

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, FEBRUARY 10, 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, February 6, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of September 23, 2024, September 30, 2024, October 7, 2024, October 14, 2024, November 18, 2024, November 25, 2024, December 9, 2024, January 6, 2025, and January 13, 2025. (*Minutes provided to Commission members only, copies available in the Personnel Building*).

6B. Approve the Examination for Park Services Manager.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Park Services Manager examination on a promotional continuous basis if four (4) 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 four (4) applications are filed and accepted. Staff is requesting approval for a three-month eligible list.

6C. Approve the Examination for Senior Administrative Assistant.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Administrative Assistant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

6D. Approve the Examination for Waste Management Coordinator.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Waste Management Coordinator 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.

7. ADMINISTRATIVE MATTERS

7A. Approve Proposed Class Specification for Waste Management Coordinator.

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

7B. Approve Revised Class Specification for Park Services Manager.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Park Services 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, February 24, 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 PARK SERVICES MANAGER

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Park Services Manager examination on a promotional continuous basis if four (4) 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 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 Park Services Manager.

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on February 25, 2025, the proposed Class Specification will appropriately reflect the position for the examination process.

The previous examination in 2016 was weighted as follows: Application Review (Qualifying), a Performance Test (50%), and an Oral Interview (50%). Staff conducted an analysis of the previous exam components and it was determined that the knowledge and core competencies that are required for this position can be more effectively assessed using the following weights: Application Review (Qualifying) and 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) Park Services Manager Class Specification

6B

PARK SERVICES MANAGER

Definition

Under general direction, plans, organizes, and directs the activities of the Park Services Division including the maintenance, construction and improvement of City parks, preserves, park facilities and landscaped areas; and performs related work as required.

Distinguishing Characteristics

The Park Services Manager is distinguished from the Community Services Director in that the incumbent does not have responsibility for the entire department and is distinguished from Park Services Supervisors and Nature Center Manager/Naturalist in that the incumbent is responsible for managing the entire 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 Services Director; provides direct supervision to supervisory staff and support staff of the Division.

Examples of Essential Duties

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

- Plans, organizes, and manages the operations of the Parks Division to ensure effective maintenance and management of City parks, preserves, park facilities, public landscapes, natural and open space areas.
 - Manages the work of Division 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.
 - Develops, implements, and evaluates Division plans, policies, and procedures to achieve annual goals and objectives.
 - Oversees and participates in the development and administration of the Park Services Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
 - Monitors the performance of contractors engaged in landscape maintenance and park construction to ensure that the contractor is meeting the provisions of the specifications.
 - Coordinates projects with other City departments and agencies.
 - Stays abreast of current developments in trade industries and technologies legislation and trends, which may affect the City and/or Division.
 - Implements and maintains Federal, State and local mandates.
 - Performs research, prepares reports and recommendations, and conducts public presentations to the City Council, Commissions, outside agencies, and various diverse technical and non-technical audiences.
-

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 and/or attends meetings as required.
 - Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community, and other interested groups.
 - Receives and responds to and resolves difficult and sensitive inquiries and complaints.
 - Perform related duties as required.
-

Qualification Guidelines

Knowledge of:

- Methods, equipment, materials, and supplies used in the maintenance and construction of City parks.
- Programs, activities, and exhibits appropriate for the Nature Center and Madrona Marsh.
- Horticulture suitable to the area.
- Vernal wetlands, habitat restoration and maintenance, and native plant propagation.
- Principles of customer service and public relations.
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration.
- Principles of public relations.
- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices, including grant application and administration methods and techniques.
- Applicable Federal, State and local regulations.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.
- City 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:

- 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:

A valid California Class C driver's license.

Incumbents must complete the following requirements within one year of appointment:

- Certified Playground Safety Inspector (CPSI) certification program.
- Qualified Applicators License as issued by the State of California Department of Pesticide Regulation.

Certified Arborist Certificate from the International Society of Arboriculture (ISA) is desirable.

Education and/or Experience

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

A Bachelor's Degree in park management, landscape architecture, horticulture, forestry, environmental studies, public or business administration, or other job related field and four years of progressively responsible park or landscape maintenance experience, which includes at least two years of supervisory experience.

Special Requirements

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators and a computer keyboard. Some tasks require the ability to perceive and discriminate colors or shades of colors; to perceive and discriminate sounds; visual perception and discrimination; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

The employee works under typical office conditions with a quiet work environment about half the time. The remaining time is spent in the field around machinery and vehicles that may expose the employee to loud noise; some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and toxic agents.

Career Ladder Information

Experience and/or education gained in this position may serve to meet the minimum qualifications for the Community Services Director and/or Public Works Director position.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR ADMINISTRATIVE ASSISTANT

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Administrative Assistant examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS

There is no current eligible list for the classification of Senior Administrative Assistant. There is one (1) vacancy in the City Manager's Office.

The class specification has been reviewed by the City Manager's Office and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached Class Specification.

The previous examination in 2023 was weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). 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 weightings: 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 
Alfredo Melgoza
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Senior Administrative Assistant Class Specification

6C



City of Torrance

ADMINISTRATIVE ASSISTANT, SENIOR

CLASS CODE	1134	SALARY	\$30.49 - \$37.09 Hourly \$5,284.93 - \$6,428.93 Monthly \$63,419.20 - \$77,147.20 Annually
BARGAINING UNIT	Torrance Professional & Supervisory Association	ESTABLISHED DATE	October 01, 2009

DEFINITION

Under direction, provides administrative and secretarial support to a department head or executive manager; uses independent judgment and initiative in the planning, organization and performance of responsible and confidential secretarial work; serves as point of contact for the department coordinating communication, information, schedules and activities, tracking activities to ensure appropriate response and/or timely completion; may supervise or provide lead direction to clerical and/or secretarial support staff; performs other duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Senior Administrative Assistant reports directly to a department head or executive manager. Incumbents exercise a high degree of discretion and independent judgment in the performance of duties. This classification is distinguished from lower level administrative support positions by a higher level of administrative knowledge and experience required for successful performance of the full range of assigned duties; supervisory and/or lead responsibility for clerical and/or secretarial staff; a greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and a potential for greater impact of erroneous decisions on operating costs and schedules of a City department.

The Senior Administrative Assistant is distinguished from the Supervising Administrative Assistant as the latter classification has full responsibility for planning and administering department office operations and administrative support activities, budget administration and direct supervision of departmental clerical, secretarial and administrative staff.

