

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, APRIL 28, 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, April 24, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 February 10, 2025.

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

**6. ADMINISTRATIVE MATTERS**

**6A. Elect Chair of the Employee Relations Committee for Remainder of Fiscal Year 2024-2025.**

Recommendation of Civil Service Staff that the Employee Relations Committee elect a Chair for the remainder of Fiscal Year 2024 – 2025.

**6B. Determine Unit for the New Classification of Accounting Supervisor.**

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Accounting Supervisor 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.



**MINUTES OF A MEETING OF THE  
EMPLOYEE RELATIONS COMMITTEE  
(TORRANCE CIVIL SERVICE COMMISSION)**

**1. CALL TO ORDER**

The meeting was called to order by Senior Human Resources Analyst Chaparro in regular session at 6:10 p.m. on February 10, 2025, in the LeRoy J. Jackson Council Chambers at Torrance City Hall.

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

Present: Committee Members Kohus and Sasaki

Absent: None.

**2. REPORT OF THE CITY CLERK ON THE POSTING OF AGENDA**

Senior Human Resources Analyst Chaparro stated that the agenda for the Employee Relations Committee was posted by the City Clerk on, February 6, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED AND/OR SUPPLEMENTAL ITEMS**

None.

**4. ORAL COMMUNICATIONS**

None.

**5. CONSENT CALENDAR**

**5A. APPROVE EMPLOYEE RELATIONS MINUTES FOR DECEMBER 9, 2024**

**MOTION:** Committee Member Kohus moved to approve the minutes of December 9, 2024 as submitted; motion was seconded by Committee Member Sasaki. The motion passed by a unanimous roll call vote.

**6. ADMINISTRATION MATTERS**

**6A. DETERMINE UNIT FOR THE NEW CLASSIFICATION OF WASTE MANAGEMENT COORDINATOR**

Principal Human Resources Analyst presented the report for the item.

There was no public comment.

In response to a question from Commissioner Kohus, Principal Human Resources Analyst explained that the coordinator position could have an opportunity to hire staff, in which case they would supervise that person.

**MOTION:** Committee Member Sasaki moved to approve unit for the new classification of Waste Management Coordinator, as submitted; motion was seconded by Committee Member Kohus. The motion passed by a unanimous roll call vote.

**5A**

**7. COMMITTEE ORAL COMMUNICATIONS**

None.

**8. ADJOURNMENT**

**8A. ADJOURNMENT OF THE EMPLOYEE RELATIONS COMMITTEE MEETING TO DATE TO BE DETERMINED**

**MOTION:** At 6:15 p.m., Committee Member Kohus moved to adjourn to a date to be determined; motion was seconded by Committee Member Sasaki and a roll call vote reflected unanimous approval.

**###**

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

**Honorable Members:**

**SUBJECT: ELECT CHAIR OF THE EMPLOYEE RELATIONS COMMITTEE FOR  
REMAINDER OF FISCAL YEAR 2024 – 2025.**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that the Employee Relations Committee elect a Chair for the remainder of Fiscal Year 2024 - 2025.

**BACKGROUND AND ANALYSIS:**

TMC Section 14.8.6(a) requires the Chair of the Civil Service Commission to appoint the members of the Employee Relations Committee. TMC Section 14.8.6(b) provides that, "The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman."

On July 22, 2024, Commissioner Kohus, Commissioner Sasaki, and Commissioner Zygielbaum were appointed as members of the Employee Relations Committee. Commissioner Zygielbaum was then elected as the Employee Relations Committee Chair at the Employee Relations Committee meeting on July 22, 2024. On November 25, 2024, Commissioner Zygielbaum resigned from the Civil Service Commission and Employee Relations Committee.

The Civil Service Commission Chair has made a new appointment to the Employee Relations Committee, and accordingly, now is the appropriate time for the Committee to elect a Chair for the remainder of Fiscal Year 2024 – 2025.

