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Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA
FRIDAY, FEBRUARY 14, 2025
SPECIAL MEETING
3:00 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 13, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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.

No Business to Consider.

7. ADMINISTRATIVE MATTERS

7A. Deny Appeal of Removal from Eligible List for Maintenance Worker.

Recommendation of Civil Service staff that your Honorable Body deny the appeal of the removal from the eligible list for Maintenance Worker.

Consideration of public employee employment will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.

8. HEARINGS

No Business to Consider.

9. CLOSED SESSION

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

- 1) Appeal of Removal from Eligible List for Maintenance Worker.

10. COMMISSION ORAL COMMUNICATIONS

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, CA 90503

Honorable Members:

SUBJECT: DENY APPEAL OF REMOVAL FROM ELIGIBLE LIST FOR MAINTENANCE WORKER.

RECOMMENDATION

Recommendation of Civil Service staff that your Honorable Body deny the appeal of the removal from the eligible list for Maintenance Worker.

BACKGROUND / ANALYSIS

On September 13, 2024, Civil Service promulgated the eligibility list for the position of Maintenance Worker. [REDACTED] the appellant, was ranked third, along with several other candidates.

[REDACTED] was subsequently interviewed for the position of Maintenance Worker and received a conditional offer of employment, contingent on passing a medical examination, a Department of Transportation drug and alcohol test, and a background check.

On November 27, 2024, the Department of Justice (DOJ) returned the background check results, also referred to as the Criminal Offender Record Information (CORI) report, for [REDACTED] (Attachment A). As required by California Government Code § 12952(c)(1)(A), when an employer intends to deny an applicant employment, in whole or in part, based on their conviction history, an individualized assessment must be conducted to determine whether the applicant's conviction history has a direct and adverse relationship with the specific duties of the job that justifies denying the position. When conducting this assessment, California Government Code § 12952(c)(1)(A) requires that the following factors be considered:

- (i) The nature and gravity of the offense or conduct.
- (ii) The time that has passed since the offense or conduct and the completion of the sentence.
- (iii) The nature of the job held or sought.

After conducting an individualized assessment of [REDACTED] conviction, which considered the nature and severity of the offense, the time elapsed since the offense, the completion of his sentence, and the nature of the position of Maintenance Worker, Civil Service staff concluded that [REDACTED] conviction history bears a direct and adverse relationship to the specific duties of the Maintenance Worker position as outlined in the job specification (Attachment B). As a result, the decision was made to preliminarily rescind the conditional offer of employment.

On January 02, 2025, [REDACTED] was notified of the preliminary decision to rescind the conditional offer based on the results of his conviction history and was provided with the opportunity to respond and submit evidence challenging the accuracy of the conviction history report that is the basis for rescinding the offer, evidence of rehabilitation or mitigating circumstances, or both (Attachment C).

On January 02, 2025, Civil Service staff received [REDACTED] response to the preliminary decision to rescind the offer (Attachment D). [REDACTED] response and submitted documents were reviewed and a second individualized assessment was conducted. After consideration, it was determined that the information provided was not sufficient in overturning the preliminary decision. [REDACTED] conviction was found to have a direct and adverse relationship with the duties of the Maintenance Worker position which justified the final decision to rescind the conditional job offer.

On January 27, 2025, [REDACTED] was notified of the final decision to rescind the conditional employment offer for the position of Maintenance Worker. He was also Informed of his removal from the Maintenance Worker eligible list and provided with information regarding his right to appeal this removal, in accordance with Torrance Municipal Code Section 14.17.7 (Attachment E).

On February 11, 2025, Civil Service staff received [REDACTED] appeal to the removal of his name from the Maintenance Worker eligibility list. In his response, [REDACTED] provided a personal statement and letters of reference from previous employers and associates (Attachment F).

The Commission's authority in this matter will be to determine if [REDACTED] should be reinstated to the Maintenance Worker eligible list after being removed due to the results of his conviction history report. TMC Section 14.17.7(b)(2) allows for removal of names from the eligibility list to be appealed to the Civil Service Commission for final determination (Attachment G).