Receives direction from a department head or executive manager; may provide direct supervision and/or lead direction to a small clerical and/or administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Coordinates, designs, revises and maintains overall office systems for records and documents related to departmental operations;

- Establishes and maintains confidential files, materials and information;
- Schedules and coordinates appointments, conferences, meetings and maintains appointment calendar for department head and/or executive; tracks a variety of matters referred by the City Manager and information and actions requested by the City Council to ensure that deadlines are met;
- Receives, screens, and responds to requests, queries and complaints, received by phone, mail, email or in person from visitors, other City departments and the public relative to departmental and City policies, procedures and regulations;
- Screens and distributes incoming correspondence to department head, executive and/or staff members;
- Performs routine but specialized administrative duties related to departmental operations including data research, report writing, coordination of special events, and development and maintenance of tracking systems for budget expenditures;
- Researches and completes a variety of documents regarding personnel matters and departmental operations, coordinating activities with other departments as appropriate, and ensuring timely submittal to appropriate department for processing;
- Independently, composes letters, memos and other written communications on routine matters;
- Edits, proofreads and corrects written materials to ensure correct format, spelling, punctuation, syntax and grammar;
- Prepares correspondence, such as letters, memos, reports, Commission and Council items and other materials on a variety of general and technical topics from rough drafts and other sources;
- As assigned, purchases and maintains office supply inventory; receives cash receipts and administers related budget and reports;
- As assigned, provides supervision and/or lead direction to departmental clerical and/or secretarial staff.

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;
- Serves on various committees as appropriate;
- Performs special projects as assigned and related work 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:

Graduation from high school or equivalent and three years of increasingly responsible secretarial and/or administrative support experience; courses in office administration and business occupations and experience in a lead capacity are desirable.

License and/or Certificates

Possession of a valid California class C driver license and safe driving record may be required for assignment to some positions in the classification.

Knowledge of

- Standard office procedures and practices;

- General knowledge of City operations;
- English usage, spelling, grammar, syntax and punctuation and business math;
- Modern office equipment and software applications;
- Advanced principles and methods of business correspondence and report preparation;
- Advanced record keeping methods;
- General methods of budget preparation and financial record keeping;
- Telephone etiquette and principles of effective public relations;
- Modern supervisory principles and practices;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Work independently, exercise good judgment in making decisions and in performing assigned duties;
- Perform multiple and concurrent detailed tasks often under time constraints and/or in an environment of frequent interruptions;
- Interpret, explain and enforce departmental and City policies and procedures;
- Establish and maintain complex and confidential records, files and documents;
- Perform highly skilled administrative and secretarial work;
- Proofread and detect errors in typing, spelling, syntax and punctuation and make accurate mathematical computations;
- Communicate clearly and concisely, both orally and in writing;
- Collect, interpret and exercise judgment in organizing data and compiling reports;
- Type a variety of materials to, include letters, memos, reports, legal documents, Commission and Council items from rough drafts and other sources;
- Understand and accurately follow brief oral and written instructions;
- Effectively operate a computer and peripheral office equipment;
- Supervise or Lead the work of subordinate staff including planning, organizing, prioritizing, assigning, reviewing, monitoring and evaluating work, as assigned;
- Establish and maintain effective working relationships with those contacted in the course of work including City employees, City and other government officials, and the general public;
- Perform multiple and concurrent detailed tasks in an environment of time constraints and frequent interruptions;
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS

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 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 push and/or pull objects weighing up to 30 pounds; to lift and carry objects weighing up to 15 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 arms length 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, 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 the classification of Senior Administrative Assistant may serve to meet minimum qualifications for promotion to Supervising Administrative Assistant.

ESTABLISHED/REVISED DATE

Established Date: October 2009

Dept. Review Date: April 2023

Dept. Review Date: February 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR WASTE MANAGEMENT COORDINATOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Waste Management Coordinator 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 Waste Management Coordinator. 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.

This is a new class specification and there have been no previous examinations. Similar to other positions, it is recommended that the exam components be weighted as follows: An 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) Waste Management Coordinator Class Specification

6D

Waste Management Coordinator

Definition

Under direction, performs technical and administrative work in support of environmental programs and recycling and waste reduction and diversion initiatives.

Distinguishing Characteristics

A Waste Management Coordinator is distinguished from a Policy and Resources Specialist in that incumbents in the Waste Management Coordinator position provides professional and functional level skills, while incumbents in the Policy and Resources Specialist position provide technical level skills in environmental programs and recycling and waste reduction and diversion initiatives.

Supervision Exercised/Received:

Receives general supervision from the Policy and Resources Specialist and/or Sanitation Services Manager; may provide lead direction to lower-level clerical support staff.

Examples of Essential Duties

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

- Receives, inspects and investigates a variety of waste-related complaints and violations regarding ordinances, codes and regulations related to solid waste, organic waste and recycling programs, and storm water and sewer programs
- Conducts scheduled and random field inspections and investigations at residential, multifamily, commercial, and construction and demolition properties to ensure compliance with solid waste, storm water and sewer system requirements
- Monitor federal, state and local legislative changes
- Assists in monitoring City-wide refuse and recycling, food recovery, household hazardous waste and other environmental programs to meet Federal and state federal regulations
- Develops, implements and monitors the City's recycling and waste reduction activities for compliance with State-mandated recycling goals.
- Conducts research and prepares memoranda, staff reports, surveys, and other written documentation to analyze issues
- Assists with administering grants related to waste and recycling programs or projects.
- Interacts with the public in a friendly and professional manner during inspections and investigations of commercial, industrial and residential sites for compliance with associated environmental programs
- Coordinates public education events and prepares and maintains educational and promotional materials.
- Provides technical support related to environmental issues to all Public Works Divisions and other City Departments.

Class Designation: Civil Service

- Provides technical assistance and interprets plans, regulations and procedures to the public, private haulers, commercial businesses, and industrial companies.
- Prepares, monitors, and analyzes financial, statistical, and technical data relating to recycling and waste reduction activities, grant funding, and permit fees.
- May act as the main liaison with the City's Private Haulers.
- Writes reports and makes presentations to business and community groups.
- Performs other related duties, as assigned.

Qualification Guidelines**Knowledge of:**

- Laws, rules and regulations relating to environmental compliance including but not limited to AB 939, AB 341, SB 1383, AB 1826, SB 54
- Computer software applications related to data analysis and report preparation;
- Applicable Federal, State, and local regulations pertaining to assigned areas of responsibility;
- Trends, practices and technology in environmental resource sustainability;
- Program development and implementation principles and practices;
- Grant application and administration methods and techniques;
- Research and report writing methods and techniques;
- Principles and practices of budget development and reporting;
- Public relations and customer service techniques, including telephone etiquette;
- Understanding of city functions, policies, practices and procedures;
- Research methodologies & resources, including internet and report writing;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Professional public relations skills, principles and practices, including both written and oral presentations.

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.
- Oral Communication – Engaging effectively in dialogue.
- Presentation Skills – Formally delivering information to groups.
- Professional & Technical Expertise – Applying technical subject matter to the job. Knows information required to perform a specific job.
- Attention to Detail – Extremely careful in addressing all aspects of each work assignment to produce completed staff work and/or avoid any negative outcomes.
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications.
- 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.
- Teamwork – Collaborating with others to achieve shared goals.

License or Certificate

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

Education and Experience

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

Graduation from a college or university with a bachelor's degree in environmental sciences, sustainability, public administration or a closely related field; and six months of experience in the development, implementation, or administration of public or private recycling and waste reduction programs and activities.