Respectfully Submitted,

By   
Jennica Chaparro  
Senior Human Resources Analyst

CONCUR:

  
Brianne Cohen  
Civil Service Manager

Attachment A: Torrance Municipal Code Section 14.8.6

## **Torrance Municipal Code Section 14.8.6**

### **14.8.6 EMPLOYEE RELATIONS COMMITTEE.**

There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.

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 ACCOUNTING SUPERVISOR**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the attached Resolution assigning the Accounting Supervisor to the Torrance Professional & Supervisory Association.

**BACKGROUND**

The Accounting Supervisor plans, organizes and oversees activities related to the City's accounting, auditing and financial reporting functions, including the preparation of the Annual Comprehensive Financial Report. This position directs the work of subordinates, providing guidance on complex and technical financial matters.

Anticipating approval of the class specification by the Civil Services Commission, a recommendation for unit determination for Accounting Supervisor 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 Budget Supervisor is Torrance Professional & Supervisory Association.

- **Fullest Freedom in the Exercise of Rights**

The Accounting Supervisor 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 & Supervisory Association which will assure the Accounting Supervisor 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 & Supervisory Association has traditionally represented classifications that are similar in nature and level and is therefore appropriate that the Accounting Supervisor be designated to this unit.

- **Effect on the Efficient Operation to the City**

Designating the Accounting Supervisor to the Torrance Professional & Supervisory Association will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Accounting Supervisor 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 Accounting Supervisor will work in a setting similar to other classifications in the Torrance Professional & Supervisory Association such as the Senior Accountant, Sr. Buyer, and Administrative Analyst.

- **Job Duties**

The incumbent in the position will perform duties similar to other classifications in the representation unit, such as:

- Supervise, train, and evaluate a group of technical accounting and accounts payable staff.

- Lead the coordination of month-end and year-end financial close process. Review and analyze monthly financial reports.
- Provide oversight of all project accounting functions while monitoring grant activities and coordinating with departments for timely reimbursements.
- Compile and review accounting records for independent audits. Provide coordination of various external audits.
- Participate in the evaluation, selection and maintenance of the department's accounting-related software systems, which includes the city's enterprise resource planning system.
- Interpret accounting fiscal policies in accordance with Governmental accounting, auditing and financial principles and practices. Conduct research and prepare technical memo related to accounting and financial matters.

• **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   
Alfredo Melgoza  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

  
Aram Chaparyan  
City Manager

NOTED:

  
Brianne Cohen  
Civil Service Manager

- Attachment: A) Accounting Supervisor Class Specification (Pending Approval of May 6, 2025 Council Item)  
B) Torrance Municipal Code Section 14.8.11(f)(2)  
C) Positions Represented by Torrance Professional & Supervisory Association  
D) Resolution

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## **Accounting Supervisor**

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### **Definition**

Under general direction, plans, organizes, and oversees activities related to the City's accounting, auditing and financial reporting functions, including the preparation of Annual Comprehensive Financial Report. This position directs the work of subordinates, providing guidance on complex, technical financial matters and performs related work as required.

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### **Distinguishing Characteristics**

The Accounting Supervisor receives general direction from the Accounting Manager. This is a single position within the Finance Department. This position will provide day-to-day supervision of a group of technical staff and hands-on support in all areas of accounting and accounts payable. This position requires a technical knowledge of accounting principles and practices and to be proficient in Excel and financial software systems, with excellent attention to detail.

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### **Supervision Exercised/Received**

Receives general direction from the Accounting Manager; will provide day-to-day supervision of a group of technical staff.

