

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, APRIL 14, 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, Kartsonis, 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, April 10, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

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

6. CONSENT CALENDAR

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

6A. Approve the Examination for Administrative Assistant I.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Administrative Assistant I 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 six-month eligible list.

6B. Approve the Examination for Sanitation Services Manager.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Sanitation Services Manager 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.

6C. Approve the Examination for Senior Building Inspector.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Building Inspector examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying), a Performance Test/Work Sample (30%), and an Oral Interview (70%). Staff is requesting approval for a three-month eligible list.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

8. HEARINGS

8A. Appeal of Discipline of a Torrance Police Officer (13).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of public employee discipline 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.

8B. Appeal of Discipline of a Torrance Police Officer (14).

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006)). Consideration of public employee discipline 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.

9. CLOSED SESSION

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

- 1) Appeal of Discipline of a Torrance Police Officer (13).

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

- 2) Appeal of Discipline of a Torrance Police Officer (14).

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, April 28, 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 ADMINISTRATIVE ASSISTANT I

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Administrative Assistant I 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 six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Administrative Assistant I. There is one (1) vacancy in the Transit Department due to a retirement.

The class specification for Administrative Assistant I has been reviewed by the Transit Department and appropriately reflects the position for the examination process. Prior to this classification, the Transit Department utilized the classification of Office Assistant.

The previous types and weights that were utilized in that examination process were as follows: Application Review (Qualifying), Written Exam (50%) and Oral Interview (50%).

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 Rebecca Hernandez
Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Administrative Assistant Class Specification



City of Torrance
ADMINISTRATIVE ASSISTANT I/II

Class Spec Code	1133	Established Date	
Last Revised Date	02/13/2025	Salary Range	\$22.26 - \$31.32 Hourly \$3,858.40 - \$5,428.80 Monthly \$46,300.80 - \$65,145.60 Annually
Bargaining Unit	TCEA	EEO	EEO4- Administrative Support
Occupational Group	N/A	FLSA	Non-Exempt
Benefit Code	TCEA	Physical Class	N/A

DEFINITION

Under immediate supervision, performs general clerical, customer service, office support required to support the ongoing operations of an assigned division or department, function, program and/or work unit; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The **Administrative Assistant I** is the entry level within the office and administrative support series. Incumbents perform a full range of minimal to moderately complex customer service, general clerical and/or office support duties that may require some knowledge of technical concepts and department-specific terminology within a framework of established policies and procedures. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the classification of Administrative Assistant II in that incumbents in the latter classification perform more difficult and complex clerical and administrative support duties for the management, staff and operations of an assigned division; work assignments require a higher level of administrative and/or operational knowledge and experience and incumbents exercise a higher level of independent judgment and initiative.

The **Administrative Assistant II** is the journey level within the office and administrative support series. Incumbents perform difficult, responsible, and specialized office and administrative support duties requiring a thorough knowledge of departmental regulations, policies, and procedures within a framework of established policies and procedures. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, interacting with and handling complaints from customers, parties of interest, and the public, and in solving non-routine problems based on knowledge gained through experience.

Distinguished from the entry-level classification of Administrative Assistant I in that incumbents perform a variety of advanced clerical and administrative duties in support of the management and operations of an assigned division or departmental function; use a higher level of administrative and/or operations knowledge and experience to perform assigned duties; and exercise a higher level of independent judgment and initiative in the performance of duties and responsibilities.

Distinguished from the Senior Administrative Assistant in that incumbents in the senior-level classification provide routine, but complex administrative and clerical support to a department head or executive manager; and may supervise or provide lead direction to departmental clerical and/or administrative support staff.

SUPERVISION EXERCISED/ RECEIVED:

Receives general supervision from a Supervising Administrative Assistant, Senior Administrative Assistant or a designated manager.

Administrative Assistant I has no responsibility for the supervision of others.

Administrative Assistant II may provide training and/or direction to less experienced office support staff.

EXAMPLES OF ESSENTIAL DUTIES

ADMINISTRATIVE ASSISTANT I 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.

