

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, MAY 12, 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, May 8, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

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

6. CONSENT CALENDAR

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

6A. Approve Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of January 27, 2025, February 10, 2025, February 14, 2025, February 24, 2025, March 3, 2025, March 5, 2025, March 10, 2025, March 24, 2025, and March 31, 2025.

6B. Accept and File Employee Transition Report for January, February, March and April 2025.

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of January, February, March and April 2025.

6C. Approve the Examination for Accounting Supervisor.

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

6D. Approve the Examination for Public Works Supervisor (Streetscape).

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Public Works Supervisor examination on a promotional 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.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

8. HEARINGS

No Business to Consider.

9. CLOSED SESSION

No Business to Consider

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, June 9, 2025 at 6:00 p.m. in the Council Chamber.



January 27, 2025

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in a regular meeting at 6:01 p.m. on Monday, January 27, 2025, in the LeRoy J. Jackson Council Chambers at Torrance City Hall, 3031 Torrance Boulevard.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Adelsman, Hamada, Kohus, Lohnes, Sasaki and Chair Herring

Absent: None.

Also Present: *Deputy City Attorney Gonzaque, Counsel for the Commission, Civil Service Manager Cohen, Senior Human Resources Analyst Chaparro, Human Resources Technician Arechiga.

*Deputy City Attorney Gonzaque left the meeting at 6:11 p.m.

Also Present for Item 8A:

Attorney Bent,
Attorney Yu,
Attorney James Oldendorph, Torrance Police Department

Also Present for Item 8B:

Attorney Bent,
Attorney Yu,
Attorney Stockley, Liebert Cassidy Whitmore,
Torrance Police Chief Hart

2. FLAG SALUTE

The Pledge of Allegiance was led by Commission Hamada.

3. REPORT ON THE POSTING OF THE AGENDA

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Thursday, January 23, 2025.

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

Civil Service Manager Cohen stated that there were two supplemental items for items 6A and 7A. She stated that copies had been provided to the Commission and hard copies were available for members of the public.

5. ORAL COMMUNICATIONS #1

None.

6A

6. CONSENT CALENDAR

6A. Approve the Examination for Permit Center Supervisor

Removed for separate consideration

Commissioner Kohus requested that Item 6A be removed for separate consideration.

In response to questions from Commissioner Kohus, Human Resources Analyst Stewart explained that current organization chart had three positions and confirmed that the new revised class specifications would be completed as her work load permitted and would be subject to the meet and confer process.

MOTION: Commissioner Kohus moved to approve Item 6A; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote.

7. ADMINISTRATIVE MATTERS

7A. Approve the Title Change and Revised Class Specification for Administrative Assistant

Principal Human Resources Analyst Ortiz presented the report for the item. She explained that the position of Office Assistant had been incorporated into the position of Administrative Assistant to create one clerical classification, with the positions of Administrative Assistant 1 and Administrative Assistant 2.

There was no public comment.

Responding to questions from Commissioner Kohus, Principal Human Resources Analyst Ortiz explained that once the revised class specification had been approved, all the current employees who were Office Assistants would become Administrative Assistants 1 and Administrative Assistants would become Administrative Assistants 2.

Principal Human Resources Analyst Ortiz confirmed that employees would not need to test to move from Administrative Assistant 1 to Administrative Assistant 2, and explained that the move would be based on their performance and the operational needs of the department.

MOTION: Commissioner Kohus moved to approve Item 7A. Approve the Title Change and Revised Class Specification for Administrative Assistant; motion was seconded by Commissioner Sasaki. The motion passed by a roll call vote.

8. HEARINGS

8A. Appeal of Discipline of a Torrance Police Officer (5).*(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.*

At 6:11 p.m. the Commission convened the appeal in closed session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

There was no public comment.

*Deputy City Attorney Gonzaque left the meeting at 6:11 p.m.

Chairperson Herring ordered a recess from 6:11 p.m. to 6:17 p.m.

MOTION: Commissioner Kohus moved to continue the hearing to Monday, April 28, 2025; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote.

At 6:26 p.m. the hearing was adjourned to Monday, April 28, 2025. The Commission reconvened into regular open session at 6:26 p.m.

Attorney Bent announced that the Commission had voted to continue the hearing 8A, Appeal of Discipline of a Torrance Police Officer (5) to Monday, April 28, 2025 at 6:00 p.m.

