

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
REVISED
MONDAY, JANUARY 13, 2025
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 Thursday, January 9, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.

6. CONSENT CALENDAR

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

6A. Approve the Examination for Lead Maintenance Worker.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Lead Maintenance Worker examination on a promotional continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (40%), and an Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

6B. Approve the Examination for Senior Mechanic.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Mechanic examination on a promotional continuous basis if four (4) applications are filed and accepted consisting of an Application Review (Qualifying), Performance Exam (50%), and an Oral Interview (50%), or on open continuous basis if less than four (4) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Approve Revised Class Specification for Deputy City Clerk I.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Deputy City Clerk I and forward it to the City Council for approval.

7B. Accept and File Committee of the Civil Service Commission Appeal of Discipline of a Reprographic Specialist Update.

Recommendation of the Civil Service Manager that your Honorable Body accept and file the Committee of the Civil Service Commission appeal of discipline of a Reprographic Specialist update.

8. HEARINGS

No Business to Consider

9. CLOSED SESSION

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

- 1) Appeal of Discipline of a Torrance Police Officer (8).

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

- 11A. Adjournment of Civil Service Commission Meeting to Monday, January 27, 2025, 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: APPROVE THE EXAMINATION FOR LEAD MAINTENANCE WORKER

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Lead Maintenance Worker examination on a promotional continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (40%), and an Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Lead Maintenance Worker. There is one (1) current vacancy within the Public Works Department, Parkway.

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

The previous examination in 2022 was weighted as follows: Application Review (Qualifying), Written Test (40%), and an Oral Interview (60%). There will be no change to the exam types and weights.

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

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Anaïd Navarro
Principal Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Lead Maintenance Worker Class Specification



City of Torrance
MAINTENANCE WORKER, LEAD

CLASS CODE	5610	SALARY	\$28.77 - \$36.71 Hourly \$4,986.80 - \$6,363.07 Monthly \$59,841.60 - \$76,356.80 Annually
BARGAINING UNIT	Torrance Municipal Employees (AFSCME Local 117)	REVISION DATE	March 01, 2009

DEFINITION

Under general supervision, assists, leads, instructs, directs and monitors the work of a small crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties; and in the construction, repair and maintenance of City streets; develops and maintains a variety of time and materials records and reports; and performs related work as required in one of the following areas:

- **Park Services:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape activities or the installation, maintenance and repair of City park facilities and equipment within assigned City parks, and oversees and assists with the inspection, maintenance and basic repair of irrigation systems and park and recreational facilities and equipment.
- **Streetscape:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape and trees on assigned City medians and parkways; oversees and assists with the calibration, maintenance and basic repair of irrigation systems at those sites; and plans and establishes traffic safety patterns to ensure the safety of the crew and the public.
- **Street Operations:** Leads, instructs, assists and ensures the safety of crews engaged in the construction, repair and maintenance of City streets, sumps and ditches; and performs a variety of skilled construction, maintenance and/or trades work; transports and safely operates a variety of vehicles, tools and complex equipment.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

This is the lead classification within the Maintenance Worker series. Incumbents in this classification are distinguished from the Maintenance Worker by the responsibility for crew leadership and the safety of assigned work sites; the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating schedules.

This classification is distinguished from the classifications of Parks Services Supervisor and Public Works Supervisor as these classifications have full supervisory responsibility for the performance of multiple crews engaged in the work of their work division; while the Lead Maintenance Worker has responsibility for the leadership of an assigned crew and job site safety; full supervisory responsibility for crew performance remains with the division supervisor.

Receives general supervision from the Public Works Supervisor or a Park Services Supervisor; may provide technical supervision to Maintenance Worker.

EXAMPLES OF ESSENTIAL DUTIES

ATTACHMENT A

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

- Leads, instructs and assists an assigned crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties or in the construction, repair and maintenance of City streets, sumps and ditches;
- Confers with supervisor relative to crew member performance and on deviations from work schedules or assignments;
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment;
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation;
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor;
- Oversees field maintenance of tools and equipment;
- Develops and maintains time and materials records and prepares periodic and special reports;
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety;
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

Park Services

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass in assigned City parks and in the inspection, maintenance and basic repair of park and recreational facilities and equipment;
- Oversees and assists a variety of grounds maintenance activities including, mowing, edging, cultivating, planting, and fertilizing lawns and landscaped areas; and the staking of trees as necessary;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;
- Directs and/or Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and calibrates automatic control systems.