Special Requirements

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

Physical Requirements

Job duties are generally performed in a normal office environment and in the field. While performing the job duties, incumbents will be required to sit, use hands to type on a keyboard or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aid the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet.

May be required to work outside of scheduled business hours including evenings and weekends in order to attend meetings and special events.

Career Ladder Information

Experience gained in this classification may serve towards meeting the minimum requirements for promotion to Policy and Resources Specialist.

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

Honorable Members:

**SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR WASTE
MANAGEMENT COORDINATOR**

RECOMMENDATION

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

BACKGROUND

On December 17, 2024, City Council approved the Proposed Program Modifications for Fiscal Year 2024-2025 budget which included the addition of the Waste Management Coordinator position in the Public Works Department, Sanitation Division. This position will be responsible for ensuring that commercial solid waste generators and haulers comply with SB 1383 and other solid waste legislation. SB 1383, enacted in 2022, requires local jurisdictions to: provide organic waste collection to all residents and businesses, establish an edible food recovery program, conduct annual outreach and education to all stakeholders, complete annual inspections of regulated businesses, and other enforcement actions required by SB 1383. The Public Works Director has requested that a new job classification be created to oversee commercial solid waste generators and haulers.

This proposed class specification for the Waste Management Coordinator is submitted for your review and approval.

ANALYSIS

The Waste Management Coordinator performs technical and administrative work in support of environmental programs, and recycling and waste reduction and diversion initiatives within the Sanitation Division.

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

- Receives, inspects and investigates a variety of waste-related complaints and violations regarding ordinances, codes and regulations related to solid waste, organic waste and recycling programs, and storm water and sewer programs
- Conducts scheduled and random field inspections and investigations at residential, multifamily, commercial, and construction and demolition properties to ensure compliance with solid waste, storm water and sewer system requirements
- Monitor federal, state and local legislative changes
- Assists in monitoring City-wide refuse and recycling, food recovery, household hazardous waste and other environmental programs to meet federal and state regulations

- Develops, implements and monitors the City's recycling and waste reduction activities for compliance with State-mandated recycling goals
- Conducts research and prepares memoranda, staff reports, surveys, and other written documentation to analyze issues
- Assists with administering grants related to waste and recycling programs or projects.
- Interacts with the public in a friendly and professional manner during inspections and investigations of commercial, industrial, and residential sites for compliance with associated environmental programs
- Coordinates public education events and prepares and maintains educational and promotional materials
- Provides technical support related to environmental issues to all Public Works Divisions and other City Departments.
- Provides technical assistance and interprets plans, regulations, and procedures to the public, private haulers, commercial businesses, and industrial companies.
- Prepares, monitors, and analyzes financial, statistical, and technical data relating to recycling and waste reduction activities, grant funding, and permit fees.
- May act as the main liaison with the City's Private Haulers.
- Writes reports and makes presentations to business and community groups.
- Performs other related duties, as assigned.

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

Knowledge of

- Laws, rules and regulations relating to environmental compliance including but not limited to AB 939, AB 341, SB 1383, AB 1826, SB 54
- Computer software applications related to data analysis and report preparation;
- Applicable Federal, State, and local regulations pertaining to assigned areas of responsibility;
- Trends, practices and technology in environmental resource sustainability;
- Program development and implementation principles and practices;
- Grant application and administration methods and techniques;
- Research and report writing methods and techniques;
- Principles and practices of budget development and reporting;
- Public relations and customer service techniques, including telephone etiquette;
- Understanding of city functions, policies, practices and procedures;
- Research methodologies & resources, including internet and report writing;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Professional public relations skills, principles and practices, including both written and oral presentations.

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.
- Oral Communication – Engaging effectively in dialogue.
- Presentation Skills – Formally delivering information to groups.

- Professional & Technical Expertise – Applying technical subject matter to the job. Knows information required to perform a specific job.
- Attention to Detail – Extremely careful in addressing all aspects of each work assignment to produce completed staff work and/or avoid any negative outcomes.
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications.
- 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.
- 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:

Graduation from a college or university with a bachelor’s degree in environmental sciences, sustainability, public administration or a closely relate field; and six months of experience in the development, implementation, or administration of public or private recycling and waste reduction programs and activities.

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 
Anaïd Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

- Attachment
- A) Proposed Class Specification Waste Management Coordinator
 - B) Public Works Department Organizational Chart (Current)
 - C) Public Works Department Organizational Chart (Proposed)

Waste Management Coordinator

Definition

Under direction, performs technical and administrative work in support of environmental programs and recycling and waste reduction and diversion initiatives.

Distinguishing Characteristics

A Waste Management Coordinator is distinguished from a Policy and Resources Specialist in that incumbents in the Waste Management Coordinator position provides professional and functional level skills, while incumbents in the Policy and Resources Specialist position provide technical level skills in environmental programs and recycling and waste reduction and diversion initiatives.

Supervision Exercised/Received:

Receives general supervision from the Policy and Resources Specialist and/or Sanitation Services Manager; may provide lead direction to lower-level clerical support staff.

Examples of Essential Duties

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

- Receives, inspects and investigates a variety of waste-related complaints and violations regarding ordinances, codes and regulations related to solid waste, organic waste and recycling programs, and storm water and sewer programs
- Conducts scheduled and random field inspections and investigations at residential, multifamily, commercial, and construction and demolition properties to ensure compliance with solid waste, storm water and sewer system requirements
- Monitor federal, state and local legislative changes
- Assists in monitoring City-wide refuse and recycling, food recovery, household hazardous waste and other environmental programs to meet Federal and state federal regulations
- Develops, implements and monitors the City's recycling and waste reduction activities for compliance with State-mandated recycling goals.
- Conducts research and prepares memoranda, staff reports, surveys, and other written documentation to analyze issues
- Assists with administering grants related to waste and recycling programs or projects.
- Interacts with the public in a friendly and professional manner during inspections and investigations of commercial, industrial and residential sites for compliance with associated environmental programs
- Coordinates public education events and prepares and maintains educational and promotional materials.
- Provides technical support related to environmental issues to all Public Works Divisions and other City Departments.

Class Designation: Civil Service

- Provides technical assistance and interprets plans, regulations and procedures to the public, private haulers, commercial businesses, and industrial companies.
- Prepares, monitors, and analyzes financial, statistical, and technical data relating to recycling and waste reduction activities, grant funding, and permit fees.
- May act as the main liaison with the City's Private Haulers.
- Writes reports and makes presentations to business and community groups.
- Performs other related duties, as assigned.

Qualification Guidelines

Knowledge of:

- Laws, rules and regulations relating to environmental compliance including but not limited to AB 939, AB 341, SB 1383, AB 1826, SB 54
- Computer software applications related to data analysis and report preparation;
- Applicable Federal, State, and local regulations pertaining to assigned areas of responsibility;
- Trends, practices and technology in environmental resource sustainability;
- Program development and implementation principles and practices;
- Grant application and administration methods and techniques;
- Research and report writing methods and techniques;
- Principles and practices of budget development and reporting;
- Public relations and customer service techniques, including telephone etiquette;
- Understanding of city functions, policies, practices and procedures;
- Research methodologies & resources, including internet and report writing;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Professional public relations skills, principles and practices, including both written and oral presentations.

