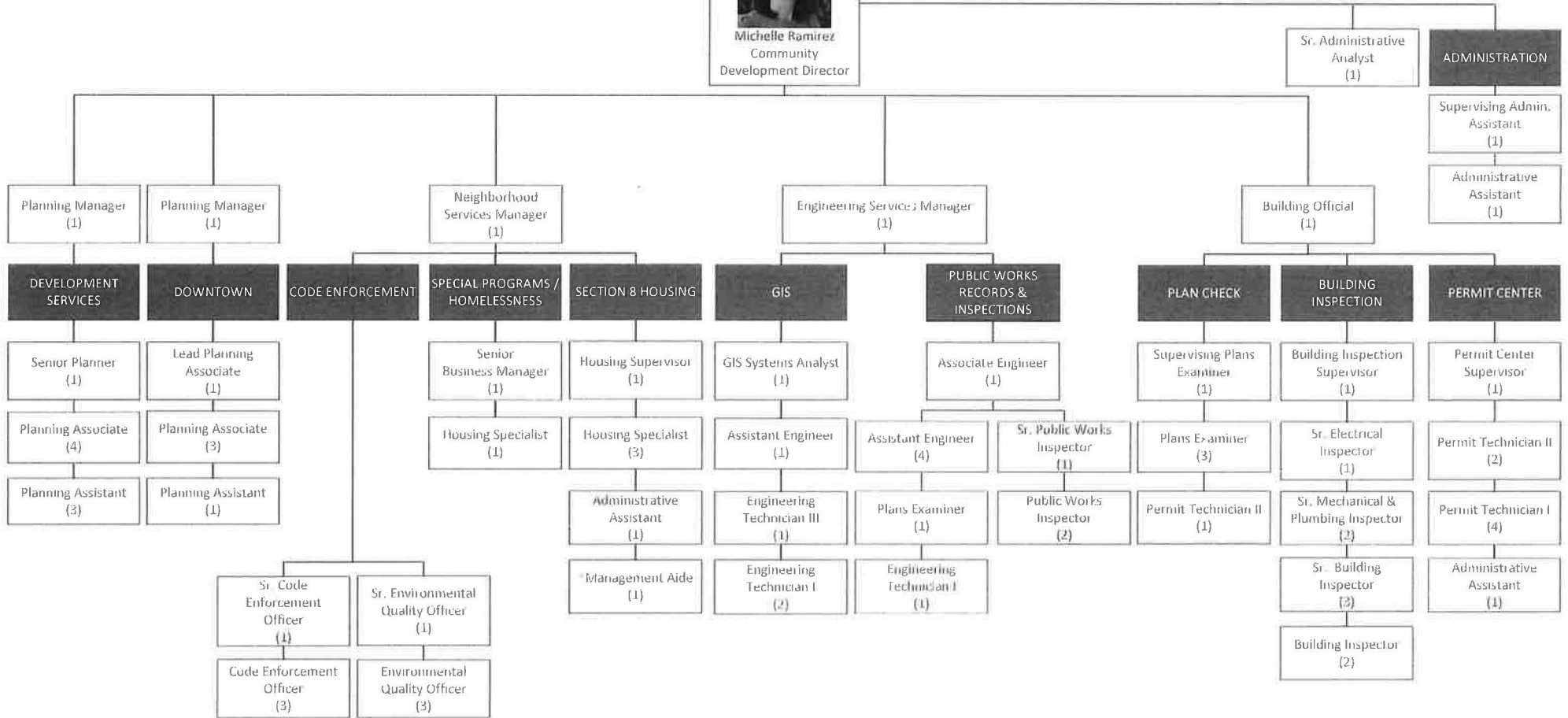
**Career Ladder Information**

Experience and/or education gained in this classification may serve towards meeting the minimum requirements for promotion to Community Development Director.