Streetscape

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass on assigned City medians and parkways;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;
- Prepares trees for removal, removes roots and stumps using a stump grinding machine;
- Operates all power equipment necessary to perform tree trimming/landscape operations including: aerial truck, chipper, root grinder, stump grinder, backhoe, skip loader, water truck, and chain saws;
- Uses axes, power or hand saws and other basic trimming tools to prune trees, remove limbs and branches;
- Responds to emergency calls for tree removal and trimming, and takes appropriate action;
- Calibrates, maintains and performs basic repair of irrigation systems at assigned job sites; refers as appropriate for specialized repair;
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety.

Street Operations:

- Leads, instructs and assists an assigned crew engaged in the construction, repair and maintenance of City streets; cutting out, backfilling and compacting patching material; and rolling areas with oil, rock, asphalt and

other permanent paving materials after excavations have settled to fill and holes, ditches and cracks in City streets;

- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety;
- Develops and maintains time and materials records and prepares periodic and special reports.

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:

- Conducts equipment safety training;
- Responds to emergency calls during work and may be subject to call out during non work hours;
- Performs other job-related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience performing landscaping, construction and/or maintenance duties comparable to that of a Maintenance Worker that includes completion of required training and attainment of required proficiency and certifications.

License and/or Certificates

Possess and maintain a valid California Driver license of appropriate class or grade with appropriate endorsements as required by work assignment.

Park Services: California driver license class A is required for Park assignments.

Streetscape: California driver license class B is required for some of the equipment operated or hauled in this division.

Street Operations: California driver license class A is required.

Knowledge of

- Basic methods and proper and effective use of hand and power tools, materials and equipment used in maintenance, construction trades and/or gardening;
- Work safety and basic first aid practices;
- Principles of supervision;
- Basic mathematics;
- Standard departmental work procedures;
- Effective public service techniques;
- Defensive driving practices;
- City and Department Mission including strategic goals and objectives; and
- General City operations.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

Park Services:

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs;
- Park maintenance procedures;
- Modern methods, techniques, and materials used for landscaping, grounds;
- Plant pests and diseases, and methods of control and eradication;
- Water line and irrigation system installation, maintenance and repair.

Streetscape:

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs including planting, pruning, shaping, trimming and maintenance methods and procedures for different tree species;
- Modern methods, techniques, materials used for landscaping, and grounds;
- Water line and irrigation system installation, maintenance and repair;
- Traffic control rules and regulations;
- Tree pruning and removal techniques;
- Common and botanical names of trees;
- Various kinds of soil preparation in planting work and the use of different kinds of fertilizers;
- Insects, parasites and fungi, and the pesticide sprays or other means for their extermination;
- Customer service principles;
- Tree trimming guidelines according to ANSI (American National Standards Institute) and ISA (International Society of Arboriculture);
- Safety guidelines according to OSHA (Occupational Safety and Health Administration);
- Safety practices related to the use of chain saws and other power tools, vehicle and equipment operation, heavy lifting, and general field operations;
- Proper use and maintenance of hand tools, power tools and equipment used in tree maintenance.

Street Operations

- Methods, terminology, tools and equipment used in street construction and repair;
- Characteristics and uses of concrete, asphalt and a variety of paving materials;
- Standard safety practices and devices used in street construction and repair projects;
- Traffic control rules and regulations.

Ability to

- Plan, schedule, inspect, monitor and assist the work of an assigned crew;
- Read and interpret plans and specifications;
- Physically perform sustained manual labor;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments;
- Operate vehicles with automatic transmissions observing legal and defensive driving practices;
- Effectively follow oral and written instructions;
- Identify and effectively resolve technical problems related to work assignments;
- Understand, follow and instruct others on work safety procedures and practices;
- Develop and maintain time and material records and produce a variety of reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments.

SPECIAL REQUIREMENTS

Physical Requirements

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 50 pounds and up to 100 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Work Environment

Dependent upon assignment, essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; around moving objects and vehicles; around machinery with moving parts; on ladders and scaffolding; and occasionally below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

CAREER LADDER INFORMATION

Experience gained in the classification of Lead Maintenance Worker may serve to meet minimum qualifications for promotion to Public Works Supervisor or Parks Services Supervisor.

