

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, JUNE 9, 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 Wednesday June 4, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 April 14, 2025 and April 28, 2025.

**6B. Accept and File Employee Transition Report for May 2025.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of May 2025.

**6C. Approve the Examination for Storekeeper.**

Recommendation of Human Resources Director that your Honorable Body approve conducting the Storekeeper examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (40%) and Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

## 7. ADMINISTRATIVE MATTERS

### 7A. Approve Protest of the Eligible List for Associate Engineer.

Recommendation of the Human Resources Director that your Honorable Body approve the protest of the eligible list for Associate Engineer.

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

### 7B. Deny Protest of the Eligible List for Recreation Supervisor.

Recommendation of the Human Resources Director that your Honorable Body deny the protest of the eligible list for Recreation Supervisor.

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

## 8. HEARINGS

No Business to Consider.

## 9. CLOSED SESSION

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

- 1) Approve Protest of the Eligible List for Associate Engineer.

### 9B. CONFERENCE WITH LEGAL COUNSEL- EMPLOYMENT (California Government Code §54957(b) (1)):

- 1) Deny Protest of the Eligible List for Recreation Supervisor.

## 10. COMMISSION ORAL COMMUNICATION

## 11. ADJOURNMENT

- 11A. Adjournment of Civil Service Commission Meeting to Monday, June 23, 2025 at 6:00 p.m. in the Council Chamber.



April 14, 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 6:02 p.m. on Monday, April 14, 2025, in the LeRoy J. Jackson Council Chambers at 3031 Torrance Boulevard.

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

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

Absent: None

Also Present: Civil Service Manager Cohen,

\*\*Deputy City Attorney Gonzaque, Counsel for the Commission (left at 6:41 p.m.)  
Senior Human Resources Analyst Chaparro,  
Senior Human Resources Technician Arechiga,  
Human Resources Technician Pietrantonio.

Also Present for Item 8B (taken out of order)

Attorney Bent  
Attorney Grether  
Attorney Yu  
Torrance Police Officer (14)

Also Present for Item 8A (taken out of order)

Attorney Bent  
Attorney Stockley  
Attorney Yu  
Torrance Police Officer (13)

\*\*Deputy City Attorney Gonzaque, Counsel for the Commission left the meeting at 6:41 p.m.

\*Commissioner Kartsonis left the meeting at 7:03 p.m.

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Kartsonis.

**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 April 10, 2025.

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

Senior Human Resources Analyst Chaparro stated that there were two supplemental items for Items 6B and 6C, which had been provided to the Commission.

**5. ORAL COMMUNICATIONS #1**

A member of the public spoke

**6. CONSENT CALENDAR**

**6A. Approve the Examination for Administrative Assistant 1**

Removed for separate consideration

**6B. Approve the Examination for Sanitation Services Manager**

Removed for separate consideration

**6C. Approve the Examination for Senior Building Inspector**

Removed for separate consideration

Commissioner Lohnes requested that Items 6A, 6B and 6C be pulled for separate consideration.

**6A. Approve the Examination for Administrative Assistant 1**

Approved

In response to a question from Commissioner Lohnes, Human Resources Analyst Hernandez explained that a 6-month list was requested, as it adequately allowed the City to fully use the list City-wide. She noted that the use of a two-year list was not approved.

Responding to a question from Commissioner Kartsonis, Human Resources Analyst Hernandez explained that the employee would be required to have a driver's license. Civil Service Manager Cohen noted that according to new law regarding the requirement of a driver license, the employee might not be required to drive to make a delivery, if they were able to transport material via a different means, such as a ride share or City taxi service.

In response to a question from Commissioner Hamada, Human Resources Analyst Hernandez clarified that the Administrative Assistant 1 was more of an entry level position while the Administrative Assistant 2 was a journey entry position which could supply supervision or training of an Administrative Assistant 1.

Civil Service Manager Cohen explained that the job description contained the qualifications requirements and experience for both level 1 and 2, but added that the job orders from Human Resources would denote the level of the position.

Human Resources Analyst Hernandez explained that the job listing on an open, continuous basis would allow the Transit Department to go through all the minimum qualifications candidates, until the position had been filled. She noted that if the list was exhausted, the department would be able to request a new recruitment, without the request coming again before the Commission.

**MOTION:** Commissioner Adelman moved to approve the examination for Administrative Assistant 1 and was seconded by Chair Herring. The motion passed by a roll call vote.

Ayes:	Commissioners: Adelman, Hamada, Kartsonis and Chair Herring
Noes:	Commissioners: Kohus and Lohnes
Abstain:	Commissioner Sasaki
Absent:	None

**6B. Approve the Examination for Sanitation Services Manager**

Approved

In response to questions from Commissioner Lohnes, Principal Human Resources Analyst Navarro explained that the hiring manager of the department had approved the job specification, even though it had not been updated since 2003 and noted that the 3-month eligible list was not unusual for this type of specialty recruitment, which could take up to 3 months to fill. She explained that the other candidates might have already applied to other positions.

Commissioner Lohnes expressed her concern that if the Code didn't reflect the needs of the department and was outdated, it needed to be updated, instead of working around the system.

Principal Human Resources Analyst Navarro voiced her agreement and explained that Human Resources, the City Manager and the Civil Service team were working together to update the rules.