**CITY OF TORRANCE**  
**Organizational Chart**  
**Community Development Department**



**CITY OF TORRANCE**  
**Organizational Chart**  
**Community Development Department**



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

Honorable Members:

**SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR SENIOR PLANNER**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Senior Planner and forward it to the City Council for approval.

**BACKGROUND**

The Community Development Director requested that a new job classification be created to oversee the day-to-day activities of the Planning division and staff, engage in complex planning projects, and provide expert support to the Community Development Director and Planning Manager in order to better serve the Community Development Department. The Senior Planner manages, directs, and participates in highly complex planning projects and activities, and plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff in the Planning Division. The proposed class specification for Senior Planner is submitted for your review and approval.

**ANALYSIS**

The Senior Planner 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, and provides expert and complex support to the Community Development Director, Planning Manager, City Council, Commissions, and other stakeholders.

The **Examples of Duties** section reflects principal job duties 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.
- 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.

- Reviews staff reports and other work products prepared by professional planning staff; assigns tasks and offers guidance and direction on work plans and methods.

The **Qualification Guidelines** section reflects the Knowledge and Core Competencies required for performing the duties of the position such as:

#### **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.
- 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.

#### **Core Competencies**

- 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
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications
- Teamwork – Collaborating with others to achieve shared goals

The **License or Certificate** section reflects the following requirements:

Must possess and maintain a valid California Class C Driver's License.

The **Experience and Education Section** describes the required experience and certification for the position as follows:

*Any combination of education and experience that provides 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.

The **Special Requirements** section reflects the essential duties of this position including the physical demands and/or working conditions.

The **Career Ladder** section provides information about career movement for the classification.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
\_\_\_\_\_  
Leallani Stewart  
Human Resources Analyst

CONCUR:

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

NOTED:

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

- Attachment    A) Proposed Class Specification Senior Planner  
                  B) Community Development Department Organizational Chart (Current)  
                  C) Community Development Department Organizational Chart (Proposed)

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## SENIOR PLANNER

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### 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.

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### 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.

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### 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.

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### 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.

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**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.

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**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.

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### **License and/or Certificate**

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

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### **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.

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### **Special Requirements**