ESTABLISHED/REVISED DATE

Revised : March 2009

Department Review: September 2024

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR MECHANIC

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Mechanic examination on a promotional continuous basis if four (4) applications are filed and accepted consisting of an Application Review (Qualifying), Performance Exam (50%), and an Oral Interview (50%), or on an open continuous basis if less than four (4) 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 Mechanic. There is one (1) current vacancy within the Fleet Services Department due to a promotion.


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

The previous examination in 2023 was weighted as follows: Application Review (Qualifying), Performance Exam (50%), and an Oral Interview (50%).

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 Melgoza
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Senior Mechanic Specification



City of Torrance
MECHANIC, SENIOR

CLASS CODE	5515	SALARY	\$35.31 - \$40.88 Hourly \$6,120.40 - \$7,085.87 Monthly \$73,444.80 - \$85,030.40 Annually
BARGAINING UNIT	Torrance Municipal Employees (AFSCME Local 117)	REVISION DATE	September 01, 1995

DEFINITION

Under general supervision, performs skilled mechanical work in the diagnosis, maintenance and repair of medium and heavy duty vehicles and equipment such as buses, refuse trucks, graders, tractors, sweepers and heavy duty trucks; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from Fleet Services Manager and Fleet Services Supervisor in that the incumbent does not have administrative responsibilities such as assigning or coordinating work assignments. Distinguished from Mechanic in that the incumbent works primarily on medium and heavy duty vehicles and equipment.

EXAMPLES OF ESSENTIAL DUTIES

- Diagnoses problems and determines the extent of repairs or adjustments needed for medium and heavy duty vehicles and equipment;
- Maintains, adjusts, repairs, rebuilds and overhauls operating systems including, but not limited to, electrical, charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking, steering and hydraulic systems;
- Maintains, adjusts, repairs, rebuilds and overhauls components such as engines, transmissions, drive shafts, differentials, air brakes, radiators and bodies;
- Operates vehicle testing and operating equipment;
- Builds and fabricates special bodies, housings, brackets and accessories using machining tools and equipment;
- Enters repair orders and keeps maintenance records of time spent, materials and parts used and type of work performed in automated system;
- Provides technical direction and training to Mechanics and Equipment Attendants;
- Organizes, cleans and maintains work shop area;
- May drive vehicles into and out of service bays and perform road tests.

QUALIFICATION GUIDELINES

Experience and Education

Four years of recent skilled mechanical experience, at least one of which includes servicing and repair of heavy

duty vehicles and equipment. Satisfactory completion of courses in the repair of heavy-duty vehicles and equipment may be substituted for the one year of heavy duty vehicle and equipment experience required. Courses must be approved by the Civil Service and Fleet Services Department and must include hydraulic, electrical, fuel systems, engine and transmission overhaul.

License and/or Certificates

A valid Class B California driver's license within six weeks of hire date.

SPECIAL REQUIREMENTS

Must provide own tools to perform job duties.

ESTABLISHED/REVISED DATE

Revised Date: September 1995

Reviewed Date: November 2019

Reviewed Date: April 2022

Reviewed Date: December 2024

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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR DEPUTY CITY CLERK I

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Deputy City Clerk I and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

The City Clerk requested to convert a Records Management Specialist position to Deputy City Clerk I position during the mid-year budget review for FY 2023-2024. Due to this program modification, the City Clerk requested that the class specification for Deputy City Clerk I be reviewed to ensure it would accurately reflect the position. The Deputy City Clerk I classification will now assist in supporting the functions of the Department's Records Division. As the custodian of all official City records, the City Clerk's Office handles all public records requests to ensure transparency to the public in a prompt and timely manner. The conversion of the Records Management Specialist to a Deputy City Clerk I will allow for much needed cross-training within the Department and provide greater flexibility for handling public records requests.

Staff reviewed the Deputy City Clerk I class specification and determined that the following changes were necessary to reflect the current functions of the position.