Responding to questions from Commissioner Kohus, Principal Human Resources Analyst Navarro noted that under job experience, it stated that there needed to be seven years of progressively responsible public works experience, which included three years in collection and disposal of solid waste and recyclables. She noted that other job categories would not provide that level of experience.

Commissioner Kohus echoed Commissioner Lohnes' concerns about circumventing the Code instead of updating it.

In response to a question from Commissioner Sasaki, Civil Service Manager Cohen confirmed that the Municipal Code was currently in review for possible updates.

**MOTION:** Commissioner Sasaki moved to approve the examination for Sanitation Services Manager and was seconded by Commissioner Hamada. The motion passed by a roll call vote. (5-2)

Ayes:	Commissioners: Adelman, Hamada, Kartsonis, Sasaki and Chair Herring
Noes:	Commissioners: Kohus and Lohnes
Abstain:	None
Absent:	None

**6C. Approve the Examination for Senior Building Inspector**

Approved

In response to concerns from Commissioner Lohnes, Human Resources Analyst Stewart explained that the 3-month eligible list was based on department needs and fit, in order to staff the department quickly and hire the best person who aligned with the needs of the department. She noted if the list was for a longer time, such as 6 months, and no one on the list was a good fit for the department, the department would be unable to hire for at least 6 months.

Commissioner Lohnes expressed her concern that the civil service process was being subverted, when candidates endured a difficult examination, only to remain on the list for the short time of three months.

Community Development Director Ramirez explained that the first portion of the interview contained generic questions, while the second department interview contained much more technical questions, regarding codes and regulations. She explained that with a longer list there was a possibility of being forced to use a part-time person when no one on the current list was qualified for the position.

In response to questions from Commissioners Adelsman and Kohus, Community Development Director Ramirez confirmed that it might be possible to make the first exam more rigorous but it would not entirely solve the difficulty of determining whether the candidates were familiar with technical scenarios and various building codes.

Civil Service Manager Cohen explained that the panel interview that was conducted as part of the examination process was the same set of questions, asked in the same order to insure the merit-based process. She noted that the second department interview allowed the reviewer to dive deeper to better understand the applicant's capabilities, which was not possible during the first standardized panel interview.

Community Development Director Ramirez confirmed that the first panel interview was conducted by subject matter experts, preferably external from outside the City, but if none were available, then the interview would be conducted by someone within the City, but not the supervisor or anyone directly related to position.

Community Development Director Ramirez explained that most applicants were happy to be informed that the list was only for three months.

Responding to a question from Commissioner Kohus, Human Resources Analyst Stewart stated that it was not necessary that the candidate have a college degree, just a course of college algebra.

Commissioner Hamada stated that her appreciation that the department assessed the candidates a second time.

In response to a question from Commissioner Kartsonis, Human Resources Analyst Stewart explained that any candidates that remained on the list when it expired, would be required to complete the testing process again, but noted that there had been times when the list had been extended.

**MOTION:** Commissioner Hamada moved to approve Item 6C. Approve the Examination for Senior Building Inspector and was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (5-2)

Ayes:	Commissioners: Adelsman, Hamada, Kartsonis, Sasaki and Chair Herring
Noes:	Commissioners: Kohus and Lohnes
Abstain:	None
Absent:	None

7. **ADMINISTRATIVE MATTERS**

No Business to consider

8. **HEARINGS** (Considered out of order)

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

*(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 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 6:41 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 6:41 p.m. to 6:45 p.m.

**MOTION:** Commissioner Kohus moved to continue the hearing to August 25, 2025; motion was seconded by Commissioner Hamada. The motion passed by a unanimous roll call vote.

At 6:57 p.m. the hearing was adjourned to Monday, August 25, 2025. The Commission reconvened into regular open session at 6:57 p.m.

Attorney Bent announced that the Commission had voted to continue the hearing 8B. Appeal of Discipline of a Torrance Police Officer (14) to Monday, August 25, 2025 at 6:00 p.m.

Chairperson Herring ordered a recess from 6:58 p.m. to 7:03 p.m.

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

*(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 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 7:03 p.m. the Commission convened the appeal in closed session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

Commissioner Kartsonis recused herself from the hearing and left the meeting at 7:03 p.m.

At 8:04, the Commission recessed to closed session deliberations.

At 9:54 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 9:54 p.m., the Commission re-convened into open session.

Attorney Bent announced that the Commission, by a vote of 5 to 1, found that the City did not establish by a preponderance of the evidence a violation of the charged policies and by a vote of 5 to 1, the Commission found that the department had abused its discretion with respect to imposition of discipline.

**9. CLOSED SESSION**

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

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

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

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

Item was withdrawn

**10. COMMISSION ORAL COMMUNICATIONS**

None

11. **ADJOURNMENT**

11A. **Adjournment of Civil Service Commission meeting to Monday, April 28, 2025**

**MOTION:** At 9:57 p.m., Commissioner Adelsman moved to adjourn the meeting to Monday, April 28, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (Absent Commissioner Kartsonis)

DRAFT SUBJECT TO APPROVAL STA

April 28, 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, April 28, 2025, in the LeRoy J. Jackson Council Chambers at 3031 Torrance Boulevard.

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

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

Absent: Commissioner Hamada

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

Also Present for Item 8A: Attorney Bent,  
Attorney Yu,  
Attorney James Oldendorph, Torrance Police Dept.