Respectfully Submitted,



Jennica Chaparro
Senior Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment A: Criminal Offender Record Information (CORI) report (Commissioner Only)

Attachment B: Maintenance Worker Class Specification

Attachment C: Preliminary Decision to Rescind Offer Letter, dated January 02, 2025
(Commissioner Only)

Attachment D: [REDACTED] Response to the Preliminary Decision to Rescind the Offer, dated
January 02, 2025 (Commissioner Only)

Attachment E: Final Decision to Rescind Offer Letter and Removal of Name from the
Maintenance Worker Eligible List, dated January 27, 2025 (Commissioner Only)

Attachment F: [REDACTED] Appeal to the Removal of Name from the Maintenance Worker
Eligible List, dated February 11, 2025 (Commissioner Only)

Attachment G: Torrance Municipal Code 14.17.7



City of Torrance
MAINTENANCE WORKER

CLASS CODE	5600	SALARY	\$18.76 - \$25.14 Hourly \$3,251.73 - \$4,357.60 Monthly \$39,020.80 - \$52,291.20 Annually
BARGAINING UNIT	Torrance Municipal Employees (AFSCME Local 1117)	REVISION DATE	March 01, 2009

DEFINITION

Under general supervision, performs a variety of routine unskilled to semi-skilled manual labor and maintenance work and safely operates a variety of vehicles, tools and equipment required to maintain the general appearance of the City and to assist with the removal of trash and debris and/or the maintenance, replacement and repair of City parks, trees, grounds, facilities, streets, sidewalks, medians, parkways, traffic signals and signage; and performs related work as required in one of the following areas:

- **Park Services:** as a member of a crew, performs routine assignments to assist in the maintenance, replacement and basic repair of City parks, trees and landscaping, irrigation systems and recreational facilities.
- **Concrete:** as a member of a crew, performs manual labor and unskilled to semi-skilled concrete work to assist with the construction and/or repair of City curbs, gutters, sidewalks and other concrete structures.
- **Sanitation:** individually and as a member of a crew, assists with refuse loading and packing; repairs sweeper brooms, maintains equipment; and serves as relief driver on a refuse truck or motor sweeper once license and training requirements are met.
- **Street Maintenance:** as a member of a crew, performs light to heavy manual labor and assigned semi-skilled construction work and safely operates a variety of tools and equipment to assist with the construction and repair of City streets.
- **Streetscape:** as a member of a crew, performs routine assignments to assist in the maintenance, and replacement of trees and grounds, and the basic repair of irrigation systems located on City parkways and medians.
- **Traffic and Lighting:** as a member of a crew, performs unskilled to semi-skilled assignments to assist journey-level craft workers with the maintenance, replacement and/or repair of traffic signals; traffic signs and street markings.
- **Transit:** cleans and services Transit bus stop shelters and adjacent grounds and safely operates vehicles and equipment.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

This is the entry level classification of field operations positions. It is typically used to train incumbents on maintenance methods and the safe operation of a variety of tools and equipment. Over time, Incumbents normally

perform the full range of duties and tasks related to area of assignment, the safe operation of assigned tools and equipment, the greater complexity of work assignments, the level of independent judgment and initiative exercised in the performance of assignments, and the provision of functional training and guidance to less-experienced workers as assigned.

The Maintenance Worker is distinguished from the advanced-journey lead classifications of Lead Maintenance Worker, and Cement Finisher, in that the incumbents in the latter classifications work independently, and act in a lead capacity, to organize and ensure the safety of job sites and possess an advanced level of job-related knowledge and skills.

Receives general supervision from the Public Works Supervisor, Park Services Supervisor or Fleet Services Supervisor; may receive technical or functional supervision from the higher level staff typically in a lead or senior capacity.

EXAMPLES OF ESSENTIAL DUTIES

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

- Performs light to heavy manual labor and/or unskilled to semi-skilled tasks to assist with removal of trash and debris and/or construction, maintenance, replacement, and repair of City streets, sidewalks, traffic signals and signage;
- Safely operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment;
- As appropriate, pre-trip and post-trip checks and maintains assigned vehicles and equipment;
- Learns and effectively applies regulations, policies and procedures related to area of assignment;
- Develops and keeps simple records and makes routine reports;
- Responds to requests and inquiries received from the general public.