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

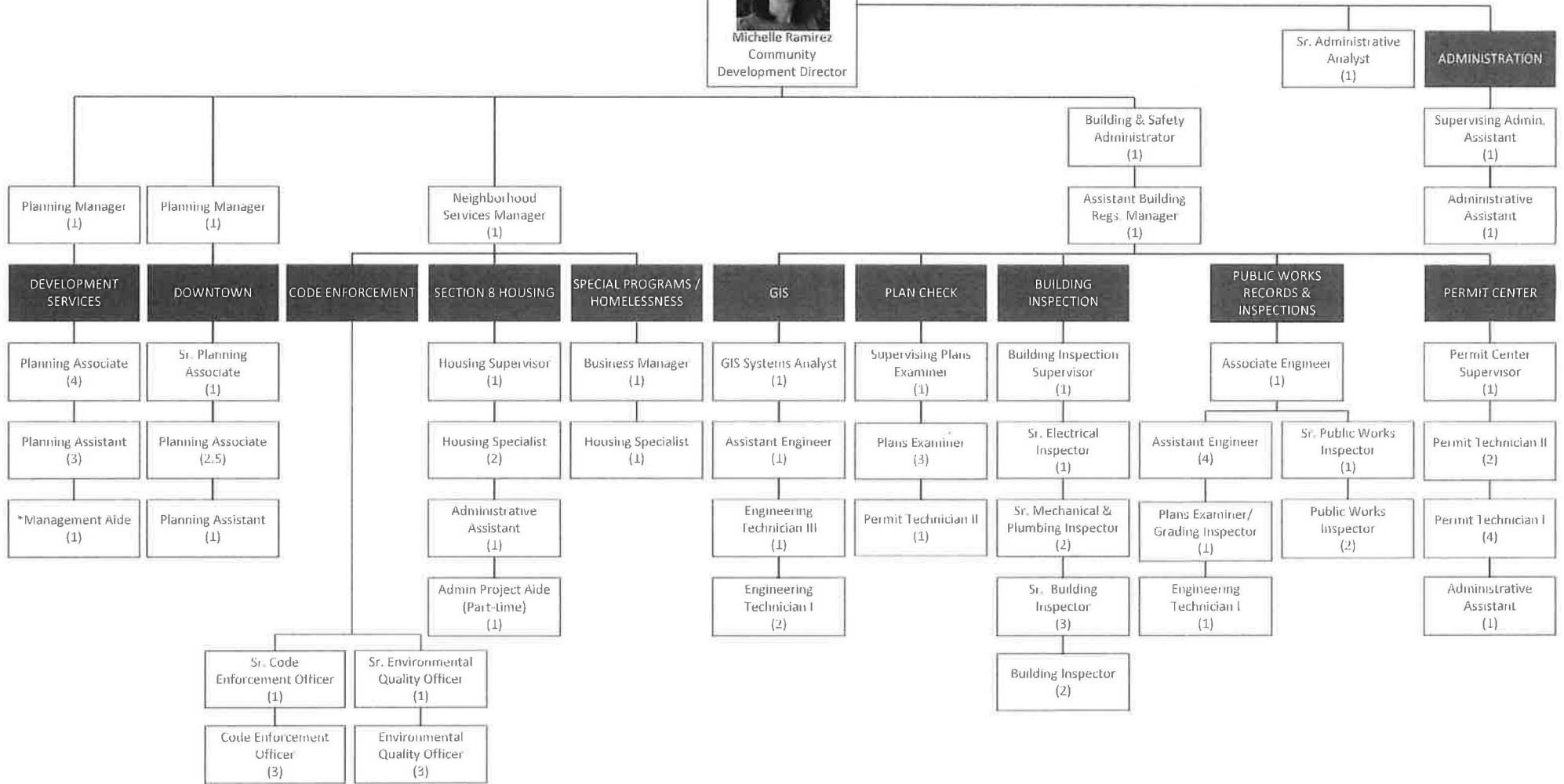
Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer keyboard. Tasks require sound and visual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