- The **Examples of Essential Duties Section** was revised to include supporting the functions of the Department's Records Division.
- The **Qualification Guidelines Section** was revised to reflect the necessary competencies of the position. Core competencies are utilized to provide the capabilities, knowledge, skills, and resources that constitute what is needed to be successful in the classification
- The **License and/or Certificate Section** was revised to reflect the current needs of the position.
- The **Education and Experience Section** was revised to reflect the current needs of the position.

Staff has met and conferred with representatives from Torrance Employees Clerical Association (TCEA) who concur in the recommendation before your Honorable Body.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachments: A) Revised Class Specification Deputy City Clerk I
B) Existing Class Specification Deputy City Clerk I
C) Organizational Chart of the City Clerk's Office

DEPUTY CITY CLERK I

Definition

Under general supervision, performs paraprofessional, technical and administrative work in support of City Clerk functions which require a high degree of discretion and independent judgement; and performs other related duties as required.

Distinguishing Characteristics

This is a paraprofessional class in the City Clerk series and is distinguished from the Deputy City Clerk II which is the supervisory/professional level in the series. Incumbents are required to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval. Interpretation of administrative or operational policies is necessary. This classification may serve as a bridge from the paraprofessional or **clerical administrative** classifications into professional level work.

Supervision Exercised/Received

Receives supervision from the Deputy City Clerk II or Deputy City Clerk III. May provide technical supervision and/or lead direction to lower level **clerical administrative** support staff.

Examples of Essential Duties:

The following duties represent the principal job duties; however, they may vary depending upon actual assignment and are not all-inclusive.

- Performs a full range of specialized, technical, and confidential office administrative and advanced clerical support functions of a specialized nature in support of the City Clerk's Department;
- Reviews agenda items to ensure conformity within guidelines; assembles and distributes City Council agenda packets; notifies parties of scheduled hearing dates; as assigned, records actions at Council meetings, workshops, or other committee meetings, and prepares minutes;
- Prepares and coordinates the publication, posting and distribution of legal notices for public meetings and hearings; assures that legal requirements are met for publication and posting of agendas and minutes and assures compliance with Ralph M. Brown Act requirements;
- Retains, maintains, distributes and files records and documents related to transactions of the City and its employees including Ordinances, Resolutions, Deeds, Contracts, Agreements and other documents, notices, minutes, reports and related papers; maintains and updates the Municipal Code; maintains indexing and filing systems for records of City Council actions, documents, and a variety of other related records;
- Receives, processes, coordinates, logs and monitors claims against the City and subpoenas;
- Assists in the codification of City ordinances by performing quality control review of indexing done through contract;
- Coordinates the work of and provides training and technical direction to less experienced staff;
- Receives, processes, coordinates, logs and monitors Fair Political Practices Commission (FPPC) statements of economic interest, campaign filings for elected and appointed officials, employees and contractors; tracks status, maintains logs and generates notices to designated filers;
- Accepts, verifies and maintains FPPC filings from candidates for office; provides information to candidates about City, responsibilities of the Council or Mayor, extent of authority, election signs, and requirements for filing campaign expenditures and donations; transmits information on

- candidates to County for printing of ballots; processes the filing of Conflict of Interest and election campaign statements;
- Coordinates with the County to conduct municipal elections; prepares appropriate resolutions and ordinances in conjunction with requirements for and results of the election; schedules and prepares necessary documentation for the City Council to certify elections; and posts election results;
 - Provides assistance to the Mayor and City Council, the public, City commissions and committees, and other agencies on functions of the City Clerk's Office; responds to inquiries and provides information regarding City policies and procedures;
 - Researches, retrieves, and provides information and/or documents in response to public records requests from staff and the public. Prepares documents for release by determining and redacting confidential, privileged and proprietary information; ~~pertaining to minutes, ordinances, resolutions, and history of the City to the Mayor and City Council, the public, City commissions and committees, and other agencies;~~
 - Assists in the planning and implementation of software installation and applications upgrades and the coordination between vendors and City Information Technology staff;
 - Maintains records, updates webpages, follows Citywide records retention schedules, policies, and procedures for records management;
 - Interprets and applies a wide variety of laws, regulations, policies and procedures governing the legislative and public records functions of municipalities; advises others on the interpretation and applicability to their situation;
 - Assists with the Citywide records management program which includes storage systems, including records filing and retrieval, and assisting with internal ~~and offsite~~ audits for legal retention requirements;
 - Assist in the execution and archiving of legal records, including contracts, agreements, deeds, and recording documents;
 - Prepares documents for imaging and permanent storage, including scanning and OCR'ing; purges and boxes files for transfer or destruction; assists with the administration of the citywide destruction of records in accordance with the Records Retention Schedule including the preparation of Records Transfer and Destruction forms; works with all departments in the purging of files and coordination of the timely destruction of records; assists with the annual citywide records purge;
 - Acts as system administrator for the Public Records Request management system including adding and deleting users, assigning records requests to individual team members, assists and trains users in the Public Records Request management system;
 - ~~Complete records transfer and records destruction forms in the maintenance of department and citywide records.~~
 - May notarize and certify documents and administer oaths of office;
 - May attend meetings in place of the City Clerk, record minutes, transcribe, and prepare them for distribution;
 - May act in the absence of Deputy City Clerk II.