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.
- Oral Communication – Engaging effectively in dialogue.
- Presentation Skills – Formally delivering information to groups.
- Professional & Technical Expertise – Applying technical subject matter to the job. Knows information required to perform a specific job.
- Attention to Detail – Extremely careful in addressing all aspects of each work assignment to produce completed staff work and/or avoid any negative outcomes.
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications.
- 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.
- Teamwork – Collaborating with others to achieve shared goals.

License or Certificate

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

Education and Experience

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

Graduation from a college or university with a bachelor's degree in environmental sciences, sustainability, public administration or a closely related field; and six months of experience in the development, implementation, or administration of public or private recycling and waste reduction programs and activities.

Special Requirements

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

Physical Requirements

Job duties are generally performed in a normal office environment and in the field. While performing the job duties, incumbents will be required to sit, use hands to type on a keyboard or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aid the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet.

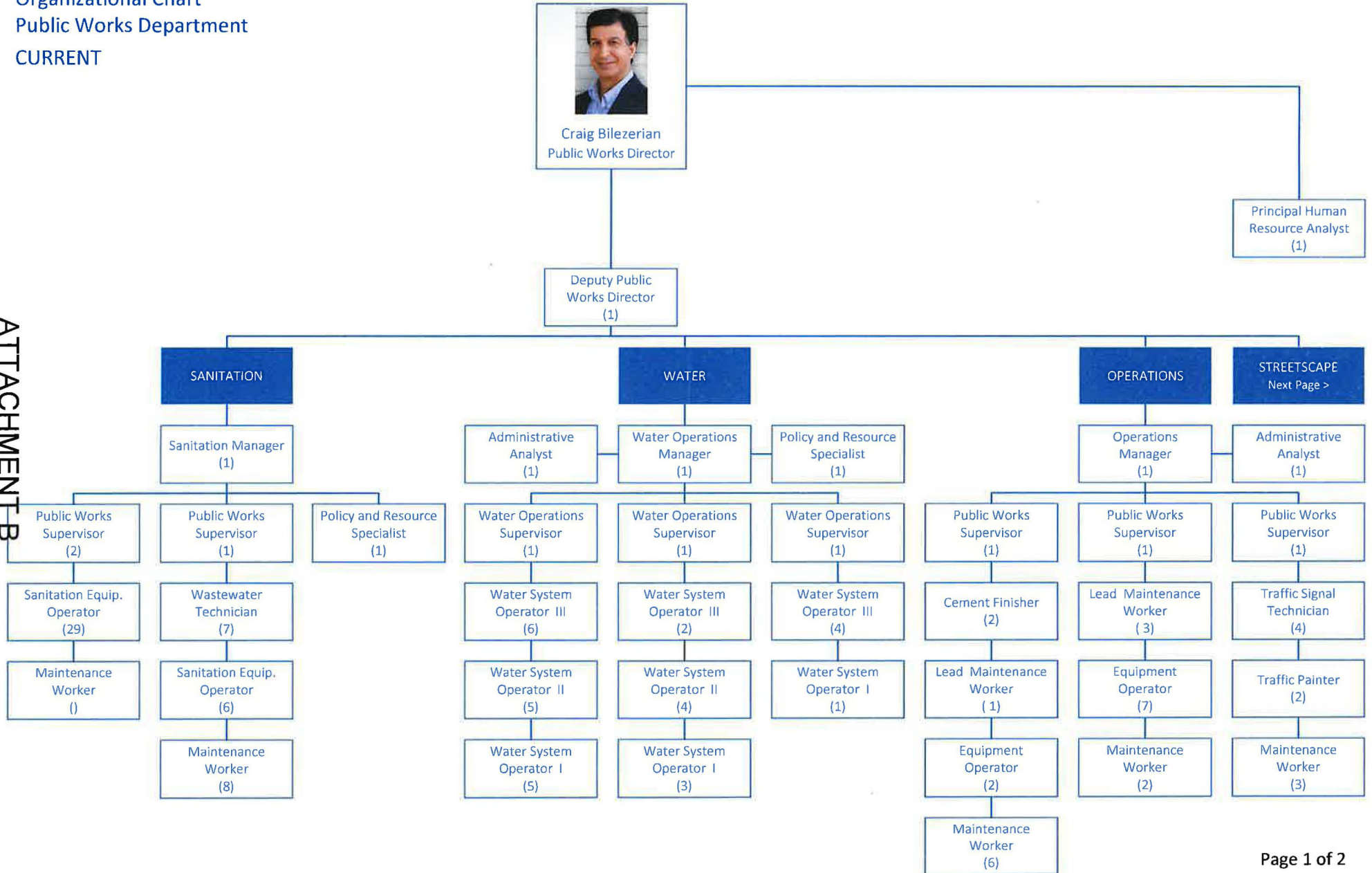
May be required to work outside of scheduled business hours including evenings and weekends in order to attend meetings and special events.

