

**CIVIL SERVICE COMMISSION AGENDA  
MAY 19, 2025  
SPECIAL MEETING  
6:00 P.M. – REGULAR BUSINESS  
IN LeROY J. JACKSON COUNCIL CHAMBER AT 3031 TORRANCE BL.**

**NOTICE OF SPECIAL MEETING  
CIVIL SERVICE COMMISSION**

TO: Chair Cinda Herring  
Commissioner Jean Adelsman  
Commissioner Marianne Hamada  
Commissioner Mia Kartsonis  
Commissioner Julie Kohus  
Commissioner Laura Lohnes  
Commissioner Hana Sasaki

[Daily Breeze]

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NOTICE IS HEREBY GIVEN that the Torrance Civil Service Commission will conduct a special meeting beginning at 6:00 p.m. on 19<sup>th</sup> day, of May, 2025, in the LeRoy J. Jackson Council Chamber, 3031 Torrance Blvd., Torrance, California 90503.

Said special meeting shall be for the purpose of consideration of the examination for Accounting Supervisor.

Dated this 14<sup>th</sup> day of May, 2025




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Cinda Herring, Chair

I, Rebecca Poirier, City Clerk of the City of Torrance, do hereby certify, under penalty of perjury, under the laws of the State of California, that the aforementioned notice of special meeting was delivered to each member of the Torrance Civil Service Commission, and sent by e-mail to each member of the press listed in the aforementioned notice at least 24 hours prior to the time set for the special meeting.

Dated this 14<sup>th</sup> day of May, 2025



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Rebecca Poirier, City Clerk, MMC

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 19, 2025  
SPECIAL 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 Wednesday, May 14, 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 Accounting Supervisor.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Accounting Supervisor examination on an open 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.

**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.



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 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.

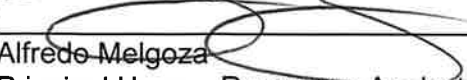
The proposed Class Specification, reviewed by the Finance Department, will appropriately reflect the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of attached class specification.

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:



for Brianne Cohen  
Civil Service Manager

Attachment: A) Accounting Supervisor Class Specification

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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.