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:

- May provide front counter assistance; screen office visitors, respond to requests for information, distribute appropriate forms and instructions and/or assist visitors in locating appropriate information and materials.
- May update and maintain the division or department's web page on the City's public and intra-city websites.

- May assist in the preparation of the budget and monitor budget expenditures in assigned accounts to ensure maintenance of an appropriate funds balances.
 - Attends department, City Council and Commission meetings, as required.
 - Serves on various committees, as appropriate.
 - Attends trainings and certification programs.
 - Performs related duties as required.
-

Qualification Guidelines

Knowledge of:

- Legal requirements of local, state and federal laws relating to records retention and destruction;
- Laws, regulations, policies and procedures governing the legislative and public records functions of municipalities including the Brown Act, the Maddy Act, the Elections Code, the Fair Political Practices Code (FPPC), the Public Records Act, Notary Public regulations, other government codes, municipal code, policies and procedures, and the City Charter;
- Principles, practices and procedures of automated and manual records management, retrieval and storage including micrographics, electronic imaging, automated information retrieval systems and computer systems and software related to maintaining municipal records;
- Basic principles of supervision and training;
- Software applications currently in use by the City, including records management, word-processing, spreadsheet and database applications;
- Modern office procedures, document preparation for optical scanning of records;
- Business correspondence and basic report preparation, proper written and spoken English including spelling, grammar and punctuation;
- Customer service principles and practices;
- City and Department Mission statements including strategic goals and objectives;
- Applicable local, State and Federal regulations, City codes, ordinances and administrative rules and regulations affecting departmental operations;
- General City operations.

Core Competencies:

- Analyzing & Interpreting Data - Drawing meaning and conclusions from quantitative or qualitative data;
- Critical Thinking - Analytically and logically evaluating information, propositions, and claims;
- Decision Making - Choosing optimal courses of action in a timely manner;
- Reading Comprehension - Understanding and using written information;
- General Physical Ability - Using strength, endurance, flexibility, balance, and coordination;
- Legal & Regulatory Navigation - Understanding, interpreting, and ensuring compliance with laws and regulations;
- Professional & Technical Expertise - Applying technical subject matter to the job;
- Using Technology - Working with electronic hardware and software applications;
- Action & Results Focus - Initiating tasks and focusing on accomplishment;
- Adaptability - Responding positively to change and modifying behavior as the situation requires;
- Attention to Detail - Focusing on the details of work content, work steps, and final work products;
- Oral Communication - Engaging effectively in dialogue;
- Customer Focus - Attending to the needs and expectation of customers;
- Relationship Building - Establishing rapport and maintaining mutually productive relationships.

Ability to:

- ~~Interpret, apply and explain general administrative and departmental policies and procedures, applicable federal, state, and local laws, codes, and regulations;~~
- ~~Establish and maintain a variety of files and records;~~
- ~~Exercise good judgment and confidentiality in maintaining critical and sensitive information;~~
- ~~Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;~~
- ~~Respond tactfully, clearly, concisely, and appropriately to inquiries from coworkers, management, other City employees, public officials, representatives from other agencies, and the general public;~~
- ~~Work under steady pressure with frequent interruptions and a high degree of public contact by phone and in person;~~
- ~~Establish and maintain effective working relationships with coworkers, management, other City employees, public officials, representatives from other agencies, and the general public;~~
- ~~Act independently, follow through to ensure accuracy, exercise sound judgment within established guidelines and maintain confidentiality;~~
- ~~Use proper English grammar and spell correctly;~~
- ~~Communicate effectively both orally and in writing;~~
- ~~Understand and carry out complex oral and written instructions;~~
- ~~Operate office equipment including computers and supporting word processing, spreadsheet, database applications, and specialized programs related to department operations;~~
- ~~Lift and carry moderate to heavy objects.~~
- ~~Learn and utilize new skills and information to improve job performance and efficiency.~~

LICENSES AND CERTIFICATIONS

A valid class C California driver's license.