\*Deputy City Attorney Litvin left the meeting at 6:30 p.m.

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

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Sasaki.

**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 April 24, 2025.

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

Civil Service Manager Cohen announced that there was supplemental item for 6A which had been posted and provided to the Commission and confirmed that Items 7C and 9C had been deferred and would come back before the Commission at a subsequent Commission meeting.

**5. ORAL COMMUNICATIONS #1**

None

**6. CONSENT CALENDAR**

**6A. Approve the Examination for Administrative Assistant I/II**

Removed for separate consideration

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

Commissioner Kohus thanked Principal Human Resources Analyst Navarro for the supplemental material for the item and requested an explanation as to why the examination had been combined for Administrative Assistant I and II.

Principal Human Resources Analyst Navarro explained that since both jobs had the same classification, it had been decided to combine the examination. She noted that the examinations would still be conducted separately, as they would be screening for different minimum requirements. She noted that there would be two separate recruitments and two separate eligible lists, but with the same exam components, since it is tied to the same classification. She noted that each exam would be conducted separately with an individual specific exam and a different interview panel. She explained that the class specification shared a salary range. She confirmed that there were current vacancies for the Administrative Assistant II position.

In response to a question from Commissioner Adelsman, Principal Human Resources Analyst Navarro explained that openings in different departments would be posted together and once the eligible list had been established any department could select from the list. She added that candidates could provide their departmental preferences on the supplemental questions on the application, but could also change their selection after the testing was completed.

**MOTION:** Commissioner Adelsman moved to approve the examination for Administrative Assistant I/II; motion was seconded by Commissioner Kartsonis. The motion passed by a roll call vote of 4 to 2 (Absent Commissioner Hamada)

Ayes: Commissioners: Adelsman, Kartsonis, Sasaki and Chair Herring  
Noes: Commissioners: Kohus and Lohnes  
Absent: Commissioner Hamada

**7. ADMINISTRATIVE MATTERS**

**7A. Appoint Civil Service Commission Vice-Chair and Member of Employee Relations Committee for Remainder of Fiscal Year 2024-2025**

Civil Service Manager Cohen presented the report for the item.

No members of the public spoke.

Chair Herring appointed Commissioner Sasaki as Commission Vice Chair. Commissioner Sasaki accepted the appointment.

Chair Herring appointed Commissioners Lohnes as a member of Employee Relations Committee.

**MOTION:** Commissioner Adelsman moved to appoint Commissioner Sasaki as Commission Vice Chair and Commissioner Lohnes as a member of the Employee Relations Committee for the remainder of fiscal year 2024-2025; motion was seconded by Commissioner Kohus. The motion passed by a unanimous roll call vote. (Absent Commissioner Hamada)

**7B. Approve Proposed Class Specification for Accounting Supervisor**

Principal Human Resources Analyst Melgoza presented the report for the item.

No members of the public spoke.

In response to questions from Commissioner Lohnes, Principal Human Resources Analyst Melgoza explained that the department had decided to upgrade the position to add supervising responsibility to attract more complex candidates. He confirmed that the position of Senior Accountant was being upgraded to Accounting Supervisor in the Accounting department, but noted that the position of Senior Accountant would remain in the Revenue and Audit Departments.

**MOTION:** Commissioner Lohnes moved to approve the proposed Class Specification for Accounting Supervisor; motion was seconded by Commissioner Sasaki. The motion passed by a roll call vote of 6 to 0 (Absent Commissioner Hamada)

Chairperson Herring ordered a recess from 6:21 p.m. to 6:29 p.m. for the Employee Relations Committee meeting.

## **8. HEARING**

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

*(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 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 6:30 p.m. the Commission convened the appeal in closed session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

Commissioner Kartsonis stated her disclosure.

There was no public comment.

Deputy City Attorney Litvin left the meeting at 6:30 p.m.

Chairperson Herring ordered a recess from 6:31 p.m. to 6:33 p.m.

**MOTION:** Commissioner Kohus moved to continue the hearing 8A to Monday, August 25, 2025; motion was seconded by Commissioner Adelsman. The motion passed by a roll call vote of 6 to 0. (Absent Commissioner Hamada)

At 6:40 p.m. the hearing was adjourned to Monday, August 25, 2025. The Commission reconvened into regular open session at 6:41 p.m.

Attorney Bent announced that with respect to the Appeal of Discipline of a Torrance Police Officer (5), the Commission had voted to continue the hearing to Monday, August 25, 2025.

## **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 (5)

Civil Service Manager Cohen announced that the item had been withdrawn.

### **9C. CONFERENCE WITH LEGAL COUNSEL – EMPLOYMENT** (California Government Code §54957(b) (1)): 1) Deny Protest of Eligible List for Deputy City Clerk I

Civil Service Manager Cohen announced that the item had previously been withdrawn.

### **9B. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE** (California Government Code §54957(b) (1)): 1) Appeal of Discipline of a Torrance Police Officer (13)

The Commission met in closed session from 6:42 p.m. to 6:48 p.m.

Attorney Bent announced that with respect to the Appeal of Discipline of a Torrance Police Officer (13), the Commission had voted (5-1) to find that the Department had failed to establish the charges as alleged by a preponderance of the evidence and that the Commission had voted (5-1) to find that the Department had abused its discretion in imposing the level of discipline that it did.