Chairperson Herring ordered a recess from 6:26-6:32 p.m.

8B. 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.

At 6:33 p.m. the Commission convened the appeal in closed session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

There was no public comment.

Chairperson Herring ordered a recess from 6:49-6:50 p.m.

Chairperson Herring reconvened the hearing at 6:50 p.m.

Chairperson Herring ordered a recess from 7:34-7:46 p.m.

Chairperson Herring reconvened the hearing at 7:46 p.m.

Chairperson Herring ordered a recess from 8:34-8:42 p.m.

Chairperson Herring reconvened the hearing at 8:42 p.m.

At 10:18 p.m. the hearing was adjourned to March 10, 2025.

The Commission reconvened into regular session at 10:19 p.m.

Attorney Bent announced that the Commission had voted to continue the hearing 8B, Appeal of Discipline of a Torrance Police Officer (13) to Monday, March 10, 2025 at 6:00 p.m.

9. CLOSED SESSION (Withdrawn-Not Considered)

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

1) Appeal of Discipline of a Torrance Police Officer (5)

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

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

10. COMMISSION ORAL COMMUNICATIONS

None.

11. **ADJOURNMENT**

Adjournment of Civil Service Commission meeting to Monday, February 10, 2025

MOTION: At 10:20 p.m., Commissioner Adelsman moved to adjourn the meeting to Monday, February 10, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Sasaki. The motion passed by a roll call vote.

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Subject to Approval

February 10, 2025

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on Monday, February 10, 2025, in the LeRoy J. Jackson City Council Chambers at Torrance City Hall.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Adelsman, Hamada, Kohus, Lohnes, Sasaki and Chair Herring

Absent: None

Also Present: Deputy City Attorney Litvin, Counsel for the Commission, Senior Human Resources Analyst Chaparro, Human Resources Technician Arechiga, Human Resources Technician Pietrantonio.

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Sasaki.

3. REPORT ON THE POSTING OF THE AGENDA

Senior Human Resources Analyst Chaparro stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Thursday, February 6, 2025.

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

Senior Human Resources Analyst Chaparro stated that there no items.

5. ORAL COMMUNICATIONS #1

None

7. ADMINISTRATIVE MATTERS (Considered out of order)

7A. Approve Proposed Class Specification for Waste Management Coordinator

Principal Human Resources Analyst Navarro presented the report for the item. She noted that the error noted by Commissioner Kohus would be corrected.

MOTION: Commissioner Kohus moved to approve Item 7A with the proposed changes; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote.

7B. Approve Revised Class Specification for Park Services Manager

Senior Human Resources Analyst Alonzo presented the report for the item. She responded to a question which Commissioner Kohus had submitted regarding the "technologies legislation" listed in examples of essential duties: *stays abreast of current developments in trade industries and technologies legislation and trends, which may affect the City and/or the Division.*

Senior Human Resources Analyst Alonzo explained that trade industries referred to a collection of craft and trade fields which included Park maintenance and trade technologies referred to those technologies associated with those industries.

MOTION: Commissioner Sasaki moved to approve Item 7B; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote.

Chairperson Herring ordered a recess from 6:10 p.m. to 6:15 p.m. for the Employee Relations Committee meeting.

6. CONSENT CALENDAR

6A. Approve Civil Service Commission Minutes for September 23, 2024, September 30, 2024, October 7, 2024, October 14, 2024, November 18, 2024, November 25, 2024, December 9, 2024, January 6, 2025 and January 13, 2025
Removed for separate consideration

6B. Approve the Examination for Parks Services Manager
Removed for separate consideration

6C. Approve the Examination for Senior Administrative Assistant
Approved

6D. Approve the Examination for Waste Management Coordinator
Approved

Commissioner Adelsman requested that Item 6A be pulled for separate consideration.

Commissioner Lohnes requested that Item 6B be pulled for separate consideration.

MOTION: Commissioner Kohus moved to approve Items 6C and 6D; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote.

6A. Approve Civil Service Commission Minutes for September 23, 2024, September 30, 2024, October 7, 2024, October 14, 2024, November 18, 2024, November 25, 2024, December 9, 2024, January 6, 2025 and January 13, 2025

Commissioner Adelsman requested that in the September 23, 2024 minutes the spelling of Commissioner Hamada's name be corrected and in the minutes of December 9, 2024 the spelling of scrivener's error be corrected.