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

Park Services

- Weeds, cultivates, plants, fertilizes, and irrigates lawns and landscaped areas;
- Safely uses power equipment and hand tools to mow (using non-riding mowers), aerate and edge lawn areas;
- Prunes and trims trees, shrubs and hedges; stakes trees as necessary;
- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from walks, fields, and other facilities;
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment;
- Inspects and performs basic repair on playground equipment, picnic tables, barbecues and other equipment; refers as appropriate for more extensive repairs;
- Prepares and maintains athletic fields and related facilities; grades, fills, and shapes baseball diamonds;
- Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and may reset/schedule automatic control systems.

Streetscape

- Weeds, cultivates, plants, fertilizes, and irrigates landscaped medians and parkways;
- Safely uses power equipment and hand tools to mow, aerate and edge lawn areas;
- Prunes and trims trees, shrubs and hedges; stakes trees as necessary;
- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from work area;

- Provides traffic control, setting up and removing signage, cones and barricades as appropriate to the job site;
- Care and maintenance of plants, trees, grasses, flowers and shrubs;
- Traffic control rules and regulations.

Concrete

- Loads and unloads supplies, tools and equipment;
- Picks up concrete, as needed;
- Breaks up, picks up and dumps concrete, dirt and roots;
- Assists and/or forms worksites for concrete;
- Pours and spreads concrete and assists in finishing concrete using appropriate tools and materials;
- Removes forms and cleans work site.

Sanitation

- Assists in picking up refuse, waste, trash and discarded household items;
- Loads refuse into truck, exercising safe lifting practices;
- Replaces containers; tags unsafe containers;
- Operates refuse, recycling and green waste trucks and/or motor sweeper as a relief driver;
- Builds and delivers cans;
- Operates service truck;
- Repairs brooms for sweepers.

Street Maintenance

- Loads and unloads supplies, tools and equipment;
- Picks up asphalt from asphalt plant;
- Breaks up, picks up and dumps asphalt, dirt and debris;
- Prepares area for asphalt; oils area using a compressor; dumps, spreads and rakes asphalt; seals, caps and cleans area;
- Provides traffic control, setting up and removing signage, cones and barricades as appropriate to the job site.

Traffic and Lighting

- Performs manual labor and/or semi-skilled trades work and operates equipment to assist Traffic Electricians with the installation and/or repair of traffic signals;
- Performs manual labor and/or semi-skilled trades work and operates a variety of equipment to assist the Traffic Painter with the construction and installation of traffic signs, painting of curbs and the painting and/or installation of traffic patterns on City streets.

Transit

- Performs inspections of bus stops and bus shelters;
- Pressure washes shelters and replaces panels;
- Picks up litter, removes graffiti;
- Repairs and/or replaces basic lighting components;
- Installs information in kiosks and 2-sided displays and repairs as needed;
- Installs trash receptacles.

Examples of Other Duties

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

- May provide training to less-experienced maintenance and seasonal staff;

- Performs other job-related duties as required.

QUALIFICATION GUIDELINES

Experience and Education

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance.

Licenses and/or Certificates

Possess and maintain a valid class C California Driver license at time of hire; and obtain the required grade with appropriate endorsements as required by work assignment (as listed below) and forklift certification prior to the completion of the probationary period.

Park Services: (a) California driver license class C is required for most Park assignments; (b) A California driver license class A is required for assignments to the Projects crew.

Streetscape: California driver license class B is required.

Concrete: California driver license class B is required.

Sanitation: California driver license class B is required.

Street Maintenance: California driver license class A is required.

Traffic and Lighting: California driver license class C is required; there is occasional need for a class B license.

Knowledge of

- Basic methods and proper and efficient use of hand and power tools, materials and equipment used in maintenance and construction trades
- Basic safety and first aid practices
- Effective public service techniques
- Defensive driving practices
- Methods, techniques, tools and operating characteristics of equipment used in light to heavy construction, installation and maintenance projects

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

Park Services

- Care and maintenance of plants, trees, grasses, flowers and shrubs;
- Modern methods, techniques, materials and safe operation of equipment used for landscaping, grounds and irrigation systems maintenance and repair;
- Plant pests and diseases, and methods of control and eradication;
- Water line and irrigation system installation, maintenance and repair;
- Methods, techniques and tools and operating characteristics of mechanical equipment used in the construction and maintenance of parks, buildings and recreation facilities.