**10. COMMISSION ORAL COMMUNICATIONS**

None

**11. ADJOURNMENT**

**11A. Adjournment of Civil Service Commission meeting to Monday, May 12, 2025**

**MOTION:** At 6:50 p.m., Commissioner Sasaki moved to adjourn the meeting to Monday, May 12, 2025 at 6:00 p.m. in the Council Chamber and was seconded by Commissioner Kohus. A roll call vote reflected unanimous approval. (Absent Commissioner Hamada)

DRAFT SUBJECT TO APPROVAL STA

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

**Honorable Members:**

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR MAY 2025**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of May 2025.

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for May 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 May 2025

**EMPLOYEE TRANSITION REPORT  
MAY 2025**

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

**INTERNAL PROMOTIONS**

<b>FROM TITLE</b>	<b>DEPARTMENT</b>	<b>TO TITLE</b>	<b>DEPARTMENT</b>
Administrative Assistant	City Clerk	Deputy City Clerk I	City Clerk
Intern II	City Manager's Office	Deputy City Clerk I	City Clerk
Mechanic	General Services	Senior Mechanic	General Services
Mechanic	General Services	Senior Mechanic	General Services
Mechanic	General Services	Senior Mechanic	General Services
Permit Technician I	Community Development	Permit Technician II	Community Development
Plans Examiner	Community Development	Associate Engineer	Community Development
Police Record Technician	Police	Administrative Assistant I/II	Police
Police Officer Recruit	Police	Police Officer	Police
Police Officer Recruit	Police	Police Officer	Police
Police Officer Recruit	Police	Police Officer	Police
Public Works Supervisor	Public Works	Parks Services Manager	Community Services

**NEW HIRES**

<b>TITLE</b>	<b>DEPARTMENT</b>
Account Clerk	Finance
Administrative Assistant	General Services
Assistant Pool Manager	Community Services
Deputy City Clerk I	City Clerk
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Police Officer	Police
Police Officer Recruit	Police
Police Officer Recruit	Police
Police Officer Recruit	Police

**NEW HIRES CONT.**

Police Officer Recruit	Police
Police Records Technician	Police
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
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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
Public Works Inspector, Capital Projects	Public Works
Sanitation Equipment Operator	Public Works
Senior Librarian	Community Services
Transit Service Attendant	Transit
Transit Service Attendant	Transit

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR STOREKEEPER**

**RECOMMENDATION:**

Recommendation of Human Resources Director that your Honorable Body approve conducting the Storekeeper examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (40%) and Oral Interview (60%). Staff is requesting approval for a six-month eligible list.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Storekeeper. There is currently one (1) vacancy within the Transit Department due to a resignation.


The class specification has been reviewed by the Transit Department and appropriately reflects 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.

The previous examination in 2022 was weighted as follows: Application Review (Qualifying), Written Test (40%) and Oral interview (60%). There will be no change to the exam types and weights.

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

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By 

Rebecca Hernandez  
Human Resources Analyst

CONCUR:



Hedieh Khajavi  
Human Resources Manager



Brianne Cohen  
Civil Service Manager

Attachment: A) Storekeeper Class Specification

6C



City of Torrance  
**STOREKEEPER**

<b>CLASS CODE</b>	1152	<b>SALARY</b>	\$24.90 - \$33.41 Hourly \$4,316.00 - \$5,791.07 Monthly \$51,792.00 - \$69,492.80 Annually
<b>BARGAINING UNIT</b>	Torrance Municipal Employees (AFSCME Local 1117)	<b>REVISION DATE</b>	September 01, 2017

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**DEFINITION**

Under general supervision receives, checks, stores, issues, and maintains inventories of equipment, materials and supplies; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

Storekeeper is distinguished from Auto Parts Storekeeper in that the incumbent is not primarily responsible for receiving, checking, storing, issuing and maintaining inventories of vehicular related equipment, materials and supplies. Storekeeper is distinguished from Buyer in that the incumbent is not responsible for performing professional level duties by purchasing and sourcing of materials supplies, equipment and services for multiple City Departments.

Receives direction from the Warehouse Supervisor, or other higher level supervisory staff in assigned department/division.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Receive, inspect and accept a variety of materials, equipment and supplies delivered to a City department;
- Fills out appropriate inventory control records and places material in appropriate storage shelf or bin;
- Issues requisitioned material or supplies to department personnel and maintains inventory records in accordance with established policy and procedures;
- Monitors inventory supply levels and reorders when levels are low;
- Performs inventory of supplies and materials; including providing security for the inventory;
- Maintain logs and records of materials received, issued and in stock;
- Reconciles City issued purchasing card billing statements;
- Enter data into computer inventory system;
- Uses an Electronic Data Processing (EDP) inventory control and purchase order system;
- Directs or assists in the maintenance of a perpetual inventory of stock;
- Disposes of obsolete/surplus equipment or materials in accordance with established policies and procedures;

- Maintains shelves and goods in clean and orderly condition;
- Places orders with established sources to replenish issued inventory items as required;
- Establishes sources/vendors for supplies for a specific department.