Career Ladder Information

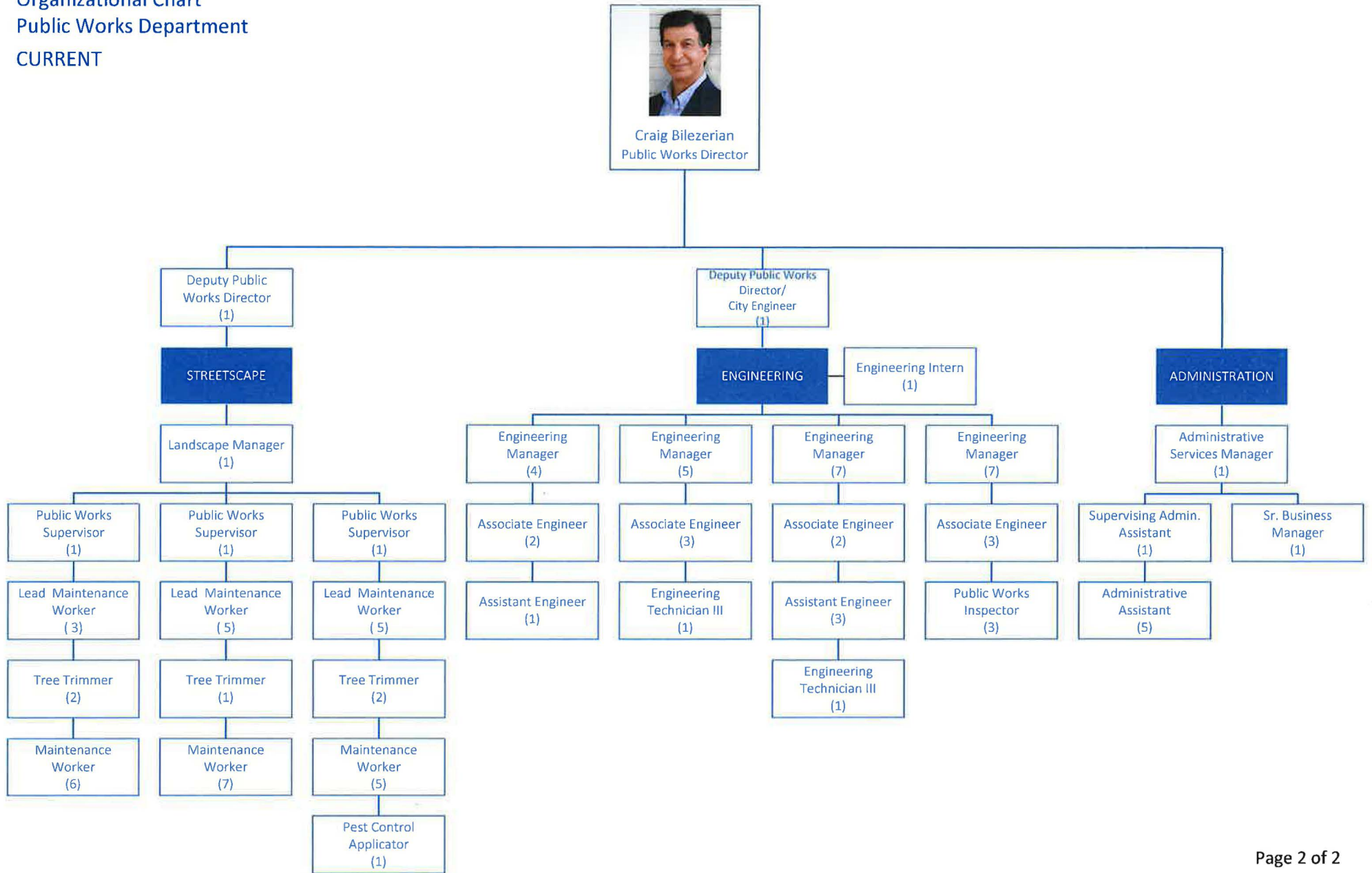
Experience gained in this classification may serve towards meeting the minimum requirements for promotion to Policy and Resources Specialist.