MOTION: Commissioner Kohus moved to approve Items 6A, as corrected; motion was seconded by Commissioner Adelsman The motion passed by a roll call vote.

6B. Approve the Examination for Parks Services Manager

In response to a question from Commissioner Lohnes, Senior Human Resources Analyst Alonzo explained that the position needed to be filled, as the current Manager was out of the office. She noted that the position would be overfilled for the time being.

MOTION: Commissioner Lohnes moved to approve Item 6B; motion was seconded by Commissioner Sasaki. The motion passed by a roll call vote.

8. HEARING

No Business to Consider.

9. CLOSED SESSION

No Business to Consider.

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission meeting to Monday, February 24, 2025

MOTION: At 6:21 p.m., Commissioner Kohus moved to adjourn the meeting to Monday, February 24, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Sasaki. The motion passed by a roll call vote.

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February 14, 2025

**MINUTES OF A SPECIAL MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION
PUBLIC VERSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in a special meeting at 3:04 p.m. on Friday, February 14, 2025, in the LeRoy J. Jackson City Council Chambers at Torrance City Hall, 3031 Torrance Boulevard.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Kohus, Lohnes, Sasaki, and Chair Herring

Absent: Commissioners Adelsman, Hamada

Also Present: Deputy City Attorney Gonzaque, Counsel for the Commission,
Civil Service Manager Cohen,
Human Resources Technician Arechiga.

MOTION: Commissioner Kohus moved to approve excused absences for Commissioners Adelsman and Hamada, seconded by Commissioner Lohnes. The motion passed by a roll call vote (Absent: Commissioners Adelsman and Hamada)

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Lohnes.

3. REPORT ON THE POSTING OF THE AGENDA

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Thursday, February 13, 2025 at 1:43 p.m., within the 24-hour notice requirement of a special meeting.

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

Civil Service Manager Cohen stated that there no items.

5. ORAL COMMUNICATIONS #1

None

6. CONSENT CALENDAR

No Business to Consider

7. ADMINISTRATIVE MATTERS

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

Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1), unless the employee requests to have the appeal conducted in public session.

There were no public comments.

At 3:09 p.m. the Commission convened the appeal in closed session.

MOTION: Commissioner Kohus moved to grant the appeal of removal from Eligible List for Maintenance Worker; motion was seconded by Chair Herring. The motion passed by a roll call vote.

Ayes: Commissioners Kohus, Saaski and Chairperson Herring

Noes: Commissioner Lohnes

Abstain: None

Absent: Commissioners Adelsman and Hamada

The Commission reconvened into open session at 3:45 p.m.

Deputy City Attorney Gonzaque announced that by a vote of 3 to 1 the Commission had granted the appeal of removal from Eligible List for Maintenance Worker.

8. HEARING

No Business to Consider.

9. CLOSED SESSION (Withdrawn-Not Considered)

Civil Service Manager Cohen requested that staff withdraw Closed Session 9A.

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission meeting to Monday, February 24, 2025

MOTION: At 3:47 p.m., Commissioner Sasaki moved to adjourn the meeting to Monday, February 24, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Kohus. The motion passed by a roll call vote.

February 24, 2025

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION
PUBLIC VERSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on Monday, February 24, 2025, in the LeRoy J. Jackson City Council Chambers at Torrance City Hall.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Adelsman, Hamada, Kohus, Lohnes, Sasaki and Chair Herring

Absent: None

Also Present: Deputy City Attorney Gonzaque, Counsel for the Commission, Civil Service Manager Cohen, Senior Human Resources Analyst Chaparro, Human Resources Technician Arechiga.

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Hamada.

3. REPORT ON THE POSTING OF THE AGENDA

Senior Human Resources Analyst Chaparro stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Wednesday, February 19, 2025.

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

Senior Human Resources Analyst Chaparro stated that there no items.

5. ORAL COMMUNICATIONS #1

None

6. CONSENT CALENDAR

6A. Approve the Examination for Supervising Plans Examiner

Removed for separate consideration

Commissioner Lohnes requested that Item 6A be pulled for separate consideration.

In response to questions from Commissioner Lohnes, Principal Human Resources Analyst Ortiz explained that the request for the eligible list to be for three months and for the recruitment to be an open continuous recruitment, was to ensure a quicker hiring process and an adequate number of qualified candidates on the list.