### **Examples of Other Duties**

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

- Attends division and department meetings as required;
- May create inventory levels for both supplies and parts and reorders when levels are low;
- May perform minor refurbishment of stock shelf inventory or routine maintenance including disassembly and cleaning of items being taken from service prior to being placed in storage;
- Perform related duties as required.

## **QUALIFICATION GUIDELINES**

### **Education and Experience**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance and one year of experience in receiving, storing, or issuing stock.

Computer operation experience related to inventory control is desirable.

### **License and/or Certificates**

Valid California Class C Drivers' License. Must obtain a Forklift Operator Certification within one year of hire.

### **Knowledge of**

- Principles of storekeeping and requisitioning;
- Methods of receiving, storing, issuing, maintaining and keeping records of materials, supplies and equipment;
- Principles of recordkeeping and billing procedures;
- Effective customer service techniques;
- Proper methods of receiving and storing varied supplies, parts, tools and equipment;
- Safe lifting techniques, safety precautions and procedures;
- Warehousing and purchasing procedures;
- Basic math operations such as addition, subtraction, multiplication and division;
- Basic computer programs such as Microsoft Word, Outlook, and Excel.

### **Ability to**

- Maintain accurate inventory control and other types of records;
- Conduct inquiries and locate the best sources of supplies for required parts and assemblies;
- Effectively follow oral and written instructions;
- Speak, read, and write English;
- Perform mathematical calculations in determining percentages and price extensions and when checking numbers between invoices and bills of lading;

- Establish and maintain effective and cooperative working relationships with City employees and the general public;
- Provide effective customer service;
- Operate office equipment, such as a personal computer and calculator, and warehouse equipment, such as a forklift and hand truck.

### **SPECIAL REQUIREMENTS**

Work is regularly performed indoors in a warehouse or storeroom environment. Physical demands include standing, walking, sitting, and working at a computer terminal. May be exposed to smoke, fumes, gas, dirt, dust, grease, oil, chemicals and inclement weather. Due to the nature of work assignments, incumbents must be able to use both hands, arms, and legs; stoop, bend, and lift up to 50 pounds; climb stairs, ladders, and work at heights above 10 feet; requires speaking, hearing, and the ability to distinguish colors.

### **CAREER LADDER INFORMATION**

Experience gained in this classification may serve to meet the minimum requirements to Warehouse Supervisor.

### **ESTABLISHED/REVISED DATE**

Revised Date: September 2017

Dept. Reviewed Date: April 2023, May 2025

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

**Honorable Members:**

**SUBJECT: APPROVE PROTEST OF THE ELIGIBLE LIST FOR ASSOCIATE ENGINEER**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the protest of the eligible list for Associate Engineer.

**BACKGROUND**

The Associate Engineer examination was ordered as an open continuous examination with the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). There were one hundred and thirty (130) applications submitted, twenty (20) candidates were invited to the interview, and thirteen (13) candidates self-scheduled for the interview. Twelve (12) candidates participated in the interview, with seven (7) candidates passing and five (5) candidates failing.

The interview panel was held on April 10, 2025, and the oral interview protest period concluded at the end of business day on April 11, 2025. The Candidate did not submit a protest during the oral interview protest period. On April 14, 2025, the interview panel's scores were released to the candidates by email, and the eligible list was promulgated.

On April 16, 2025, the candidate submitted a protest to the Civil Service Manager and indicated that one of the rater's technical issues during the interview panel may have contributed to their failing score. The candidate alleges that Rater A, one of the three raters in the panel, did not "actively ask questions" and "only asked one general question at the end". The candidate also alleges that Rater B "had to adjust his camera and microphone" during the interview, requiring the candidate to ask Rater B to repeat one of the questions.

**ANALYSIS**

Raters are not required to ask any specific number of interview questions during an oral interview panel. Additionally, during the interview pre-briefing, raters are told to assign questions among themselves in a way that makes sense to them. The reason for this is due to the different types of questions in conjunction with the rater's varying expertise and comfort level.

Nevertheless, given the nature of the candidate's concern, staff reviewed the virtual meeting report to determine if the candidate or the rater's lost connectivity during the interview. The candidate's interview was scheduled at 1:00 p.m., and all interviews were allotted thirty (30) minutes. Upon review of the meeting report, it was confirmed that the candidate began their interview at 1:01 p.m. and concluded at 1:20 p.m. It was also confirmed that Rater A lost connectivity from 1:11 p.m. to 1:17 p.m. for a total of six (6) minutes. The report also confirmed that Rater B and Rater C did not lose connectivity during the candidate's interview.

Based on the analysis of the information provided, staff recommends that your Honorable Body approve the protest of the eligible list for Associate Engineer and remove the rating scores submitted by Rater A for all candidates interviewed in this examination.

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) Appeal from Candidate (Dated April 16, 2025)
- B) Associate Engineer Zoom Report (Dated April 10, 2025)

**From:** [JobInfo](#)  
**To:** [Navarro, Anaid](#)  
**Subject:** FW: ASSOCIATE ENGINEER (PUBLIC WORKS)  
**Date:** Thursday, April 17, 2025 11:08:14 AM

---

**From:** [REDACTED] >  
**Sent:** Wednesday, April 16, 2025 10:01 AM  
**To:** JobInfo <JobInfo@TorranceCA.gov>  
**Subject:** Re: ASSOCIATE ENGINEER (PUBLIC WORKS)

You don't often get email from [REDACTED]. [Learn why this is important](#)

Dear Civil Service Division,

I hope you are doing well.