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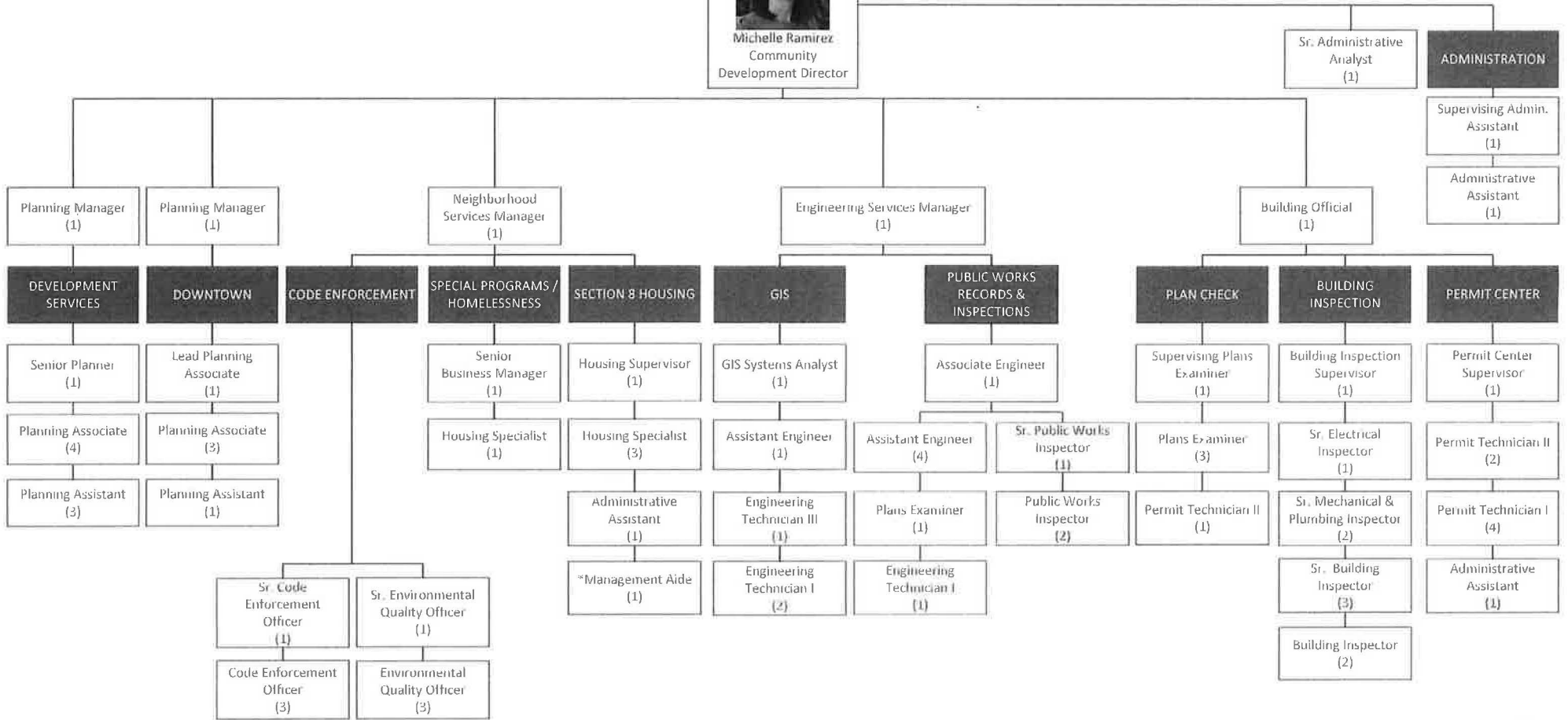
### **Career Ladder Information**

Experience and/or education gained in this classification may serve towards meeting the minimum requirements for promotion to Planning Manager.

**CITY OF TORRANCE**  
**Organizational Chart**  
**Community Development Department**



**CITY OF TORRANCE**  
**Organizational Chart**  
**Community Development Department**



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

Honorable Members:

**SUBJECT: APPROVE TITLE CHANGE AND REVISED CLASS SPECIFICATION FOR ASSISTANT BUILDING REGULATIONS MANAGER**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the title change and revised class specification for Assistant Building Regulations Manager and forward it to the City Council for approval.

**BACKGROUND AND ANALYSIS**

The class specification for Assistant Building Regulations Manager was last revised in 2023. The Community Development Department is going through a reorganization and will be separating the current Building Division into two distinct divisions: the Engineering Division and the Building and Safety Division. The title change from Assistant Building Regulations Manager to Building Official and the revised class specification will allow for direct oversight of the Building and Safety Division. Staff determined that changes to the **Definition, Distinguishing Characteristics, Qualification Guidelines, License and/or Certificate, and Career Ladder** sections were necessary to reflect the current functions of the position.

- The **Definitions Section** has been revised to include the oversight of the Building and Safety Division.
- The **Distinguishing Characteristic Section** was revised to reflect the title change of the position.
- The **Qualification Guidelines Section** was revised to reflect the necessary competencies of the position.
- The **License and/or Certificate** section was revised to reflect the current needs of the position.