- Answers phones and greets visitors; responds to general inquiries and/or complaints pertinent to City and/or departmental programs, facilities, services, policies or procedures; and/or refers them to appropriate department or staff member according to established policies and procedure;
- Provides front counter assistance; screens office visitors, responds to requests for information, distributes appropriate forms and instructions and/or assists visitors in locating appropriate information and materials;
- Proofreads a variety of routine to moderately complex materials including correspondence, forms, memos and reports using a standard format, from verbal instruction, rough draft, dictation or other source documents using a personal computer;
- Sorts, codes, files, tracks, locates and maintains a variety of logs, records and documents using automated filing systems and databases;
- Processes various forms such as time and leave records; personnel forms, purchase requisitions, invoices and other forms specific to work assignment;
- Enters data from a variety of sources into departmental and/or City-wide databases; compiles and verifies data for accuracy and completeness; inputs corrections and updates; and generates reports as scheduled and/or requested;
- Opens, sorts, and distributes incoming and outgoing mail;
- Monitors requisitions and maintains inventory of forms and office supplies for assigned area; may monitor supplies budget to ensure adequate funds balance; and may submit requests for service to maintain office equipment;
- Performs other routine clerical tasks, including copying/scanning, collating, and appropriately distributing a variety of documents and scheduling and setting up meeting rooms and equipment;
- Operates a variety of office equipment, including a personal computer, calculator, telephone, copier, and City systems;
- Serves as backup to other clerical positions and assists others with a variety of support assignments or special projects on an as-needed basis.

Examples of Other Duties

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

- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- Upon request, may deliver documents and or packages on an urgent or as-needed basis to locations within the City limits;
- On an urgent basis, attends meetings for the purpose of preparing minutes, notes or other documentation of actions;
- May perform routine clerical accounting duties such as balancing and posting payments received, verifying and entering time and leave data, entering requisitions, reconciling invoices, and maintaining related routine financial records to support the processing of payroll, accounts receivable, and accounts payable functions for work unit;
- May assist in updating and maintaining the web page on the City's public and intra-city websites for assigned programs or work units.

ADMINISTRATIVE ASSISTANT II 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.

- Formats, edits, revises, proofreads and processes a variety of routine to moderately complex materials including correspondence, forms, memorandum, agenda items, reports, agreements, technical and statistical charts and tables and other specialized and/or technical materials from verbal instruction, rough draft or other source documents; may compose correspondence and other documents for signature from brief instruction;
- Processes various forms such as time and leave records; personnel forms, purchase requisitions, invoices and other forms specific to the operations of assigned work unit;
- Verifies and reviews materials, applications, records and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; collects and processes appropriate information;
- Answers phones and greets visitors; responds to general inquiries and/or complaints pertinent to City and/or departmental programs, facilities, services, ordinances, enrollment requirements and business processes and procedures, policies or procedures; and/or refers them to appropriate department or staff member according to established policies and procedure;
- Provides front counter assistance; screens office visitors, responds to requests for information, distributes appropriate forms and instructions

and/or assists visitors in locating appropriate information and materials; responds to escalated customer questions and complaints over the phone or at a public counter;

- Compiles and verifies data from a variety of sources for accuracy and completeness; enters data into departmental and/or City-wide databases; inputs corrections and updates to maintain computer-based tracking information; and generates reports as scheduled and/or requested;
- Sorts, codes, files, tracks, locates and maintains a variety of logs, records and documents using automated filing systems and databases; creates spreadsheets and tracks databases for purchase orders; ensures invoices are compliant with contracts; validates information with vendors; updates budget spreadsheets;
- Performs a variety of general bookkeeping and clerical accounting duties for assigned work division such as balancing and posting payments received, verifying and entering time and leave data, preparing and entering purchase requisitions, reconciling invoices and maintaining related routine financial records to support the processing of payroll, accounts receivable, and accounts payable functions for work unit; may serve as custodian for petty cash fund, account expenditures and develop and maintain account activity reports;
- Opens, sorts, and distributes incoming and outgoing mail;
- Ensures ~~that~~ all required supplies are available and the facility and equipment are in proper working order. Monitors, requisitions and maintains inventory of forms and office supplies for assigned division or function; monitors supplies budget to ensure adequate funds balance; and submits requests for service to maintain facilities and/or office equipment;
- Maintains and schedules calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assigned; contacts vendors and places orders for food, supplies, and audio-visual equipment; oversees other meeting logistics;
- Coordinates, makes, processes and confirms transportation and accommodation arrangements for division staff arrangements; checks and processes expense claims;
- Assists with the planning, coordination and implementation of special projects and events as assigned; may serve as primary point of contact to ensure successful coordination and implementation of project and/or event activities;

- Operates a variety of office equipment including a personal computer calculator, telephone, copier, and City systems;
- Serves as back up to other support positions and assists others with a variety of support assignments or special projects on an as needed basis.