Thank you for the opportunity to interview for the Associate Engineer (Public Works) position. I appreciate the panel's time and the chance to participate in the recruitment process. However, I would like to respectfully share a few concerns regarding the structure of my oral interview.

There were three panelists present during the session, but only two actively asked questions. The third panelist did not participate for the majority of the interview, despite encouragement from the others, and only asked one general question at the end: "*Why do you want to work for the City of Torrance?*" As a result, I was given the opportunity to answer only two out of the three expected sets of questions—approximately 66% of the full interview. Interestingly, my final score was 65.00, which closely reflects this limited engagement and raises concern about whether the evaluation fairly represented my performance.

Additionally, one of the two active interviewers appeared to have technical issues with his internet connection. He had to adjust his camera and microphone twice, and I had difficulty hearing him clearly. I had to ask him to repeat a question, which I believe may have unintentionally given a negative impression, despite my effort to stay engaged and provide accurate answers.

Given these circumstances, I respectfully ask if there is any possibility for reevaluation or reconsideration of my interview results. I am sincerely interested in future opportunities with the City of Torrance and would be grateful for any feedback or clarification to help me improve.

**ATTACHMENT A**

Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely,

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

On Mon, 14 Apr 2025 at 13:51, City of Torrance <[info@governmentjobs.com](mailto:info@governmentjobs.com)> wrote:

April 14, 2025

Candidate ID: [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

Dear [REDACTED]:

We regret to inform you that you did not achieve a passing score in the oral interview for ASSOCIATE ENGINEER (PUBLIC WORKS). A minimum score of 70.00 is required in the oral interview. We regret to inform you that your score did not meet the required minimum to continue on in this recruitment.

Your oral interview score is: 65.00

Thank you for your interest in employment with the City of Torrance.

The City of Torrance is an Equal Opportunity / ADA Employer.

Civil Service Division of the City Manager's Office  
City of Torrance | 3231 Torrance Blvd | Torrance CA 90503  
310.618.2915 voice | 310.618.2995 fax | [www.TorranceCA.Gov](http://www.TorranceCA.Gov) |  
JobInfo@TorranceCA.Gov

If you do not want to receive emails please click on the following : [Unsubscribe from Emails](#)

**From:** [REDACTED]  
**To:** [Civil Service Commission](#)  
**Subject:** Formal Protest – Associate Engineer Oral Interview – [REDACTED]  
**Date:** Wednesday, April 16, 2025 12:15:22 PM  
**Attachments:** [Writing Exercise Essay Oral Interview or Performance Examination Protest Form 4-2025.pdf](#)

---

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

Dear Civil Service Commission,

Please find attached my formal protest regarding the oral interview for the Associate Engineer (Public Works) position. I respectfully request this be reviewed in accordance with the City of Torrance's civil service examination procedures.

Kindly confirm receipt of this email

Sincerely,

[REDACTED]

**CITY OF TORRANCE - CIVIL SERVICE COMMISSION**  
**INSTRUCTIONS FOR FILING A WRITING EXERCISE, ESSAY, ORAL INTERVIEW, OR**  
**PERFORMANCE EXAMINATION PROTEST**

If you have questions, you may call (310) 618-2956 or (310) 618-2967.

**Filing period: All protests must be made in writing within close of the following work day (business day) of the date of the portion of the examination being protested.**

**SECTION I: Purpose of Protest**

If the purpose of your protest form is only to improve the test for the next exam, please check the "feedback" box. No official action will be taken for this administration, but your comment will be provided for consideration on future exams.

If you want an official review of your protest prior to scoring the examination, you must check the box which requests an official review.

**SECTION II: Type of Exam Protested**

Check the appropriate box for the type of examination you are protesting.

**SECTION III: Reason/Explanation**

In this section, describe and support your objection.

1. Explain your objections with specifics.
2. All protests must clearly state specific and substantial reasons for the protest.
3. Please indicate what remedy you are requesting.
4. Incomplete protests will not be considered.

Submit protests to:

City of Torrance  
Civil Service Commission  
Brienne Cohen, Civil Service Manager  
3231 Torrance Blvd, Torrance CA 90503.  
E-mail: [CivilServiceCommission@TorranceCA.Gov](mailto:CivilServiceCommission@TorranceCA.Gov)  
Fax: (310) 618-2726

**CITY OF TORRANCE – CIVIL SERVICE COMMISSION**  
**WRITING EXERCISE, ESSAY, ORAL INTERVIEW, OR PERFORMANCE**  
**EXAMINATION PROTEST FORM**

(Instructions for completing this form are on the other side of this sheet)

**Filing period: All protests must be made in writing within close of the following work day (business day) of the date of the portion of the examination being protested.**

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
E-mail address Phone Number

Associate Engineer (Public Works)

04/10/2025

Position Title

Exam Date

I. Purpose of objection

- To provide feedback or comments for consideration prior to next exam (i.e. no official action)
- Request official review prior to the grading of this exam or establishing an eligible list.