Commissioner Lohnes expressed her concern that candidates did not have an opportunity to be considered and that the recruitment requirements of the Municipal Code was not being followed. Principal Human Resources Analyst Ortiz confirmed that all candidates on the list did

have an opportunity to be considered, but noted that either the department did not consider the candidate a good fit for the department or the candidate was no longer interested in the position.

Responding to questions from Commissioner Kohus, Principal Human Resources Analyst Ortiz noted that the Department normally would conduct the interviews within one to two weeks after the eligibility list was posted and added that the hiring process could take a month.

Civil Service Manager Cohen noted that if candidates were in the hiring process, the list could be extended, if needed. She added that any candidates referred but not in the process would not be able to be hired, if the list had expired. She explained that the department was entitled to have five names on the list and under the Municipal Code rules, the Department was entitled to another recruitment to obtain additional names.

In response to a question from Commissioner Kohus, Principal Human Resources Analyst Navarro confirmed that the latest engineering technician list was approved for a three months duration.

MOTION: Commissioner Adelman moved to approve Item 6A: Approve the Examination for Supervising Plans Examiner; motion was seconded by Commissioner Sasaki. The motion passed by a 4-2 roll call vote.

Ayes: Commissioners Adelman, Hamada, Sasaki and Chair Herring
Noes: Commissioners Kohus and Lohnes

7. ADMINISTRATIVE MATTERS

7A. Deny Protest of Eligible List for Fire Engineer

Civil Service Manager Cohen stated that the protest would be considered in a closed session.

There were no public comments.

At 6:14 p.m. the Commission convened the protest in closed session.

Chairperson Herring ordered a recess from 6:16 p.m. to 6:17 p.m.

MOTION: Commissioner Lohnes moved to deny Item 7A: Deny Protest of Eligible List for Fire Engineer; motion was seconded by Commissioner Adelman. The motion passed by a roll call vote.

At 7:15 p.m. the Commission reconvened the protest into open session.

Deputy City Attorney Gonzaque stated that by a vote of 6-0, the Commission denied the appeal of the Protest of Eligible List for Fire Engineer in Item 7A.

The Commission recessed to the Committee of the Civil Service Commission from 7:17 p.m. to 7:45 p.m.

8. HEARING

No Business to Consider.

9. CLOSED SESSION

No Business to Consider. Item withdrawn.

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission meeting to Monday, March 3, 2025

MOTION: At 7:46 p.m., Commissioner Sasaki moved to adjourn the meeting to Monday, March 3, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Adelsman. The motion passed by a roll call vote.

March 3, 2025

**MINUTES OF AN ADJOURNED MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in an adjourned meeting at 6:00 p.m. on Monday, March 3, 2025, in the City Council Chambers at Torrance City Hall.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Adelsman, Lohnes, Sasaki, and Chairperson Herring

Absent: Commissioners Hamada and Kohus

Also Present: Deputy City Attorney Litvin, Counsel for the Commission,
Deputy City Attorney Gonzaque, Counsel for the Commission,
Civil Service Manager Cohen,
Human Resources Technician Arechiga.

MOTION: Commissioner Adelsman moved to approve the excused absences of Commissioners Hamada and Kohus; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioners Hamada and Kohus)

2. FLAG SALUTE

The Pledge of Allegiance was led by Chair Herring.

3. REPORT ON THE POSTING OF THE AGENDA

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board on February 27, 2025.

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

None

5. ORAL COMMUNICATIONS #1

None

6. CONSENT CALENDAR

No Business to Consider

7. ADMINISTRATIVE MATTERS

No Business to Consider

8. HEARING

No Business to Consider

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)): 1) Appeal of Discipline of a Reprographic Specialist

The Commission met in closed session from 6:02 p.m. to 6:13 p.m.

Deputy City Attorney Gonzaque announced that by a vote 4-0, the Commission accepts the Findings of Fact and upholds the level of discipline determined by the Committee of the Civil Service Commission. (Absent Commissioners Hamada and Kohus)

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission meeting to Wednesday, March 5, 2025

MOTION: At 6:14 p.m., Commissioner Adelman moved to adjourn the meeting to Wednesday, March 5, 2025 at 4:00 p.m. in the Human Resources Building Multipurpose Room and was seconded by Commissioner Sasaki. A roll call vote reflected unanimous approval. (Absent Commissioners Hamada and Kohus)

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March 5, 2025

**MINUTES OF AN ADJOURNED MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in an adjourned meeting at 4:00 p.m. on Monday, March 5, 2025, in Human Resources Building Multipurpose Room at 3231 Torrance Boulevard.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Adelsman, Lohnes, Sasaki and Chair Herring

Absent: Commissioner Hamada and Kohus

Also Present: Deputy City Attorney Gonzaque, Counsel for the Commission,
Civil Service Manager Cohen.