Examples of Other Duties

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

- Upon request, attends meetings for the purpose of preparing minutes, notes or other documentation of actions;
- Attends division and department meetings as required;
- Serves on various committees as appropriate;
- Upon request, may deliver documents and or packages on an urgent or as needed basis to locations within the City limits;
- May coordinate the work of and provide training and technical direction to less experienced support staff;
- May assist in the preparation of the division budget and monitor budget expenditures in assigned accounts to ensure maintenance of an appropriate funds balances;
- May provide support to one or more commissions with responsibility to arrange and coordinate meetings, create meeting schedules for review and approval; post agendas, and schedules; attend, take, transcribe and properly distribute minutes and verbatim transcripts as requested;
- May provide front counter assistance; screen office visitors, respond to requests for information, distribute appropriate forms and instructions and/or assist visitors in locating appropriate information and materials;
- May update and maintain the division or department's web page on the City's public and intra-city websites.

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:

Administrative Assistant I:

Graduation from high school or G.E.D. equivalent and one (1) year of experience performing general clerical and customer service work requiring the use of a

personal computer and other standard office equipment; specialized training in office skills and effective use of standard office software is highly desirable.

Administrative Assistant II:

Graduation from high school or G.E.D. equivalent and three (3) years of experience performing general clerical and customer service work requiring the use of a personal computer and other standard office equipment; specialized training in office skills and effective use of standard office software is highly desirable.

KNOWLEDGE OF (Professional/Technical Expertise Competency)

- Standard office procedures and practices;
- Customer service practices, telephone etiquette, and principles of effective public relations;
- English usage, spelling, grammar, syntax and punctuation;
- Basic principles of business correspondence and report preparation;
- Standard filing and record-keeping methods;
- Operation of a personal computer and other standard office equipment and business software and specialized database and spreadsheet applications;
- Basic bookkeeping and accounting practices and procedures;
- City rules, policies, and procedures applicable to budgeting, purchasing and travel/training and expense reporting;
- City personnel policies and labor contract provisions; operations and requirement of the city payroll system;
- City ordinances, codes, procedures, and practices regarding processing contracts and payments and other areas of assignment.

CORE COMPETENCIES

Administrative Assistant I:

Adaptability – Responding positively to change and modifying behavior as the situation requires

Attention to Detail – Focusing on the details of work content, work steps, and final work products

Cultural Proficiency– Modeling communications and interactions that respect and include all individuals and their language, abilities, religions, and cultures

Customer Focus – Attending to the needs and expectations of customers

Informing – Proactively obtaining and sharing information

Oral Communication– Engaging effectively in dialogue

Professional Impact – Presenting self as a positive representative of the organization

Professional & Technical Expertise – Applying technical subject matter to the job

Using Technology – Working with electronic hardware and software applications

Writing – Communicating effectively in writing

Administrative Assistant II:

Action and Results Focus – Initiating tasks and focusing on accomplishments

Adaptability – Responding positively to change and modifying behavior as the situation requires

Attention to Detail – Focusing on the details of work content, work steps, and final work products

Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their language, abilities, religions, and cultures

Customer Focus – Attending to the needs and expectations of customers

Fact Finding – Obtaining facts and data pertaining to an issue or question

Informing – Proactively obtaining and sharing information

Oral Communication – Engaging effectively in dialogue

Professional Impact – Presenting self as a positive representative of the organization

Professional & Technical Expertise – Applying technical subject matter to the job

Self-Management – Showing personal organization, self-discipline, and dependability

Using Technology – Working with electronic hardware and software applications

Writing – Communicating effectively in writing

SPECIAL REQUIREMENTS

Physical Requirements

On a daily basis, the essential duties of this classification require the ability to sit for extended periods of time in front of a computer screen; to walk to provide customer service and perform other office duties; to reach for files and other lightweight objects; to hear and verbally exchange information with the public, staff and others on the phone and in the office; to use finger dexterity to

operate a computer and other office equipment and hand strength to grasp files and other objects; to see sufficiently to perform assignments; and to effectively use a telephone, computer keyboard and other office equipment. Frequently, the essential duties of this classification require the ability to stoop and kneel; and occasionally, to climb stairs and to lift, carry push and pull objects weighing up to 15 pounds.

Work Environment

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

CAREER LADDER INFORMATION

Based on operational need, exceptional performance evaluation rating, and experience gained in the classification of Administrative Assistant I may serve to meet minimum qualifications for promotion to the Administrative Assistant II.

Experience gained in the classification of Administrative Assistant I/II may serve to meet minimum qualifications for promotion to Senior Administrative Assistant or Human Resources Technician.