II. What type of test are you protesting?

- Essay  Writing Exercise  Other
- Oral (Interview)  Performance

III. What is your reason for the protest?

- Qualifications of a rater  Prejudice of a rater
- Fraud  Improper conduct of the exam
- Job relatedness  Other

Clearly state specific and substantial reasons for the protest. What remedy or action are you requesting? You may submit additional sheets if necessary.

During my oral interview, only two of the three panelists actively participated. The third panelist did not ask any technical or role-specific questions, despite encouragement from the others. She only asked a general question at the end: "Why do you want to work for the City of Torrance?" Additionally, one of the participating interviewers had internet connection issues and kept adjusting his mic and camera. I had difficulty hearing him and had to ask for clarification, which I believe may have negatively impacted my impression. I effectively answered two out of what should have been three interview portions — about 66% — and my score was 65.00, which aligns with this limited participation. I respectfully request a formal review of my interview evaluation based on these circumstances.

\_\_\_\_\_  
Signature Date

For Office Use Only

Date/Time Received:

Approved:  
Not Approved:

Associate Engineer Interview Panel Zoom Meeting Report

Name (original name)	Join time	Leave time	Duration (minutes)	In waiting room
Rater B	4/10/2025 8:44 AM	4/10/2025 1:21 PM	277	No
Rater A	4/10/2025 8:44 AM	4/10/2025 12:46 PM	242	No
Rater C	4/10/2025 8:44 AM	4/10/2025 4:46 PM	482	No
Rater A	4/10/2025 12:48 PM	4/10/2025 1:10 PM	23	No
Candidate	4/10/2025 12:57 PM	4/10/2025 12:57 PM	1	Yes
Candidate	4/10/2025 12:57 PM	4/10/2025 1:01 PM	4	No
<b>Candidate</b>	<b>4/10/2025 1:01 PM</b>	<b>4/10/2025 1:20 PM</b>	<b>19</b>	<b>No</b>
Rater A	4/10/2025 1:11 PM	4/10/2025 1:16 PM	6	Yes
Rater A	4/10/2025 1:16 PM	4/10/2025 1:17 PM	1	Yes
Rater A	4/10/2025 1:16 PM	4/10/2025 1:17 PM	1	No
Rater A	4/10/2025 1:17 PM	4/10/2025 1:17 PM	1	No
Rater A	4/10/2025 1:17 PM	4/10/2025 4:46 PM	210	No
Rater A	4/10/2025 1:17 PM	4/10/2025 4:46 PM	209	No

**ATTACHMENT B**

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

Honorable Members:

**SUBJECT: DENY PROTEST OF THE ELIGIBLE LIST FOR RECREATION SUPERVISOR**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body deny the protest of the eligible list for Recreation Supervisor.

**BACKGROUND**

The Recreation Supervisor examination was ordered as an open continuous examination with the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). There were 107 applications submitted and 14 were invited to the oral interview scheduled for April 24, 2025. Eleven (11) candidates self-scheduled for the oral interview, and eight (8) candidates passed, while three (3) candidates were not successful. The Eligible List was promulgated on April 28, 2025.

On May 5, 2025, a candidate submitted a protest to the Civil Service Commission regarding the eligible list for Recreation Supervisor (Attachment A). The candidate's protest is regarding the score that the candidate received for their interview, as well as the number of questions in correlation to the length of the interview, and the process of the virtual interview.

**ANALYSIS**

On April 15, 2025, candidates that were invited to the oral interview were sent the Invitation to Panel Interview \*Virtual\* (Self-Schedule) Notice (Attachment B), in which candidates were told that *"the interview process will be conducted virtually and you will be emailed prior to your interview with an access link (Zoom Meetings)"* and to *"allow approximately thirty (30) minutes for this examination process"*. Previous exams for Recreation Supervisor have been conducted virtually via Zoom Meetings and have allowed for thirty (30) minute interviews.

On the day of the oral interview, the candidate joined the Zoom Meeting at 9:54 a.m. where the exam proctor provided an overview of the structured interview process, including the number of questions that would be asked and a reminder of the amount of time allotted for the interview. The exam proctor transferred the candidate to the Zoom Breakout Room at 9:57 a.m. to begin the interview, and the candidate logged off at 10:25 a.m., for a total of 29 minutes for the oral interview (Attachment C).

During the interview, the candidate was asked each question and was given an opportunity to provide a response to each respective question. While the candidate did respond to each question in the allotted amount of time, the candidate did not demonstrate the appropriate level of knowledge, skills, and abilities needed for the position of Recreation Supervisor. Although the candidate possesses the minimally required experience, the candidate was not able to

provide responses with applicable and/or transferable experience for the position of Recreation Supervisor.

Additionally, candidates are given an opportunity at the end of their interview to add anything else to assist the interview panel in evaluating their qualifications for the position. Even with this additional opportunity to convey any further information that may have not been addressed during the interview, the candidate still did not demonstrate the appropriate experience to prepare them for the position of Recreation Supervisor.

Although Zoom Meetings may not have been the candidate's preferred interview format, the candidate did not express any objection to the process. Furthermore, candidates are provided a one-day protest period following the oral interview to bring forward any concerns in regards to the process, and the candidate did not submit a protest for the oral interview process during that timeframe either.

Based on the analysis of the information provided, the Human Resources Director recommends that your Honorable Body deny the appeal of the eligible list for Recreation Supervisor.