MOTION: Commissioner Adelsman moved to approve the excused absences of Commissioners Hamada and Kohus; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioners Hamada and Kohus)

2. FLAG SALUTE

The Pledge of Allegiance was led by Chair Herring.

3. REPORT ON THE POSTING OF THE AGENDA

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board on February 27, 2025.

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

None

5. ORAL COMMUNICATIONS #1

None

6. CONSENT CALENDAR

No Business to Consider

7. ADMINISTRATIVE MATTERS

No Business to Consider

8. HEARING

No Business to Consider

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)): 1) Appeal of Discipline of a Reprographic Specialist

The Commission met in closed session from 4:03 p.m. to 4:04 p.m.

Deputy City Attorney Gonzaque announced that with respect to the Appeal of Discipline of a Reprographic Specialist, Chair Herring had signed the Findings of Fact and the Conclusions of Law and Orders for the matter in Item 9A, by a vote of 4-0. (Absent Commissioners Hamada and Kohus)

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission meeting to Monday, March 10, 2025

MOTION: At 4:05 p.m., Commissioner Sasaki moved to adjourn the meeting to Monday, March 10, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Adelman. A roll call vote reflected unanimous approval. (Absent Commissioners Hamada and Kohus)

Draft Subject to Approval Minutes

March 10, 2025

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in a regular meeting at 6:01 p.m. on Monday, March 10, 2025, in the LeRoy J. Jackson City Council Chambers at Torrance City Hall.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Adelsman, Hamada, Kohus, Sasaki and Chair Herring

Absent: Commissioner Lohnes

Also Present: Civil Service Manager Cohen,
Attorney Bent,
Attorney Yu, (arrived at 6:17 p.m.)
Attorney Stockley,
Police Chief Hart (arrived at 9:05 p.m.)
*Senior Human Resources Analyst Chaparro,
*Human Resources Technician Arechiga.

*Senior Human Resources Analyst Chaparro and Human Resources Technician Arechiga left the meeting at 6:14 p.m.

MOTION: Commissioner Adelsman moved to approve the excused absence of Commissioner Lohnes; motion was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (Absent Commissioner Lohnes)

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Kohus.

3. REPORT ON THE POSTING OF THE AGENDA

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on March 5, 2025.

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

No items.

5. ORAL COMMUNICATIONS #1

None

6. CONSENT CALENDAR

No Business to consider

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.

At 6:03 p.m. the Commission convened the appeal in closed session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

There was no public comment.

Chairperson Herring ordered a recess from 6:04 p.m. to 6:17 p.m.

Chairperson Herring ordered a recess from 7:46 p.m. to 7:59 p.m.

Chairperson Herring ordered a recess from 8:58 p.m. to 9:05 p.m.

At 10:48 p.m. the hearing was adjourned to Monday, March 17, 2025. The Commission reconvened into regular open session at 10:48 p.m.

At 10:50 p.m. the hearing was re-opened into closed session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

At 10:58 p.m. the hearing was adjourned to Monday, April 14, 2025. The Commission reconvened into regular open session at 10:58 p.m.

Attorney Bent announced that the Commission had voted to continue the hearing 8A, Appeal of Discipline of a Torrance Police Officer (13) to Monday, April 14, 2025 at 6:00 p.m.

9. CLOSED SESSION (Withdrawn-Not Considered)

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

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

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission meeting to Monday, March 24, 2025

MOTION: At 11:01 p.m., Commissioner Adelsman moved to adjourn the meeting to Monday, March 24, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Hamada. The motion passed by a roll call vote.

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in a regular meeting at 6:01 p.m. on Monday, March 24, 2025, in the City Council Chambers at Torrance City Hall.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners *Adelsman, Hamada, Kohus, Lohnes, Sasaki and Chair Herring

Absent: None

Also Present: Civil Service Manager Cohen,
Attorney Bent

Commissioner *Adelsman left the meeting at 6:05 p.m.

2. FLAG SALUTE

The Pledge of Allegiance was led by Chair Herring.