- The **Career Ladder** section was revised to reflect accurate information about career movement for the position.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
\_\_\_\_\_  
Leallani Stewart  
Human Resources Analyst

CONCUR:

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

NOTED:

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

- Attachment
- A) Title Change and Revised Class Specification for Building Official
  - B) Existing Class Specification Assistant Building Regulations Manager
  - C) Organizational Chart of the Community Development Department (Current)
  - D) Organizational Chart of the Community Development Department (Proposed)

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## **ASSISTANT BUILDING REGULATIONS MANAGER BUILDING OFFICIAL**

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### **Definition**

Under general direction, plans, organizes and manages the activities of the Building & Safety Division in the Community Development Department. Supervises professional work regarding the most complex designs, plans, specifications, field inspections, and reports of residential, commercial, and industrial structures; and does related work as required. Oversees, the administration and enforcement of state laws and City ordinances governing the construction and use of structures, buildings, and mechanical, electrical and plumbing systems on residential, commercial and industrial structures property throughout the City; is responsible for planning, managing and directing the work of Plan Check, Building Inspection, ~~Public Works Development, Public Works Plan Check/Inspection~~ and performs related work as required.

### **Distinguishing Characteristic**

The ~~Assistant Building Regulations Manager~~ Building Official ~~is distinguished from the Building Regulations Manager in that the incumbent~~ has responsibility for oversight of the day-to-day operation of the permit, plan check and ~~inspection day-to-day Public Works~~ functions in the Division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

### **Supervision Exercised/Received**

Receives general direction from the ~~Community Development Director~~ ~~Building Regulations Manager~~; exercises direct supervision over supervisory, professional and technical personnel.

### **Examples of Essential Duties**

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

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Coordinates proposed projects through development review and participates in related meetings to resolve issues or concerns.
- Researches code requirement, new materials, methods of construction that apply to development and ~~Public Works~~ construction.
- ~~Assist~~ Prepares ~~in the drafting of~~ code revisions.
- Resolves field and office problems regarding the application or interpretation of codes, regulations and construction practices enforced by the division.
- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on related items.
- Prepares and presents oral and written reports on construction, inspection, plan review related Public Improvements and departmental capital projects; develops division procedures and ensures compliance; assists in budgeting and fee review.
- Projects trends in work load activity and assigns work in the most effective and efficient manner to maximize productivity.
- Ensures City building criteria are met; develops and maintains standards for construction methods and materials; oversees the inspection of all public/private buildings and Public Improvements for compliance with Federal, State and Local codes.
- Responds to and resolves difficult and sensitive public inquiries and complaints; provides information on construction regulations, construction techniques and materials.

- Represents the department at various public meetings; meets with a variety of federal, state and private organizations to discuss/negotiate projects.
- Respond to questions and inquiries from the general public other agencies, developers, contractors, engineering professionals, and City staff regarding Public Works and development projects.
- Monitor design criteria and communicate City ordinances, standards, and policies by overseeing and services for consultants, developers, other City departments, utilities, and other outside agencies,

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### Examples of Other Duties

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

- Participates on interdepartmental and intradepartmental teams, committees and boards as required;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or department.
- Monitors the department customer service request system to ensure effective and efficient public relations,
- Performs other duties as assigned, Qualification Guidelines

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### Qualifications Guidelines:

#### Knowledge of:

- Management and supervisory principles and practices;
- Operational characteristics, services and activities of building inspection, permitting, and plan checking program;
- Engineering principles and practices as applied to building construction and Public Improvements, design of public and private structures, water distribution, sewer and drainage systems.
- Federal, State and local laws, codes, environmental and zoning regulations and related ordinances;
- Safety standards and methods of building and Public Works construction;
- Principles and practices of municipal budget preparation and administration;
- Engineering mechanics including stress and strength of building materials;
- Various computer applications utilized in the division including but not limited to word processing, spread sheet and project management programs.
- High quality customer service methodology and principles;
- Safety standards and methods of building construction;
- Safety regulations as required by OSHA and other regulatory agencies.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

#### Ability to:

- ~~Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;~~
- ~~Evaluate, develop and implement division policy and programs to improve operations;~~
- ~~Review proposed state and federal legislation related to building standards and inspection, Public Works construction and recommend the City's position;~~
- ~~Interpret and apply federal, state and local policies, laws and regulations;~~
- ~~Read, understand and interpret technical reports, contracts, plans, and specifications to determine compliance with appropriate codes;~~
- ~~Manage multiple tasks and projects simultaneously and shift priorities as workload demands require;~~
- ~~Analyze complex technical and administrative construction and development problems, evaluate solutions and adopt course(s) of action;~~

