

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 EMPLOYEE RELATIONS COMMITTEE  
(CIVIL SERVICE COMMISSION)  
MONDAY, FEBRUARY 10, 2025  
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER  
AT 3031 TORRANCE BL.**

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

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Committee members Kohus, Sasaki

**2. REPORT OF STAFF ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, February 6, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**4. ORAL COMMUNICATIONS (Limited up to a 15 minute period)**

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

**5. CONSENT CALENDAR**

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

**5A. Approve Employee Relations Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Employee Relations Committee minutes of December 9, 2024.

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

**6. ADMINISTRATIVE MATTERS**

**6A. Determine Unit for the New Classification of Waste Management Coordinator.**

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Waste Management Coordinator to the Torrance Professional and Supervisory Association (TPSA).

**7. COMMITTEE ORAL COMMUNICATIONS**

**8. ADJOURNMENT**

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

**SEE WHAT  
TORRANCE IS DOING**



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

**Honorable Members:**

**SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATION OF WASTE MANAGEMENT COORDINATOR**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Waste Management Coordinator to the Torrance Professional and Supervisory Association (TPSA).

**BACKGROUND**

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.

Anticipating approval of the class specification by the Civil Services Commission, a recommendation for unit determination for Waste Management Coordinator is submitted for your approval.

**ANALYSIS**

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11(f)(2) which states that “the principal criterion shall be whether there is a community of interest among the employees” (Attachment B). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Waste Management Coordinator position is the Torrance Professional and Supervisory Association.

- **Fullest Freedom in the Exercise of Rights**  
The Waste Management Coordinator will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level, and therefore, share a common interest. They will share common interests within the Torrance Professional and Supervisory Association which will assure the Waste Management Coordinator the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.
- **History of Employee Relations in the Unit**  
The Torrance Professional and Supervisory Association has traditionally represented classifications that are similar in nature and level, and is therefore appropriate that the Waste Management Coordinator be designated to this unit.
- **Effect on the Efficient Operation to the City**  
Designating the Waste Management Coordinator to the Torrance Professional and Supervisory Association will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Waste Management Coordinator will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.
- **Common Skills, Working Conditions, Job Duties, and Educational Requirements**  
The Waste Management Coordinator will work in a setting similar to other classifications in the Torrance Professional and Supervisory Association.

- **Job Duties**

- The incumbent in the position will perform duties similar to other classifications in the representation unit, 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 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.
- 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.

- **Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.**

This does not apply as this classification is proposed to be in a single unit.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Anaid Navarro  
Principal Human Resources Analyst

CONCUR:

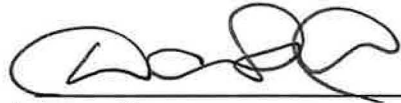


Hedieh Khajavi  
Human Resources Director

NOTED:



Brianne Cohen  
Civil Service Manager

  
For: Aram Chaparyan  
City Manager

Attachment: A) Waste Management Coordinator Class Specification (Pending Approval of February 11, 2025 Council Item)  
B) Torrance Municipal Code Section 14.8.11(f)(2)  
C) Positions Represented by Torrance Professional and Supervisory Association  
D) Resolution

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## Waste Management Coordinator

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### Definition

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

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### 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.

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### 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.

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### 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.

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**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.

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**License or Certificate**

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

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### **Education and Experience**

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

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.

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### **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.

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### **Career Ladder Information**

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

## **TORRANCE MUNICIPAL CODE**

### **SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.**

- 2) In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:
- i) which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
  - ii) the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
  - iii) the effect of the unit on the efficient operation of the City and sound employer- employee relations;
  - iv) the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
  - v) the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

## **Positions Represented by the Torrance Professional and Supervisory Association**

Accountant, Senior  
Admin Analyst/Sr. Admin Analyst  
Air Con/Heat/Elec Supervisor  
Building Inspection Supervisor  
Budget Supervisor  
Building Maintenance Supervisor  
Buyer  
Central Services Coordinator  
Central Services Supervisor  
Communication Supervisor/Wireless  
Communications Supervisor/Telecomm  
Deputy City Clerk II  
Facilities Service Supervisor  
Fire Prevention Supervisor  
Fleet Services Supervisor  
Forensic ID Specialist  
Forensic Supervisor  
Housing Supervisor  
Info Tech Specialist  
Info Technology Analyst  
Juvenile Diversion Case Worker  
Juvenile Diversion Coordinator  
Librarian, Senior  
License Supervisor  
Park Services Supervisor  
Permit Center Supervisor  
Police Services Supervisor  
Policy and Resources Specialist  
Producer Writer, Asst  
Public Safety Communications Supervisor  
Public Works Supervisor  
Ranger Supervisor  
Senior Admin Assistant  
Senior Buyer  
Sr. Forensic ID Specialist  
Supervising Admin Assistant  
Supervising Producer/Writer  
Systems Analyst  
Traffic & Lighting Supervisor  
Transit Supervisor  
Transit Training Coordinator  
Warehouse Supervisor  
Water Operations Supervisor

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF  
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE  
CLASSIFICATION OF WASTE MANAGEMENT COORDINATOR  
TO THE TORRANCE PROFESSIONAL & SUPERVISORY ASSOCIATION

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

WHEREAS, the Human Resources Department has created a new Civil Service job classification of Waste Management Coordinator; and

WHEREAS, the City Manager has recommended the classification of Waste Management Coordinator be assigned to the Torrance Professional & Supervisory Association; and

WHEREAS, the Waste Management Coordinator shares a number of common duties and working conditions with current members of the Torrance Professional & Supervisory Association; and

WHEREAS, membership in the Torrance Professional & Supervisory Association will afford the Waste Management Coordinator the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Waste Management Coordinator to the Torrance Professional & Supervisory Association.

INTRODUCED, APPROVED AND ADOPTED this \_\_\_\_\_ day of February, 2025.

\_\_\_\_\_  
Chair, Employee Relations Committee

ATTEST:

\_\_\_\_\_  
Brienne Cohen  
Civil Service Manager

APPROVED AS TO FORM:

PATRICK SULLIVAN  
CITY ATTORNEY

By \_\_\_\_\_

ATTACHMENT D