3. REPORT ON THE POSTING OF THE AGENDA

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board on March 19, 2025.

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

None

5. ORAL COMMUNICATIONS #1

None

6. CONSENT CALENDAR

No Business to Consider

7. ADMINISTRATIVE MATTERS

No Business to Consider

8. HEARING

No Business to Consider

*Commissioner Adelsman recused herself from the closed session and left the meeting at 6:05 p.m.

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 (12)

The Commission met in closed session from 6:05 p.m. to 9:17 p.m.

Attorney Bent announced that with respect to the Appeal of Discipline of a Torrance Police Officer (12), the Commission had voted (5-0) to uphold the recommendations of the Hearing Officer and to uphold the level of discipline.

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A Adjournment of Civil Service Commission meeting to Monday, March 31, 2025

MOTION: At 9:18 p.m., Commissioner Kohus moved to adjourn the meeting to Monday, March 31, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Lohnes. A roll call vote reflected unanimous approval. (Absent Commissioner Adelsman)

Draft Subject to Approval Minutes

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION**

1. CALL TO ORDER

The Torrance Civil Service Commission convened in an adjourned meeting at 6:45 p.m. on Monday, March 31, 2025, in the LeRoy J. Jackson City Council Chamber at Torrance City Hall.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Hamada, Kohus, Lohnes, Sasaki and Chair Herring
Absent: Commissioner Adelsman
Also Present: Counsel for the Commission and Civil Service Manager Brianne Cohen

MOTION: Commissioner Lohnes moved to approve the excused absence of Commissioner Adelsman; motion was seconded by Commissioner Kohus; a roll call reflected a 5-0 approval (Commissioner Adelsman absent).

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Lohnes.

3. REPORT ON THE POSTING OF THE AGENDA

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board on Thursday, March 27, 2025.

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

None.

5. ORAL COMMUNICATIONS

None.

6. CONSENT CALENDAR

No business to consider.

7. ADMINISTRATIVE MATTERS

No business to Consider.

8. HEARINGS

No business to consider.

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 (12)

The Commission met in closed session from 6:48 p.m. to 7:18 p.m.

Attorney Bent announced that with respect to the Appeal of Discipline of a Torrance Police Officer (12), the Commission adopts in part and modifies in part the hearing officer's decision and with respect to the level of discipline by vote 5-0, the Commission upholds the level of discipline imposed by the hearing officer.

10. COMMISSION ORAL COMMUNICATIONS

None.

11. ADJOURNMENT

11A. ADJOURNMENT OF THE CIVIL SERVICE COMMISSION MEETING TO MONDAY, APRIL 14, 2025

MOTION: At 7:20 p.m., Commissioner Hamada moved to adjourn the meeting to Monday, April 14, 2025, at 6:00 p.m. in the LeRoy J. Jackson City Council Chamber at Torrance City Hall; motion was seconded by Commissioner Sasaki; a roll call reflected a 5-0 approval (Commissioner Adelsman absent).

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

Honorable Members:

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR JANUARY, FEBRUARY,
MARCH, AND APRIL 2025**

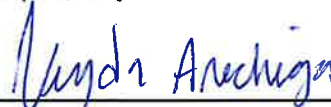
RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of January, February, March and April 2025.

BACKGROUND/ANALYSIS:

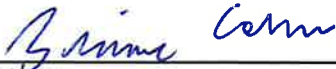
The Employee Transition Report for January, February, March and April 2025 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga
Senior Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for January, February, March and April 2025.

**EMPLOYEE TRANSITION REPORT
JANUARY, FEBRUARY, MARCH AND APRIL 2025**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit	Transit Service Attendant	Transit
Associate Engineer	Community Development	Engineering Services Manager	Community Development
Cable TV Announcer	City Manager's Office	Cable Television Assistant Producer/Writer	City Manager's Office
Custodian	General Services	Maintenance Worker	Public Works
Deputy City Manager	City Manager's Office	Finance Director	Finance
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Firefighter	Fire	Fire Engineer	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Fire Recruit	Fire	Firefighter	Fire
Maintenance Worker	Public Works	Lead Maintenance Worker	Public Works
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Maintenance Worker	Public Works	Tree Trimmer	Public Works
Maintenance Worker	Public Works	Tree Trimmer	Public Works
Management Aide	City Manager's Office	Management Assistant	Finance
Management Aide	Community Development	Management Assistant	City Manager's Office
Management Assistant	General Services	Staff Assistant	General Services
Police Records Technician	Police	Police Services Supervisor	Police
Police Services Officer	Police	Police Services Supervisor	Police
Police Services Officer	Police	Police Services Supervisor	Police
Police Services Supervisor	Police	Administrative Analyst	Police

INTERNAL PROMOTIONS CONT.