- ~~Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;~~
- ~~Manage project workload and communication across division and/or department lines;~~
- ~~Develop, understand, interpret laws and execute rules, regulations, policies and procedures;~~
- ~~Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work;~~
- ~~Effectively prepare and present clear, concise, accurate and comprehensive studies, reports, recommendations, and agenda items;~~
- ~~Work satisfactorily with a team-oriented management style;~~
- ~~Exercise good judgment and confidentiality in maintaining information and records.~~

### Core Competencies:

- Action and Results Focus – Showing initiative and focusing on accomplishments
- Decision Making – Exercising discretion and judgment in choosing courses of action
- Fiscal Acumen – Budgeting and allocating monetary resources
- Handling Conflict – Managing strained interpersonal situations
- 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 Change – Ensuring that organizational change is smooth and successful
- 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
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Self-Management – Showing personal organization, self-discipline, and dependability.
- Strategic View – Maintaining the big picture and long-range objectives as a guide for decisions
- Written Communication – Communicating effectively in writing

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### License and/or Certificate

Must possess a valid Class C California Motor Vehicle Operator's License.

*Incumbents must obtain **one** of the following registrations within one year of appointment:*

- ~~Professional Civil, Structural, Mechanical or Electrical Engineer from the California Board for Professional Engineers and Land Surveyors;~~
- ~~Professional Architect with the California Architects Board; or~~
- Certified Building Official (CBO) from the International Code Council (ICC).

Master Code Professional certification from the International Code Council (ICC) is highly desirable.

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### Education and/or Experience

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

Graduation with a Bachelor's degree in civil engineering, architecture or a closely related field; and four years of increasingly responsible professional experience in civil or structural engineering, structural design, or plan checking for residential, commercial, and industrial structures which included at least 2 years of supervisory experience.

State of California Environmental and local zoning code enforcement experience is desirable.

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**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 use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

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**Career Ladder Information**

Experience gained in this classification ~~would~~ may serve toward meeting the minimum requirements for promotion to ~~Building Regulations Manager~~ Community Development Director.



City of Torrance

## ASSISTANT BUILDING REGULATIONS MANAGER

<b>CLASS CODE</b>	3121	<b>SALARY</b>	\$10,908.00 - \$16,142.00 Monthly \$130,896.00 - \$193,704.00 Annually
<b>BARGAINING UNIT</b>	Executive & Management Employees	<b>ESTABLISHED DATE</b>	January 01, 2018
<b>REVISION DATE</b>	February 07, 2023		

### DEFINITION

Under general direction, assists the Building Regulations Manager in the administration and enforcement of state laws and City ordinances governing the construction and use of structures, buildings, and mechanical, electrical and plumbing systems on residential, commercial and industrial structures property throughout the City; is responsible for planning, managing and directing the work of Plan Check, Building Inspection, Public Works Development, Public Works Plan Check/Inspection and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Assistant Building Regulations Manager is distinguished from the Building Regulations Manager in that the incumbent has responsibility for oversight of the day-to-day operation of the permit, plan check and day to day Public Works functions in the Division. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Building Regulations Manager; exercises direct supervision over supervisory, professional and technical personnel.