ESTABLISHED/REVISED DATE

Revised Date: October 2014

Revised Date: April 2023

Dept. Review: September 2024

Revised Date: February 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SANITATION SERVICES MANAGER

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Sanitation Services Manager 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 Sanitation Services Manager. There is one (1) current vacancy within the Public Works Department due to resignation.

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

The previous examination in 2022 was weighted as follows: Application Review (Qualifying), Performance Test (50%) and an Oral Interview (50%). Staff conducted an analysis of previous exam components, and it was determined that the knowledge and abilities required for this position can be assessed using the following weights: Application Review (Qualifying) and an Oral Interview (100%).

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


for Brianne Cohen
Civil Service Manager

Attachment: A) Sanitation Services Manager Class Specification

6B



City of Torrance
SANITATION SERVICES MANAGER

Class Spec Code	5342	Established Date	
Last Revised Date	08/01/2003	Salary Range	\$12,673.00 - \$18,753.00 Monthly \$152,076.00 - \$225,036.00 Annually
Bargaining Unit	EME	EEO	EEO4-Officials & Administrators
Occupational Group	N/A	FLSA	Exempt
Benefit Code	EME	Physical Class	N/A

DEFINITION

Under general direction, manages the Sanitation Division operations within the Public Works Department to include the collection and disposal of solid waste and recyclables; maintenance of the sanitary sewer and storm drain system; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Sanitation Services Manager is distinguished from the Public Works Director in that the incumbent is not responsible for managing the entire Public Works Department. Distinguished from section supervisors in that the supervisors do not have administrative responsibility over a major division of the department. 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 Public Works Director, provides direct supervision to supervisory and support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Develops, implements, and evaluates division plans, policies and procedures to achieve annual goals, objectives and work standards;
- Plans, assigns and manages activities related to the collection and disposal of solid waste from residential dwellings in the City;
- Plans, assigns and manages the maintenance of the sewer and storm drain system facilities;
- Plans, assigns and manages, through supervisors, the activities of the division;
- Monitors the enforcement of refuse regulations;
- Interfaces and coordinates with regulatory agencies;
- Calculates solid waste collection and disposal costs;
- Develops and monitors the division budget and establishes budgetary controls;
- Manages private contracts for sewer, storm drain or other related maintenance repairs;
- 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;
- Administers safety and training programs;
- Maintains activity records and prepares reports as required;
- 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;
- Attends and conducts meetings as required.

Examples of Other Duties

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

- Receives and responds to public inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Develops and reviews reports and other documents submitted by subordinates;
- Performs related duties as required.

QUALIFICATION GUIDELINES

License and/or Certificates

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

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:

High school graduation equivalency; seven (7) years of progressively responsible public works experience, which includes three (3) years in collection and disposal of solid waste and recyclables and at least two (2) years of management or supervisory experience.

Knowledge of

- Methods, materials, equipment and operating practices involved in the maintenance of a sewer and storm drain system; and the collection and disposal of solid waste;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Applicable Federal, State and local regulations;
- High quality customer service methodology and principles;
- 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

- Evaluate, develop and implement division policy and programs to improve operations;
- Develop and monitor the division budget and establish budgetary controls;
- Negotiate project and 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 sewer and storm drain 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.

CAREER LADDER INFORMATION

Experience gained in this classification in addition to training and coursework may serve towards meeting the qualification guidelines for Public Works Director.

ESTABLISHED/REVISED DATE

Revised Date: August 2003

Dept. Review Date: April 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR BUILDING INSPECTOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Building Inspector examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying), a Performance Test/Work Sample (30%), and an Oral Interview (70%). Staff is requesting approval for a three-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Senior Building Inspector. There is one (1) vacancy in the Community Development Department due to a promotion.


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

The previous examination in 2019 was weighted as follows: A Written Test (Qualifying), a Performance Test/Work Sample (30%), and an Oral Interview (70%). There will be no change in exam types and weights.

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 

Leallani Stewart
Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



8/21 Brianne Cohen
Civil Service Manager

Attachment: A) Senior Building Inspector Class Specification



City of Torrance
INSPECTOR, BUILDING, SENIOR

CLASS CODE	3532	SALARY	\$39.39 - \$47.90 Hourly \$6,827.60 - \$8,302.67 Monthly \$81,931.20 - \$99,632.00 Annually
BARGAINING UNIT	Engineers Association & Torrance Fiscal Employees Association	REVISION DATE	February 01, 1989

DEFINITION

Under general supervision to make inspections of buildings and structures of more than average size and complexity in all phases of construction, alteration and repair, for adherence to plans, specifications, and for compliance to the City codes and applicable State laws; to issue permits; to assist in the training of general building inspectors; and to do related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

This class is distinguished from the Principal Building Inspector in that the incumbent is not responsible for the supervision of subordinate staff. Distinguished from a Building Inspector in that the incumbent inspects the more complex structures such as commercial/industrial projects. Distinguished from Senior Electrical Inspector, Senior Plumbing Inspector and Senior Mechanical Inspector in that the incumbent regularly inspects general building construction and enforces environmental codes and regulations.