Planning Associate	Community Development	Senior Planner	Community Development
Plans Examiner	Community Development	Supervising Plans Examiner	Community Development
Program Coordinator	Community Services	Recreation Supervisor	Community Services
Program Coordinator	Community Services	Recreation Supervisor	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Program Leader	Community Services	Program Specialist	Community Services
Senior Building Inspector	Community Development	Capital Projects Construction Superintendent	General Services
Senior Custodian	General Services	Airport Worker	General Services
Senior Program Specialist	Community Services	Instructor II	Community Services
Tree Trimmer	Public Works	Lead Maintenance Worker	Public Works

INTERNAL TRANSFERS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Administrative Assistant	General Services	Administrative Assistant	Police

NEW HIRES

TITLE	DEPARTMENT
Accountant	Finance
Administrative Analyst	Police
Administrative Assistant	Community Services
Administrative Assistant	Community Services
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit

NEW HIRES CONT.

Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Public Safety Dispatcher	Police
Public Safety Dispatcher	Police
Public Safety Dispatcher	Police
Public Safety Dispatcher	Police
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Relief Bus Operator	Transit
Sanitation Equipment Operator	Public Works
Sanitation Equipment Operator	Public Works
Sanitation Equipment Operator	Public Works
Sanitation Equipment Operator	Public Works
Senior Accountant	Finance
Stage Manager	General Services
Theater Technician	General Services
Theater Technician	General Services

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ACCOUNTING SUPERVISOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Accounting Supervisor examination on an open continuous basis consisting of the following exam components and weights: Application Review (Qualifying) and 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 Accounting Supervisor.

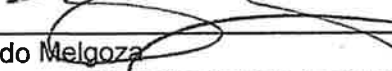
The proposed Class Specification, reviewed by the Finance Department, will appropriately reflect the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached class specification.

This is a new position and there have been no previous examinations. It was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and 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 
Alfredo Melgoza
Principal Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Accounting Supervisor Class Specification

6C

Accounting Supervisor

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.

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.

Supervision Exercised/Received

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

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.

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.

License or Certificates

None

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.

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.

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.

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

Honorable Members:

**SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS SUPERVISOR
(STREETScape)**

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Public Works Supervisor examination on a promotional 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 Public Works Supervisor. There is one (1) current vacancy within the Public Works Department due to a promotion.

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

The previous examination in 2021 was weighted as follows: Application Review (Qualifying), Written Exam (60%), and an Oral Interview (40%). 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 a sufficient pool of internal candidates to qualify; therefore, a promotional recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Anaïd Navarro
Principal Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Public Works Supervisor Class Specification

6D



City of Torrance
PUBLIC WORKS SUPERVISOR

CLASS CODE	5347	SALARY	\$39.17 - \$50.01 Hourly \$6,789.47 - \$8,668.40 Monthly \$81,473.60 - \$104,020.80 Annually
BARGAINING UNIT	Torrance Professional & Supervisory Association	ESTABLISHED DATE	September 01, 2003
REVISION DATE	August 01, 2018		

DEFINITION

Under direction, supervises assigned programs and/or services in the Sanitation, Street Operations, or Landscape Divisions of the Public Works Department. Assigned programs and/or services include refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or the maintenance and repair of all roadway improvements and paved surfaces, including tree trimming, removals and landscape median maintenance within the street right-of-way or other easements. Work involves planning, prioritizing and scheduling assigned program and/or services; supervising work crews engaged in daily operations; reviewing and approving completed activity; obtaining, allocating and maximizing resources; and preparing and maintaining operational and administrative records. Performs related activities as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from the Lead Maintenance Worker in that the Public Works Supervisor is responsible for multiple work crews including the supervision of Lead Maintenance Workers assigned to direct a single crew. Distinguished from the Sanitation Services Manager, Street Operations Manager, and Landscape Manager/City Arborist in that the incumbent is not responsible for managing an entire division within the Public Works Department.

The Public Works Supervisor supervises work crews engaged in daily operations for their assigned division. The Public Works Supervisor reports to a Division Manager (Sanitation Services Manager, Street Operations Manager, or Landscape Manager/City Arborist).