### EXAMPLES OF ESSENTIAL DUTIES

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

- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Coordinates proposed projects through development review and participates in related meetings to resolve issues or concerns;
- Researches code requirement, new materials, methods of construction that apply to development and Public Works construction;
- Assist in the drafting of code revisions;
- Resolves field and office problems regarding the application or interpretation of codes, regulations and construction practices enforced by the division;

- Provides staff support and makes presentations to City Commissions, the City Council and Council committees on related items;
- Prepares and presents oral and written reports on construction, inspection, plan review related Public Improvements and departmental capital projects; develops division procedures and ensures compliance; assists in budgeting and fee review;
- Projects trends in work load activity and assigns work in the most effective and efficient manner to maximize productivity;
- Ensures City building criteria are met; develops and maintains standards for construction methods and materials; oversees the inspection of all public/private buildings and Public Improvements for compliance with Federal, State and Local codes;
- Responds to and resolves difficult and sensitive public inquiries and complaints; provides information on construction regulations, construction techniques and materials;
- Represents the department at various public meetings; meets with a variety of federal, state and private organizations to discuss/negotiate projects;
- Respond to questions and inquiries from the general public other agencies, developers, contractors, engineering professionals, and City staff regarding Public Works and development projects;
- Monitor design criteria and communicate City ordinances, standards, and policies by overseeing and services for consultants, developers, other City departments, utilities, and other outside agencies.

#### **Examples of Other Duties**

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

- Participates on interdepartmental and intradepartmental teams, committees and boards as required;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or department'
- Monitors the department customer service request system to ensure effective and efficient public relations'
- Performs other duties as assigned.

### **QUALIFICATION GUIDELINES**

#### **Education and Experience**

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

Graduation with a Bachelor's degree in civil engineering, architecture or a closely related field; and four years of increasingly responsible professional experience in civil or structural engineering, structural design, or plan checking for residential, commercial, and industrial structures which included at least 2 years of supervisory experience.

State of California Environmental and local zoning code enforcement experience is desirable.

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

Must possess a valid Class C California Motor Vehicle Operator's License.

*Incumbents must obtain one of the following registrations within one year of appointment:*

- Professional Civil, Structural, Mechanical or Electrical Engineer from the California Board for Professional Engineers and Land Surveyors;

- Professional Architect with the California Architects Board;
- Certified Building Official (CBO) from the International Code Council (ICC).

Master Code Professional certification from the International Code Council (ICC) is highly desirable.

#### **Knowledge of**

- Management and supervisory principles and practices;
- Operational characteristics, services and activities of building inspection, permitting, and plan checking program;
- Engineering principles and practices as applied to building construction and Public Improvements, design of public and private structures, water distribution, sewer and drainage systems;
- Federal, State and local laws, codes, environmental and zoning regulations and related ordinances;
- Safety standards and methods of building and Public Works construction;
- Principles and practices of municipal budget preparation and administration;
- Engineering mechanics including stress and strength of building materials;
- Various computer applications utilized in the division including but not limited to word processing, spread sheet and project management programs;
- High quality customer service methodology and principles;
- Safety standards and methods of building construction;
- Safety regulations as required by OSHA and other regulatory agencies;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- General City operations.

#### **Ability to**

- Manage the work of subordinates including coaching staff for improvements and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Review proposed state and federal legislation related to building standards and inspection, Public Works construction and recommend the City's position;
- Interpret and apply federal, state and local policies, laws and regulations;
- Read, understand and interpret technical reports, contracts, plans, and specifications to determine compliance with appropriate codes;
- Manage multiple tasks and projects simultaneously and shift priorities as workload demands require;
- Analyze complex technical and administrative construction and development problems, evaluate solutions and adopt course(s) of action;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Manage project workload and communication across division and/or department lines;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, staff, architects, developers, contractors, the general public and others encountered in the course of work;
- Effectively prepare and present clear, concise, accurate and comprehensive studies, reports, recommendations, and agenda items;
- Work satisfactorily with a team-oriented management style;
- Exercise good judgment and confidentiality in maintaining information and records.

**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 use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

**CAREER LADDER INFORMATION**

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to Building Regulations Manager.