May be requested to obtain a A valid Notary Public License ~~must be obtained prior to the completion of the probationary period and maintained thereafter.~~

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:

Three years of increasingly responsible administrative experience which included duties requiring the use of initiative and independent judgment.; or an equivalent combination of related education and experience may also be substituted.

Experience in a City Clerk's office, specialized records management experience, or similar government setting is preferred desirable.

SPECIAL REQUIREMENTS:

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

Physical Requirements

Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and often under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to lift and carry objects weighing up to 35 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the

public, staff and others on the phone and in the office; to see clearly from less than one foot to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position may require the ability to climb stairs, and to kneel and/or crouch to retrieve files and other items.

Work Environment

Essential duties of this classification are primarily performed in a dynamic office environment that may include frequent interruptions and/or a high level of public contact.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to training and education may serve to meet the minimum requirements for promotion to Deputy City Clerk II.



City of Torrance
CITY CLERK I, DEPUTY

CLASS CODE	1120	SALARY	\$26.33 - \$33.62 Hourly \$4,563.87 - \$5,827.47 Monthly \$54,766.40 - \$69,929.60 Annually
BARGAINING UNIT	Torrance City Employees Association	ESTABLISHED DATE	August 01, 2017
REVISION DATE	November 21, 2017		

DEFINITION

Under general supervision, performs paraprofessional, technical and administrative work in support of City Clerk functions which require a high degree of discretion and independent judgment; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

This is a paraprofessional class in the City Clerk series and is distinguished from the Deputy City Clerk II which is the supervisory/professional level in the series. Incumbents are required to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval. Interpretation of administrative or operational policies is necessary. This classification may serve as a bridge from the paraprofessional or clerical classifications into professional level work.

Receives supervision from the Deputy City Clerk II or Deputy City Clerk III. May provide technical supervision and/or lead direction to lower level clerical support staff.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however, they may vary depending upon actual assignment and are not all-inclusive.

- Reviews agenda items to ensure conformity within guidelines; assembles and distributes City Council agenda packets; notifies parties of scheduled hearing dates; as assigned, records actions at Council meetings, workshops, or other committee meetings, and prepares minutes;
- Prepares and coordinates the publication, posting and distribution of legal notices for public meetings and hearings; assures that legal requirements are met for publication and posting of agendas and minutes and assures compliance with Ralph M. Brown Act requirements;
- Retains, maintains, distributes and files records and documents related to transactions of the City and its employees including Ordinances, Resolutions, Deeds, Contracts, Agreements and other documents, notices, minutes, reports and related papers; maintains and updates the Municipal Code; maintains indexing and filing systems for records of City Council actions, documents, and a variety of other related records;
- Receives, processes, coordinates, logs and monitors claims against the City and subpoenas;
- Assists in the codification of City ordinances by performing quality control review of indexing done through contract;