CITY OF TORRANCE
Organizational Chart
Public Works Department
CURRENT

ATTACHMENT B

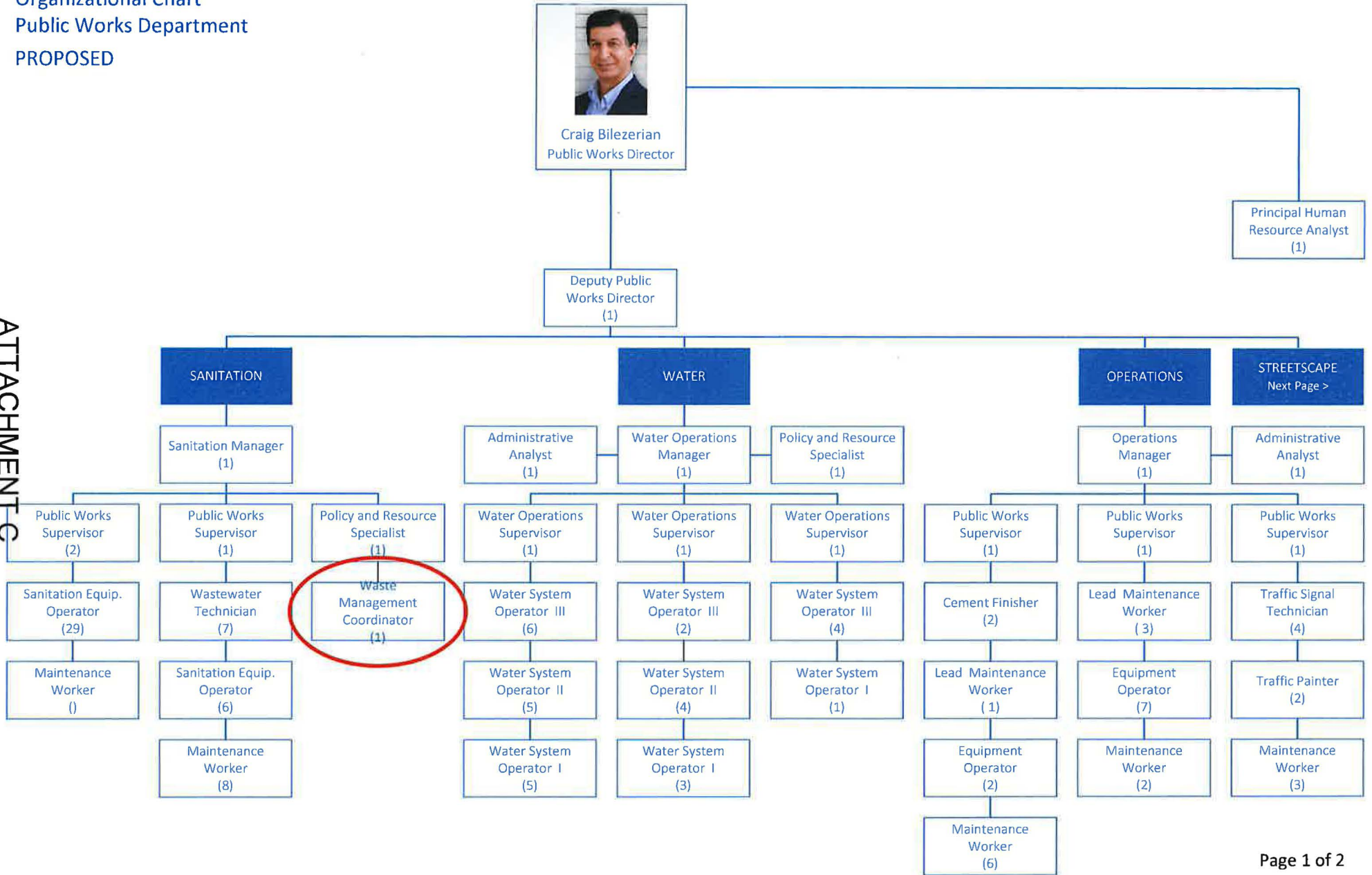


CITY OF TORRANCE
Organizational Chart
Public Works Department
CURRENT

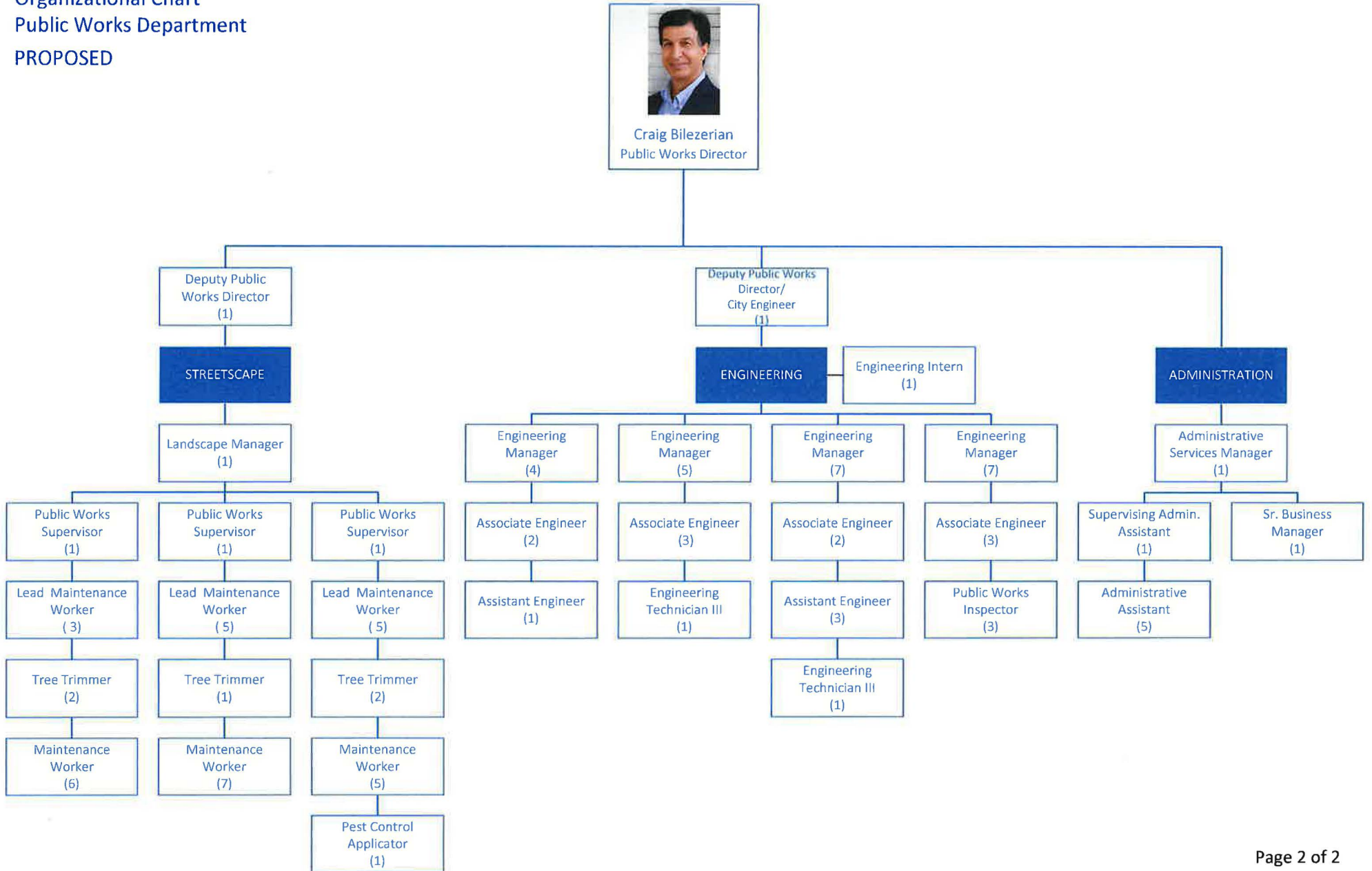


CITY OF TORRANCE
 Organizational Chart
 Public Works Department
 PROPOSED

ATTACHMENT C



CITY OF TORRANCE
Organizational Chart
Public Works Department
PROPOSED



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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR PARK SERVICES MANAGER

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

The class specification for Park Services Manager was last revised in 2009. Staff reviewed the Park Services Manager class specification and determined that changes were necessary to reflect the current functions of the position.

- The **Definition, Distinguishing Characteristics, and Examples of Essential Duties Sections** were revised to include managing the staff and functions of the Nature Center and Madrona Marsh.
- 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, Education and Experience, and Special Requirements Sections** were revised to reflect the current needs of the position.
- The **Career Ladder Information Section** was added.

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) Revised Class Specification for Park Services Manager
B) Existing Class Specification Park Services Manager
C) Organizational Chart of the Community Development Department

7B

PARK SERVICES MANAGER

Definition

Under general direction, plans, organizes, and directs the activities of the Park Services Division including the maintenance, construction and improvement of City parks, preserves, park facilities and landscaped areas; and performs related work as required.

Distinguishing Characteristics

The Park Services Manager is distinguished from the Community Services Director in that the incumbent does not have responsibility for the entire department and is distinguished from Park Services Supervisors and Nature Center Manager/Naturalist in that the incumbent is responsible for managing the entire 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 Services Director; provides direct supervision to supervisory staff and support staff of the Division Department.

Examples of Essential Duties

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

- Plans, organizes, and manages the operations of the Parks Division to ensure effective maintenance and management of City parks, preserves, park facilities, public landscapes, natural and open space areas.
- ~~Plans, assigns, and manages the maintenance and improvement (e.g. the planting, cultivating, irrigating, mowing lawns and trimming shrubs) of City parks and landscaped areas.~~
- ~~Plans, assigns, and manages the maintenance and construction of park equipment and facilities (e.g. sprinkler systems, picnic shelters and benches, playground equipment, utilities, etc.).~~
- ~~Plans, Assigns and manages, through supervisors, the activities of the Division.~~
- Manages the work of Division 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.
- ~~Provides leadership, maintains effective employee relations, and works with other department managers in the development and retention of competent personnel.~~
- Develops, implements, and evaluates Division Department plans, policies, and procedures to achieve annual goals and objectives.
- Oversees and participates in the development and administration of the Park Services Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies. ~~Develops and monitors the Division budget and establishes budgetary controls.~~

- Monitors the performance of contractors engaged in landscape maintenance and park construction to ensure that the contractor is meeting the provisions of the specifications.
 - ~~Attends various City Council, Commission, and community and staff meetings as required.~~
 - ~~Administers safety and training programs.~~
 - ~~Prepares and/or reviews correspondence.~~
 - ~~Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.~~
 - Coordinates projects with other City departments and agencies.
 - Stays abreast of current developments in trade industries and technologies legislation and trends, which may affect the City and/or Division.
 - Implements and maintains Federal, State and local mandates.
 - Performs research, prepares reports and recommendations, and conducts public presentations to the City Council, Commissions, outside agencies, and various diverse technical and non-technical audiences. ~~Prepares reports and recommendations for City Council and commission agenda items.~~
-

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 and/or attends meetings as required.
 - Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community, and other interested groups. ~~Participates on external committees, boards, and task forces, etc., as appropriate.~~
 - Receives and responds to and resolves difficult and sensitive inquiries and complaints. ~~Responds to citizen inquiries and resolves difficult and sensitive complaints.~~
 - Perform related duties as required.
-

Qualification Guidelines

Knowledge of:

- Methods, equipment, materials, and supplies used in the maintenance and construction of City parks.
- Programs, activities, and exhibits appropriate for the Nature Center and Madrona Marsh.
- Horticulture suitable to the area.
- Vernal wetlands, habitat restoration and maintenance, and native plant propagation.
- Principles of customer service and public relations.
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration.
- Principles of public relations.
- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices, including grant application and administration methods and techniques.
- Applicable Federal, State and local regulations.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