EXAMPLES OF ESSENTIAL DUTIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, coordinates and supervises daily operations and activities of assigned work crews engaged in sanitation, operations, or landscape activities;

- Supervises programs and services including refuse collection and recycling; street sweeping; storm drain, sewer and pump station maintenance; and/or repair of all roadway elements within the street right-of-way or other easements, including roadway improvements and other paved surfaces, curb, gutter, sidewalk, street tree trimming and replacement and maintenance of medians/parkways and other related improvements; plans daily operations; assigns work to crew members;
- Obtains and issues necessary materials, equipment and supplies; and provides direction and instructions to crews; supervises the work of subordinate staff; reviews and evaluates work in progress and upon completion; approves final work product; ensures work adheres to quality standards and safety practices; may provide project parameters and inspect the work of contractors;
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and makes recommendations regarding leaves, disciplinary matters and other personnel actions to division head;
- Conducts inspections of assigned refuse collection routes, City, rights of way, streets and/or landscape; assesses conditions and needs pertaining to assigned programs and services; completes records of findings; identifies needed sanitation, operations, or landscape work/services as appropriate.
- Prioritizes projects and/or services; estimates costs and needed equipment, materials and manpower; and establishes project and/or service schedules;
- Supervises the maintenance of assigned tools and equipment used in performing daily operations and services; schedules and coordinates preventive maintenance and repair; replaces broken or damaged tools and equipment, ensures tools and supplies are properly cleaned, stored and secured; and prepares requisitions and purchase orders for needed materials and supplies;
- Provides information, assistance and directions to the general public regarding assigned operations, maintenance, services and projects;
- Interprets policies and procedures; investigates complaints; discusses service requests; may discuss City policies, contract requirements, and other project related issues with contractors; and may represent the City in matters pertaining to the performance of contractors on assigned projects;
- Prepares administrative forms, production reports, vehicle maintenance reports, and other program information and submits to division head, director and other City officials as required; and maintains operational records and files;
- Coordinates activities and operations with other department personnel as needed; works with department staff to identify special maintenance and /or service needs; identifies and/or refers issues to other department supervisors as appropriate; and establishes effective working relationships with City personnel and other agencies.

Examples of Other Duties

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Serves on boards, teams and committees as assigned. May represent the division and/or department at public meetings, etc., as required;
- Performs other duties as assigned.

QUALIFICATION GUIDELINES

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:

Graduation from high school or equivalent; and three years of progressively responsible experience with at least two of the three years directly related to the assigned area of operation (i.e., sanitation, operations or landscape.)

Formal technical training in a relevant field is preferred.

One year of supervisory or lead work experience is preferred.

Licenses and/or Certificates

Must maintain and possess the following:

Requires a valid California commercial driver's license with appropriate endorsements.

Knowledge of

- Policies, procedures, equipment, materials, techniques and technological aspects pertaining to assigned division programs, activities and services (Sanitation, Street Operations, or Landscape Divisions);
- Principles of supervision, training and employee relations;
- Safety hazards and proper safety procedures, protective equipment and policies;
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic;
- Report writing techniques;
- Software applications currently in use by the Department, including word-processing, spreadsheet and database applications;
- Principles of customer relations;
- City policies and procedures affecting departmental operations;
- General City operations.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling, disciplining staff and handling grievances;
- Operate radios, modern office equipment, computers and software applications.
- Operate assigned tools, equipment and vehicles for the purpose of training staff and demonstrating proper techniques;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- Establish effective working relationships with City officials, contractors, employees and the general public;
- Accurately complete departmental reports, forms and necessary documentation;
- Compose, compile and maintain correspondence, special studies, statistical analyses, and reports;
- Understand and carry out oral and written directions;
- Maintain accurate records of time, materials and equipment.

SPECIAL REQUIREMENTS

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

Physical Ability: Tasks involve the ability to exert physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 60 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors. Some tasks require the ability to perceive and distinguish sounds. Some tasks require visual perception and distinction. Some tasks require oral communications ability.

Environmental Factors: Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and traffic hazards.

CAREER LADDER INFORMATION

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Sanitation Services Manager, Street Operations Manager or Landscape Manager/City Arborist.

ESTABLISHED/REVISED DATE

Established Date: September 2003

Revised Date: August 2018

Department Review Date: May 2025