- Coordinates the work of and provides training and technical direction to less experienced staff;
- Receives, processes, coordinates, logs and monitors Fair Political Practices Commission (FPPC) statements of economic interest, campaign filings for elected and appointed officials, employees and contractors; tracks status, maintains logs and generates notices to designated filers;
- Accepts, verifies and maintains FPPC filings from candidates for office; provides information to candidates about City, responsibilities of the Council or Mayor, extent of authority, election signs, and requirements for filing campaign expenditures and donations; transmits information on candidates to County for printing of ballots; processes the filing of Conflict of Interest and election campaign statements;
- Coordinates with the County to conduct municipal elections; prepares appropriate resolutions and ordinances in conjunction with requirements for and results of the election; schedules and prepares necessary documentation for the City Council to certify elections; and posts election results;
- Provides assistance to the Mayor and City Council, the public, City commissions and committees, and other agencies on functions of the City Clerk's Office; responds to inquiries and provides information regarding City policies and procedures;
- Researches, retrieves, and provides information pertaining to minutes, ordinances, resolutions, and history of the City to the Mayor and City Council, the public, City commissions and committees, and other agencies;
- Assists in the planning and implementation of software installation and applications upgrades and the coordination between vendors and City Information Technology staff;
- Maintains records, updates webpages, follows Citywide records retention schedules, policies, and procedures for records management;
- Interprets and applies a wide variety of laws, regulations, policies and procedures governing the legislative and public records functions of municipalities; advises others on the interpretation and applicability to their situation;
- Assists with the Citywide records management program which includes storage systems, including records filing and retrieval, and assisting with internal and offsite audits for legal retention requirements;
- Assist in the execution and archiving of legal records, including contracts, agreements, deeds, and recording documents;
- Complete records transfer and records destruction forms in the maintenance of department and citywide records;
- May notarize and certify documents and administer oaths of office.
- May attend meetings in place of the City Clerk, record minutes and prepare them for distribution;
- May act in the absence of Deputy City Clerk II.

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:

- May provide front counter assistance; screen office visitors, respond to requests for information, distribute appropriate forms and instructions and/or assist visitors in locating appropriate information and materials;
- May update and maintain the division or department's web page on the City's public and intra-city websites;
- May assist in the preparation of the budget and monitor budget expenditures in assigned accounts to ensure maintenance of an appropriate funds balances;
- Attends department, City Council and Commission meetings, as required.
- Serves on various committees, as appropriate;
- Attends trainings and certification programs;
- Performs related duties as required.

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:

Three years of increasingly responsible administrative experience which included duties requiring the use of initiative and independent judgment.; or an equivalent combination of related education and experience may also be substituted.

Experience in a City Clerk's office or similar government setting is preferred.

LICENSES AND CERTIFICATIONS

A valid class C California driver's license.

A valid Notary Public License must be obtained prior to the completion of the probationary period and maintained thereafter.

Knowledge of

- Legal requirements of local, state and federal laws relating to records retention and destruction;
- Laws, regulations, policies and procedures governing the legislative and public records functions of municipalities including the Brown Act, the Maddy Act, the Elections Code, the Fair Political Practices Code (FPPC), the Public Records Act, Notary Public regulations, other government codes, municipal code, policies and procedures, and the City Charter;
- Principles, practices and procedures of automated and manual records management, retrieval and storage including micrographics, electronic imaging, automated information retrieval systems and computer systems and software related to maintaining municipal records;
- Basic principles of supervision and training;
- Software applications currently in use by the City, including records management, word-processing, spreadsheet and database applications;
- Modern office procedures, document preparation for optical scanning of records;
- Business correspondence and basic report preparation, proper written and spoken English including spelling, grammar and punctuation;
- Customer service principles and practices;
- City and Department Mission statements including strategic goals and objectives;
- Applicable local, State and Federal regulations, City codes, ordinances and administrative rules and regulations affecting departmental operations;
- General City operations.

Ability to

- Interpret, apply and explain general administrative and departmental policies and procedures, applicable federal, state, and local laws, codes, and regulations;
- Establish and maintain a variety of files and records;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from coworkers, management, other City employees, public officials, representatives from other agencies, and the general public;
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone and in person;

- Establish and maintain effective working relationships with coworkers, management, other City employees, public officials, representatives from other agencies, and the general public;
- Act independently, follow through to ensure accuracy, exercise sound judgment within established guidelines and maintain confidentiality;
- Use proper English grammar and spell correctly;
- Communicate effectively both orally and in writing;
- Understand and carry out complex oral and written instructions;
- Operate office equipment including computers and supporting word processing, spreadsheet, database applications, and specialized programs related to department operations;
- Lift and carry moderate to heavy objects.
- 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:

Physical Requirements

Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and often under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to lift and carry objects weighing up to 35 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office; to see clearly from less than one foot to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position may require the ability to climb stairs, and to kneel and/or crouch to retrieve files and other items.

Work Environment

Essential duties of this classification are primarily performed in a dynamic office environment that may include frequent interruptions and/or a high level of public contact.