- City 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:

- 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

Ability to:

- ~~Plan, organize, and direct the maintenance, improvement, and construction of City parks;~~
- ~~Monitor and evaluate the performance of contractors engaged in landscape maintenance and park construction.~~
- ~~Evaluate, develop and implement division policy and programs to improve operations.~~
- ~~Develop and monitor the division budget and establish budgetary controls.~~
- ~~Negotiate project or maintenance contracts on behalf of the division.~~
- ~~Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.~~
- ~~Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.~~
- ~~Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors.~~
- ~~Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.~~
- ~~Develop, understand, interpret laws and execute rules, regulations, policies and procedures.~~
- ~~Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work.~~
- ~~Present proposals and recommendations effectively in public meetings.~~
- ~~Develop clear, concise, and comprehensive studies, reports, and agenda items.~~
- ~~Communicate effectively orally and in writing.~~
- ~~Ensure safety and professional work standards are met.~~

- ~~• Prepare and monitor a preventative maintenance program.~~
 - ~~• Read and interpret plans and specifications.~~
 - Operate a computer and other office equipment.
-

License and/or Certificate

Must possess and maintain the following:

A valid California Class C driver's license.

Incumbents must complete the following requirements within one year of appointment:

- Certified Playground Safety Inspector (CPSI) certification program.
- Qualified Applicators License as issued by the State of California Department of Pesticide Regulation.

Certified Arborist Certificate from the International Society of Arboriculture (ISA) is desirable.

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

Education and/or Experience

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

~~An Associate's degree with a concentration in~~ A Bachelor's Degree in park management, landscape architecture, horticulture, forestry, environmental studies, public or business administration, or other job related field and four ~~seven~~(7) years of progressively responsible park or landscape maintenance experience, which includes at least two ~~(2)~~ years of management or supervisory experience.

~~Certification from the International Society of Arboriculture (ISA) or Pesticide Applicators Professional Association (PAPA) or other related professional association is highly desirable.~~

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 data entry and the use of calculators and a computer keyboard. Some tasks require the ability to perceive and discriminate colors or shades of colors; to perceive and discriminate sounds; visual perception and discrimination; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces. ~~Tasks require sound and visual perception and discrimination, as well as oral communications ability.~~

The employee works under typical office conditions with a quiet work environment about half the time. The remaining time is spent in the field around machinery and vehicles that may expose the employee to loud noise; some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and toxic agents.

Career Ladder Information

Experience and/or education gained in this position may serve to meet the minimum qualifications for the Community Services Director and/or Public Works Director position.



City of Torrance
PARK SERVICES MANAGER

CLASS CODE	5331	SALARY	\$11,215.00 - \$16,595.00 Monthly
BARGAINING UNIT	Executive & Management Employees	REVISION DATE	April 01, 2009

DEFINITION

Under general direction, plans, organizes and directs the activities of the division including the maintenance, construction and improvement of City parks and landscaped areas; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Park Services Manager is distinguished from the Community Services Director in that the incumbent does not have responsibility for the entire department and is distinguished from Park Services Supervisors in that the incumbent is responsible for managing the entire 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 Community Services Director; provides direct supervision to supervisory staff and support staff of the department.

EXAMPLES OF ESSENTIAL DUTIES

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

- Plans, assigns and manages the maintenance and improvement (e.g. the planting, cultivating, irrigating, mowing lawns and trimming shrubs) of City parks and landscaped areas;
- Plans, assigns and manages the maintenance and construction of park equipment and facilities (e.g. sprinkler systems, picnic shelters and benches, playground equipment, utilities, etc.);
- Plans, assigns and manages through supervisors, the activities of the division;
- 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;
- Provides leadership, maintains effective employee relations and works with other department managers in the development and retention of competent personnel;
- Develops, implements and evaluates department plans, policies and procedures to achieve annual goals and objectives;
- Develops and monitors the division budget and establishes budgetary controls;
- Monitors the performance of contractors engaged in landscape maintenance and park construction to ensure that the contractor is meeting the provisions of the specifications;

- Attends various City Council, Commission, and community and staff meetings as required;
- Administers safety and training programs;
- Prepares and/or reviews correspondence;
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and recommendations for City Council and commission agenda items.

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.

- Conduct and/or attend meetings as required;
- Participates on external committees, boards, and task forces, etc., as appropriate;
- Responds to citizen inquiries and resolves difficult and sensitive complaints;
- Perform related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

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

An Associate's degree with a concentration in park management, landscape architecture, horticulture or other job related field and seven (7) years of progressively responsible park or landscape maintenance experience, which includes at least two (2) years of management or supervisory experience.

Certification from the International Society of Arboriculture (ISA) or Pesticide Applicators Professional Association (PAPA) or other related professional association is highly desirable.

License and/or Certificates

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

Knowledge of

- Methods, equipment, materials, and supplies used in the maintenance and construction of City parks;
- Horticulture suitable to the area;
- Principles of customer service and public relations;
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration;
- Principles of public relations;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;

- Applicable Federal, State and local regulations;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Plan, organize, and direct the maintenance, improvement, and construction of City parks;
- Monitor and evaluate the performance of contractors engaged in landscape maintenance and park construction;
- Evaluate, develop and implement division policy and programs to improve operations;
- Develop and monitor the division budget and establish budgetary controls;
- Negotiate project or maintenance contracts on behalf of the division;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Prepare and monitor a preventative maintenance program;
- Read and interpret plans and specifications;
- Operate a computer and other office equipment.