Streetscape

- Care and maintenance of plants, trees, grasses, flowers and shrubs;
- Traffic control rules and regulations;
- Modern methods, techniques, materials and safe operation of equipment used for landscaping maintenance and irrigation system installation and repair;
- Plant pests and diseases, and methods of control and eradication;
- Water line and irrigation system installation, maintenance and repair.

Concrete

- Basic methods and techniques used in concrete construction and repair projects;
- Traffic control rules and regulations;
- Modern methods, techniques, materials and safe operation of equipment used for the planning, forming, pouring and finishing of concrete slabs, curbs, gutters, and sidewalks;
- Traffic control rules and regulations.

Sanitation

- Maps and routes and interpretation of street maps;
- Operating characteristics of vehicles with automatic and manual transmissions;
- Operational characteristics of a variety of refuse trucks and/or motor sweepers;
- California driving rules and regulations.

Street Maintenance:

- Street maintenance and repair methods and techniques;
- Traffic control rules and regulations;
- Modern methods, techniques, materials and safe operation of equipment used for street maintenance, construction and repair projects.

Traffic and Lighting

- Basic electrical theory and painting and stenciling techniques;
- Traffic control rules and regulations;
- DMV regulations relative to traffic signage;
- Modern methods, techniques, materials, regulations and safe operation of equipment used for traffic signal installation and repair; and the construction and installation of traffic signage.

Transit

- Basic cleaning techniques and equipment;
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.

Ability to

- Perform heavy and sustained manual labor;
- Operate vehicles while observing legal and defensive driving practices;
- Effectively follow oral and written instructions;
- Speak, read, and write Basic English;
- Follow work safety procedures and practices;
- Complete basic work activity records and time reports;
- Learn and effectively perform maintenance techniques specific to work assignment;

- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work;
- Work independently in the temporary absence of supervision;
- Guide the activities of less-experienced maintenance and seasonal staff;
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments.

SPECIAL REQUIREMENTS

Physical Requirements

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 75 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Work Environment

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

CAREER LADDER INFORMATION

Experience gained in the classification may serve to meet minimum qualifications for promotion to Lead Maintenance Worker, Cement Finisher, Tree Trimmer, Irrigation Systems Technician, Traffic Painter, Cement Finisher, or Wastewater Technician.

If incumbent possesses a class B California driver license, experience gained at this level may serve to meet minimum qualifications for promotion to the classification of Sanitation Equipment Operator.

If incumbent possesses a class A California driver license, experience gained at this level may serve to meet minimum qualifications for promotion to the classification of Equipment Operator.

ESTABLISHED/REVISED DATE

Revised Date: March 2009

Department Review Date: December 2022

14.17.7 DISQUALIFICATION OF APPLICANTS OR REMOVAL OF NAMES FROM ELIGIBLE LISTS.

(Added by O-3486)

- a) The Civil Service Administrator may refuse to have an applicant examined, or after examination to certify an eligible, or may remove an eligible from the eligible list:
- 1) Who is found to lack any of the published preliminary requirements established by the Civil Service Commission for the examination for the position or employment for which he applies;
 - 2) Who is physically or mentally so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment;
 - 3) Who is addicted to the use of intoxicating liquors or use of drugs;
 - 4) Who has been found guilty of any felony or a misdemeanor involving moral turpitude;
 - 5) Who has been dismissed, or has resigned in lieu of dismissal, from a position in either public or private employment for cause;
 - 6) Who has made a false statement of any material fact, or who practices or has attempted to practice any deception or fraud in his application, in his declarations or in securing his eligibility or appointment;
 - 7) Who has been certified three (3) times for permanent employment and has not been offered an appointment;
 - 8) Who is judged to have demonstrated unsuitability for City employment through past behavior which adversely affects work performance such as, but not limited to, theft from prior employers, poor attendance record, history of disciplinary problems, or poor driving record;
- b) In determining disqualifications under this Section the Civil Service Administrator shall consider:
- 1) Evidence of rehabilitation; and,
 - 2) The relationship of the disqualifying cause to the class of work for which the person has applied.

Decisions of the Civil Service Administrator shall be in writing and may, within fifteen (15) days of the date of written notice, be appealed to the Civil Service Commission for final determination. The burden of proof of good character in all cases shall be upon the applicant.

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

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

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

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

- 1) Appeal of Removal from Eligible List for Maintenance Worker.

Respectfully submitted,



Brianne Cohen
Civil Service Manager