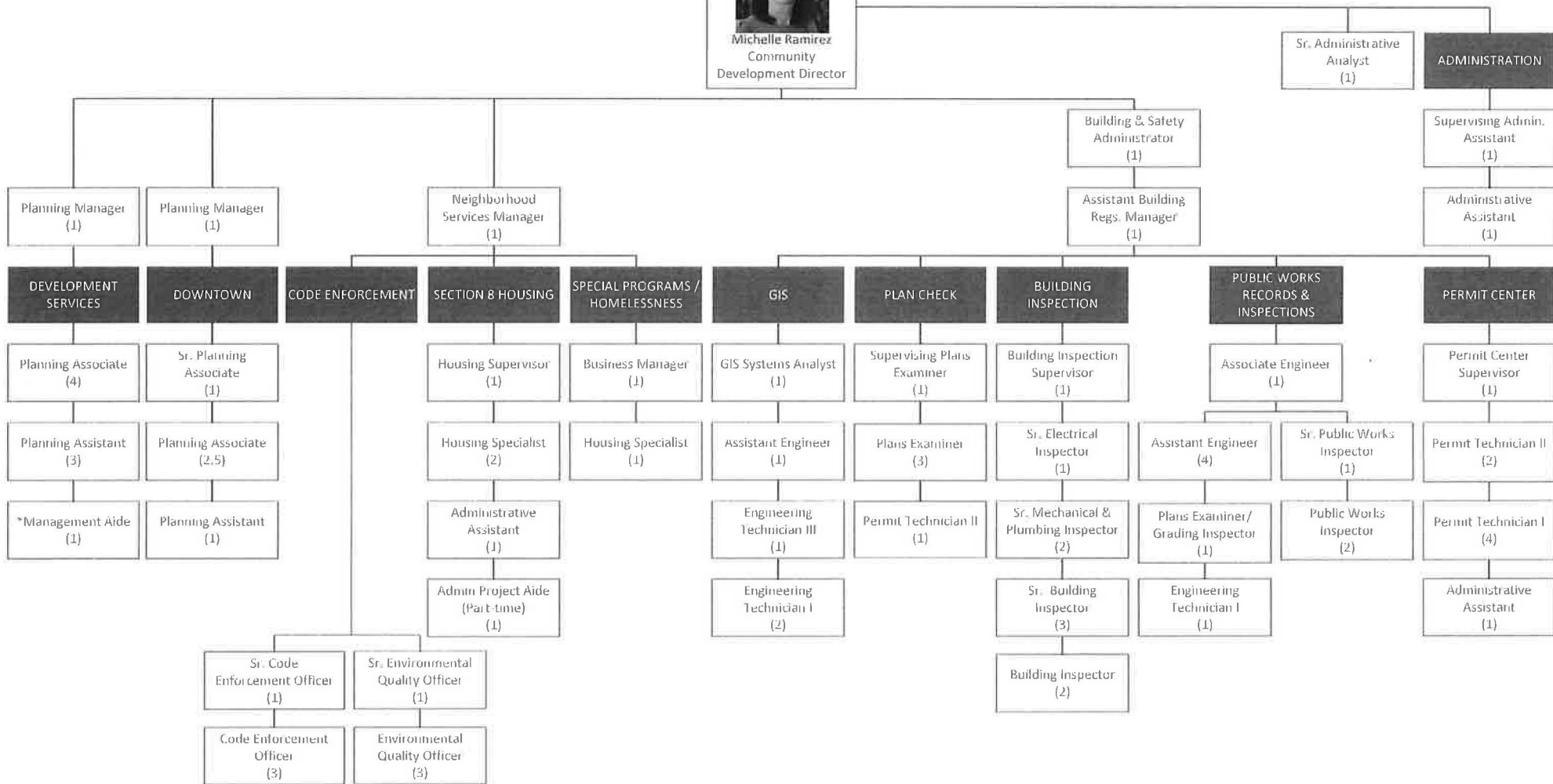
**ESTABLISHED/REVISED DATE**

Established Date: January 2018

Department Review Date: February 2021

Revised Date: February 2023

**CITY OF TORRANCE**  
**Organizational Chart**  
**Community Development Department**



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