SPECIAL REQUIREMENTS

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

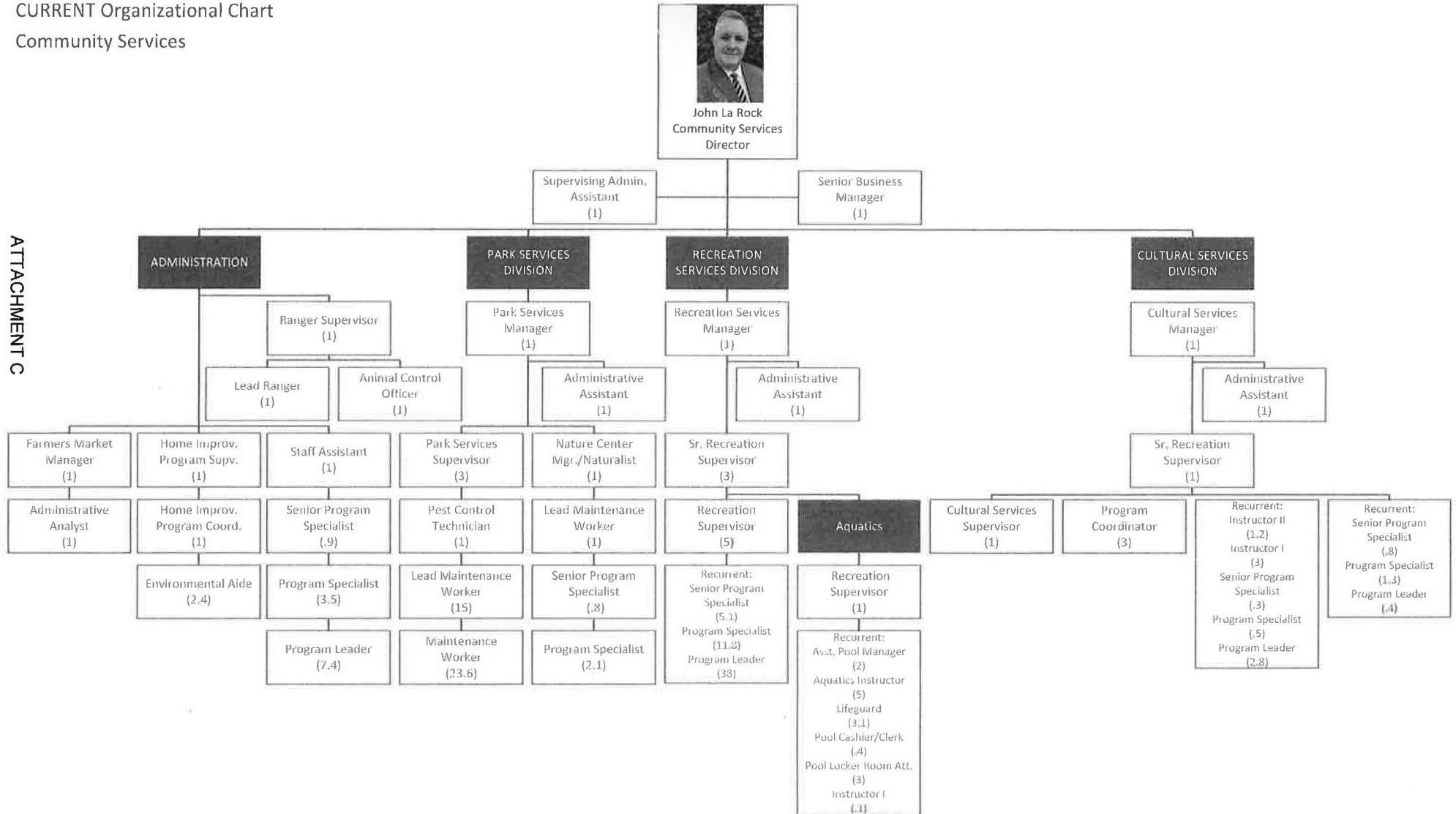
Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators and a computer keyboard. Tasks require sound and visual perception and discrimination, as well as oral communications ability. The employee works under typical office conditions with a quiet work environment about half the time. The remaining time is spent in the field around machinery and vehicles that may expose the employee to loud noise.

ESTABLISHED/REVISED DATE

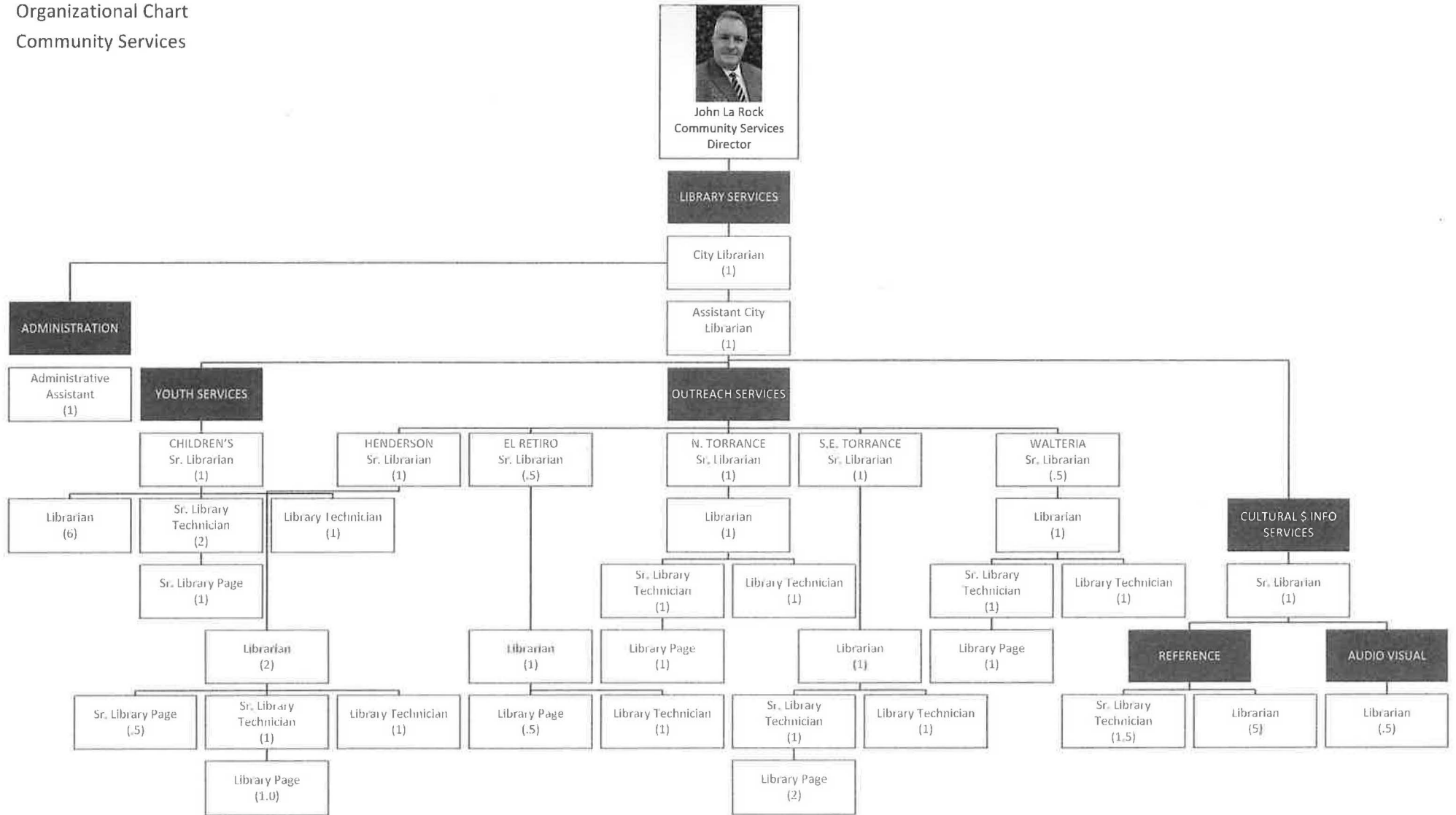
Revised Date: April 2009

CITY OF TORRANCE
 CURRENT Organizational Chart
 Community Services

ATTACHMENT C



CITY OF TORRANCE
 Organizational Chart
 Community Services



CITY OF TORRANCE

Organizational Chart

Community Services