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### **Examples of Essential Duties**

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

- Supervise, train, and evaluate a group of technical accounting and accounts payable staff.
- Research, analyze and assist in implementing accounting policies, procedures and internal controls related to financial management and accounting.
- Compile and review accounting records for independent audits. Provide coordination of various external audits.
- Lead the preparation of the Annual Comprehensive Financial Report and all other additional audit reports.
- Lead the coordination of month-end and year-end financial close process. Review and analyze monthly financial reports.
- Oversee weekly check run process with accounts payable staff ensuring timely payment of vendors.
- Provide oversight of all project accounting functions while monitoring grant activities and coordinating with departments for timely reimbursements.
- Review journal entries and general ledger reconciliations for accurate financial reporting.
- Participate in the evaluation, selection and maintenance of the department's accounting-related software systems, which includes the city's enterprise resource planning system.
- Ensure compliance with provisions of Federal, State, County, and City statutes relating to financial matters.

**ATTACHMENT A**

- Interpret accounting fiscal policies in accordance with Governmental accounting, auditing and financial principles and practices. Conduct research and prepare technical memo related to accounting and financial matters.
- Provide technical assistance to other departments and the City Council.
- Make presentations, as needed, to the City Manager and City Council.
- Prepare reports and recommendations for City Council and commission agenda items. Review City Council agenda items.
- Assist in preparation of City's annual budget.
- Interact with consultants, attorneys, business leaders, and bank officials regarding financial issues.
- Participate on external committees, boards, task forces, etc., as appropriate.
- Attend various City Council, Commission, and community and staff meetings as required.
- Administer contracts with vendors, including insurance requirements and compliance with contract specifications.
- Perform other duties as required.

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## **Qualification Guidelines**

### **Knowledge of:**

- Governmental auditing, reporting and accounting principles and procedures.
- Federal and State laws and requirements placed on municipal accounting organizations.
- Automated accounting systems.
- Computer software applications related to data analysis and report preparation.
- Supervisory principles and practices.
- Internal control procedures.
- Projects and program management.
- Research and report writing methods and techniques.
- Customer service techniques.

### **Core Competencies:**

- Project Management – Ensuring projects are on-time, on-budget, and on-specifications.
- Strategic View – Maintaining the big picture and long-range objectives as a guide for decisions.
- Decision Making – Exercising discretion and judgment in choosing courses of action.
- Analyzing and Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data.
- Legal and Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations.
- Self-Management – Showing personal organization, self-discipline, and dependability.
- Presentation Skills – Formally delivering information to groups.
- Written Communication – Communicating effectively in writing.

- Leadership – Guiding and encouraging others to accomplish a common goal.
- Teamwork – Collaborating with others to achieve shared goals.
- Attention to Detail – Extremely careful in addressing all aspects of each work assignment to produce completed staff work and/or avoid any negative outcomes.
- Managing Performance – Ensuring superior individual and group performance.

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### License or Certificates

None

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### Education and Experience

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

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

Graduation from an accredited college or university with a degree in Accounting or a related Field (such as Business Administration or Public Administration) which includes a minimum of 24 semester units in accounting courses required by accounting majors; **OR**

Possession of a Certified Public Accountant certificate for the State of California; **OR**

Have passed the CPA qualifying test that is recognized by the American Institute of Certified Public Accountants, and;

At least three years of progressively responsible accounting or auditing experience, preferably for a government agency or in the performance of financial audits of local government entities. One year of supervisory experience preferred.

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### Special Requirements

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

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. On occasion, work will be required on evenings and weekends.

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### Career Ladder Information

Experience gained in this classification in addition to training and acquisition of additional skills may serve to meet the minimum requirements for promotion to Accounting Manager.

## **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 ACCOUNTING SUPERVISOR  
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 Accounting Supervisor; and

WHEREAS, the City Manager has recommended the classification of Accounting Supervisor be assigned to the Torrance Professional & Supervisory Association; and

WHEREAS, the Accounting Supervisor 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 Accounting Supervisor 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 Accounting Supervisor to the Torrance Professional & Supervisory Association.

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

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

ATTEST:

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

APPROVED AS TO FORM:

PATRICK SULLIVAN  
CITY ATTORNEY

By \_\_\_\_\_

ATTACHMENT D