CAREER LADDER INFORMATION

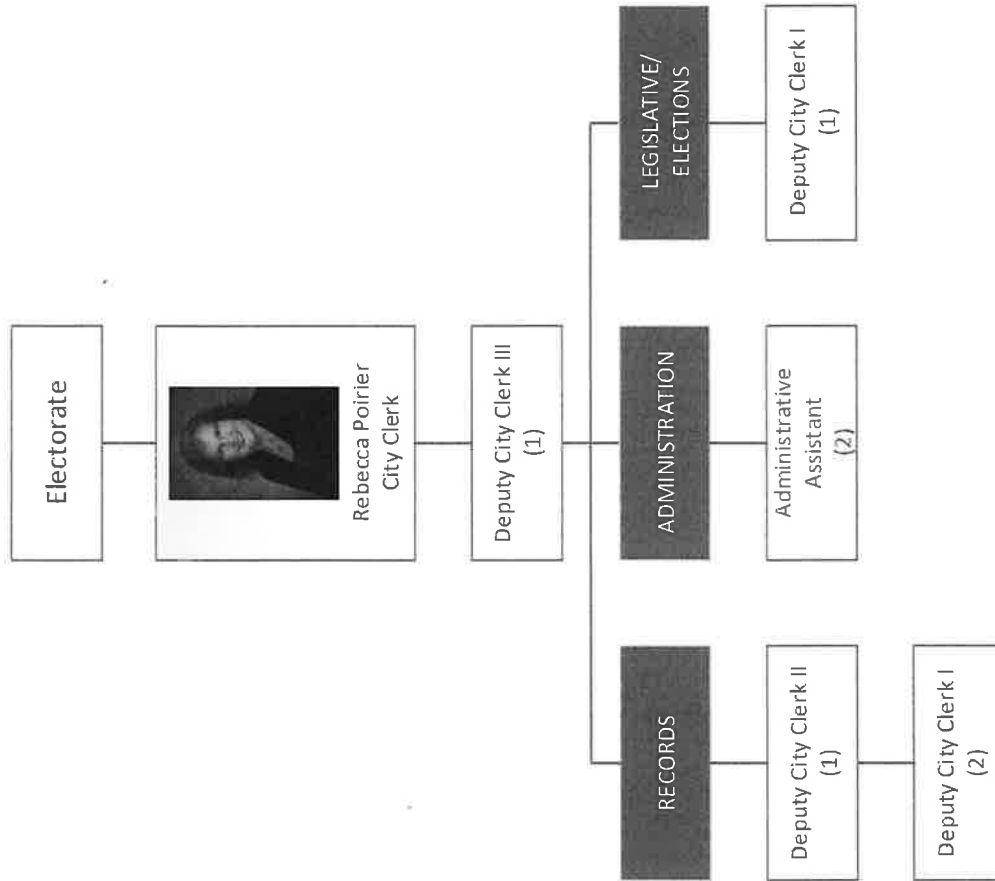
Experience gained in this classification in addition to training and education may serve to meet the minimum requirements for promotion to Deputy City Clerk II.

ESTABLISHED/REVISED DATE

Established: August 2017

Dept. Review: February 2022

CITY OF TORRANCE
Organizational Chart
City Clerk



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

Honorable Members:

**SUBJECT: ACCEPT AND FILE COMMITTEE OF THE CIVIL SERVICE COMMISSION
APPEAL OF DISCIPLINE OF A REPROGRAPHIC SPECIALIST UPDATE.**

RECOMMENDATION:

Recommendation of the Civil Service Manager that your Honorable Body accept and file the Committee of the Civil Service Commission appeal of discipline of a Reprographic Specialist update.

BACKGROUND/ANALYSIS:

The Committee of the Civil Service Commission heard the appeal of discipline of a Reprographics Specialist on January 7, 8, and 9, 2025, and will continue the hearing on January 27, 29, 30, and 31, 2025, after which time the findings of fact, conclusions of law, and a recommendation will come back to the Civil Service Commission as a whole.

Respectfully submitted,

Brianne Cohen

Brianne Cohen
Civil Service Manager

7B

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

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

The Civil Service Commission will meet in Closed Session for the following purpose:

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

- 1) Appeal of Discipline of a Police Officer (8).

Respectfully submitted,



Brianne Cohen
Civil Service Manager