Respectfully submitted,


HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
\_\_\_\_\_  
Kelsie B. Alonzo  
Senior Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

- Attachment:   A) Appeal from Candidate (Dated May 5, 2025)  
                  B) Invitation to Panel Interview \*Virtual\* (Self-Schedule) Notice  
                  C) Recreation Supervisor Zoom Report (Dated April 24, 2025)

**From:** [REDACTED]  
**Sent:** Monday, May 5, 2025 2:02:17 PM  
**To:** Civil Service Commission <CivilServiceCommission@TorranceCA.gov>  
**Subject:** Appeal of Interview Process – Recreation Supervisor Eligible List

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

Dear Civil Service Commission,

I am writing to formally appeal my oral interview score for the Recreation Supervisor position. I received a score of 65.00, which did not meet the minimum required score of 70.00 to continue in the recruitment process.

While I understand that the interview format was structured to allow limited time for each question, I feel the time constraints of the 30-minute window, with 9 questions to address, did not allow me to fully convey the depth of my experience and qualifications. I was mindful of the time limitations, as I was informed repeatedly that the interview would only be 30 minutes. If you do not account for the time needed for each panelist to ask their questions, this leaves approximately three minutes per response. As a result, I provided concise answers to adhere to the structure, which may have limited my ability to elaborate on the depth and breadth of my experience. I am concerned that this may have caused a perception of understated capabilities.

Additionally, conducting the interview via Zoom introduced further barriers to accurately assessing my suitability for the position. As this is an in-person role, I believe that an in-person interview would have provided a more accurate representation of how I communicate, engage, and present myself—qualities that are essential for a leadership position in recreation management. The virtual format can make it more difficult to establish rapport, convey presence, and respond to visual and social cues, all of which are important in evaluating a candidate for an in-person supervisory role.

I have extensive experience in the field of recreation management, with several years of overseeing multiple departments at various organizations. While I did address this in my interview, the limited time prevented me from expanding on how these responsibilities align with the position. My resume and application reflect my qualifications in greater detail, and I believe they demonstrate a strong track record of success in roles that require similar skills and leadership.

Additionally, during my conversation with the recruitment analyst, I was left with the impression that the panel may not have fully recognized the scope of my experience in overseeing several departments. This is an area where I have had considerable responsibility, and I would have appreciated the opportunity to speak further to that.

I respectfully request that my appeal be considered by the Civil Service Commission, with the hope that a more thorough review of my qualifications and interview performance might result in a different outcome.

ATTACHMENT A

Thank you for your time and consideration.

Sincerely,

[REDACTED]

Interviewed on April 24th, 2025

April 15, 2025

Candidate ID: [REDACTED]

[REDACTED]

Dear [REDACTED],

You are invited to a virtual panel interview for the position of RECREATION SUPERVISOR which is scheduled for **THURSDAY, APRIL 24th, 2025**.

This notice is your invitation to "self-schedule" your virtual panel interview time by logging in to your GovernmentJobs.com account.

**TO SELF-SCHEDULE YOUR PANEL INTERVIEW TIME:** Carefully read the following instructions.

1. Go to <https://www.governmentjobs.com/Applications/submitted> & 'Sign In' to your account in the upper right hand corner.
2. Click the 'Applications & Status' link from the user menu in the upper right hand corner.
3. Find the application for RECREATION SUPERVISOR with the City of Torrance and click on Schedule to see the panel interview available times and select the desired time.
4. Deadline to self-schedule: **TUESDAY, APRIL 22nd, 2025**. (If you do not self-schedule by this date, we will assume that you are no longer interested in the position.)

This interview process will be conducted virtually and you will be emailed prior to your interview with an access link (Zoom Meetings) to conduct the interview. You should allow approximately thirty (30) minutes for this examination process.

To establish eligibility for veteran's preference, applicants must submit documentary evidence (i.e. DD214). We must receive a copy of your DD214 prior to completion of the examination process.

Click this link for more information on the veteran's preference policy:

<https://www.torranceca.gov/government/human-resources/your-rights-during-the-examination-process>.

If you are unable to attend your interview, please contact Human Resources.

The City of Torrance is an Equal Opportunity / ADA Employer.

Human Resources Department

City of Torrance | 3231 Torrance Blvd | Torrance CA 90503

310.618.2915 voice | 310.618.2995 fax | [www.TorranceCA.Gov](http://www.TorranceCA.Gov) | [JobInfo@TorranceCA.Gov](mailto:JobInfo@TorranceCA.Gov)

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ATTACHMENT B

Recreation Supervisor Zoom Report

Name	Join time	Leave time	Duration (minutes)	Guest	In waiting room
[REDACTED]	4/24/2025 9:49	4/24/2025 9:54	6	Yes	Yes
[REDACTED]	4/24/2025 9:54	4/24/2025 9:57	3	Yes	No
[REDACTED]	4/24/2025 9:57	4/24/2025 10:25	29	Yes	No

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

**Honorable Members:**

**SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION**

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

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

- 1) Approve Protest of the Eligible List for Associate Engineer.

Respectfully submitted,



Brianne Cohen  
Civil Service Manager

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

**Honorable Members:**

**SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION**

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

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

- 1) Deny Protest of the Eligible List for Recreation Supervisor.

Respectfully submitted,



Brianne Cohen  
Civil Service Manager

**9B**