EXAMPLES OF ESSENTIAL DUTIES

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

- Inspects buildings and structures of all levels of complexity for conformance to the Building and related codes;
- Checks methods of construction and quality of materials;
- Keeps records and submits reports; issues correction tags;
- Checks plans and specifications on all types of structures; rechecks conformance of plans to correction sheets;
- Insures maintenance of qualified special inspection when such is required;
- Makes occupancy inspections to determine compliance of existing, as well as new, buildings and structures to building, electrical, plumbing and other related codes, laws and the State Housing act;
- Consults with and advises the public, regarding building, electrical, plumbing and other codes, laws and statutes concerning building construction;
- Issues building permits; and

- Assists in training building inspectors in building code enforcement.

QUALIFICATION GUIDELINES

Education and Experience

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

Five years of experience in building trade construction work and one year of experience as a building inspector for a municipal or county building department; or six years of experience as a building inspector for a municipal or county building department. An International Conference of Building Officials Building Inspector Certificate or certification of inspection technology is desirable.

Equivalent to graduation from high school.

Licenses and/or Certificates

A valid Class 3 California Driver's License.

Knowledge of

- Building, electrical, plumbing, sewer, and related codes;
- Basic principles and techniques of structural building inspection
- Building materials, accepted safety standards and modern methods of building construction;
- College level algebra, trigonometry, statistics and properties of materials.

Ability to

- Analyze, interpret, and accurately check building plans and specifications for compliance to codes and structural requirements;
- Prepare clear, comprehensive reports and correction sheets;
- Maintain cooperative working relationships with engineers, architects, contractors, and the general public.

ESTABLISHED/REVISED DATE

Revised Date: February 1989

Department Review Date: April 2025

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

Honorable Members:

SUBJECT: CONDUCT CLOSED HEARING ON THE APPEAL OF DISCIPLINE OF A TORRANCE POLICE OFFICER (13). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline 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. The deliberation of this matter by the Civil Service Commission will occur in closed session.

RECOMMENDATION

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a closed hearing to consider the appeal of discipline of a Police Officer (13), unless the employee requests to have the hearing in public session and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

BACKGROUND/ANALYSIS:

On July 25, 2024, Civil Service staff received an appeal of discipline for Police Officer (13). Under the provisions of Torrance Municipal Code Section 14.47.9, upon written request filed by an employee who has been disciplined under this Article, the Civil Service Commission shall set a date for and hold a hearing.

The Civil Service Commission commenced the hearing on August 5, 2024, and continued on September 23, 2024. The hearing is scheduled to continue on January 27, March 10 and 17, 2025, as needed. On March 10, 2025, the Civil Service Commission continued the hearing to April 14, 2025. Counsel for the employee requested a closed hearing at the pre-hearing conference on November 4, 2024.

Respectfully submitted,

Brianne Cohen

Brianne Cohen
Civil Service Manager

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

Honorable Members:

SUBJECT: CONDUCT CLOSED HEARING ON THE APPEAL OF DISCIPLINE OF A TORRANCE POLICE OFFICER (14). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline 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. The deliberation of this matter by the Civil Service Commission will occur in closed session.

RECOMMENDATION

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a closed hearing to consider the appeal of discipline of a Police Officer (14), unless the employee requests to have the hearing in public session and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

BACKGROUND/ANALYSIS:

On April 09, 2025, Civil Service staff received an appeal of discipline for Police Officer (14). Under the provisions of Torrance Municipal Code Section 14.47.9, upon written request filed by an employee who has been disciplined under this Article, the Civil Service Commission shall set a date for and hold a hearing.

Respectfully submitted,

Brianne Cohen

Brianne Cohen
Civil Service Manager

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

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

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

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

- 1) Appeal of Discipline of a Police Officer (13).

Respectfully submitted,

Brianne Cohen

Brianne Cohen
Civil Service Manager

Commission Meeting
April 14, 2025

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

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

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

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

- 1) Appeal of Discipline of a Police Officer (14).

Respectfully submitted,

Brianne Cohen

Brianne Cohen
Civil Service Manager

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