

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 23, 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, June 19, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Air Conditioning/Heating Technician.

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

6B. Approve the Examination for Fire Battalion Chief.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Battalion Chief examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and Performance Test (100%), which will consist of an Administrative Exercise (60%) and Emergency Simulation Exercise (40%). Staff is requesting approval for a two (2) year eligible list.

6C. Approve the Examination for Fire Captain.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Captain examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying), and Performance Test (100%) which will consist of an Emergency Simulation Exercise (60%) and Administrative Exercise (40%). Staff is requesting approval for a two (2) year eligible list.

6D. Approve the Examination for Mechanic.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Mechanic examination on a promotional basis if eight (8) applications are filed and accepted consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (50%) and Oral Interview (50%), or on an open basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a six-month eligible list.

6E. Approve the Examination for Police Chief.

Recommendation of the Human Resources Director that your Honorable Body recommend to the City Council to approve conducting the Police Chief examination on an open basis consisting of an Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

7. ADMINISTRATIVE MATTERS

7A. Approve Revised Class Specification for Fire Prevention Manager/Fire Marshal.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Fire Prevention Manager/Fire Marshal and forward it to the City Council for approval.

7B. Approve Revised Class Specification for Fire Prevention Specialist.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Fire Prevention Specialist and forward it to the City Council for approval.

7C. Approve Revised Class Specification for Fire Prevention Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Fire Prevention Supervisor and forward it to the City Council for approval.

7D. Approve Revised Class Specification for Police Chief.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Police Chief and forward it to the City Council for approval.

7E. Approve Revised Class Specification for Senior Fire Prevention Specialist.

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Senior Fire Prevention Specialist and forward it to the City Council for approval.

7F. Hear the Appeal of Performance Evaluation Filed by Assistant Engineer.

Recommendation of the Civil Service Manager that your Honorable Body hear the appeal of the performance evaluation filed by an Assistant Engineer.
Consideration of public employee performance 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) Hear the Appeal of Performance Evaluation Filed by Assistant Engineer.

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

- 11A.** Adjournment of Civil Service Commission Meeting to Monday, July 14, 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 AIR CONDITIONING/ HEATING TECHNICIAN

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Air Conditioning/Heating Technician. There is one (1) current vacancy due to a promotion.

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

The previous examination in 2013 was weighted as follows: Application Review (Qualifying), Written Test (60%), and Oral Interview (40%). There will be no change to the exam types and weights.

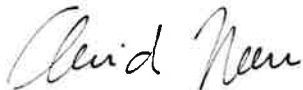
There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Alfredo Melgoza
Principal Human Resources Analyst

CONCUR:



For _____
Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Air Conditioning/Heating Technician Class Specification



City of Torrance

AIR CONDITIONING/HEATING TECHNICIAN

CLASS CODE	5545	SALARY	\$32.51 - \$42.60 Hourly \$5,635.07 - \$7,384.00 Monthly \$67,620.80 - \$88,608.00 Annually
BARGAINING UNIT	Torrance Municipal Employees (AFSCME Local 1117)	REVISION DATE	January 01, 1986

DEFINITION

Under supervision inspects, maintains, repairs, and installs air conditioning, heating, and ventilation equipment; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from Air Conditioning/Heating Supervisor in that the Technician is not responsible for planning, organizing and directing the air conditioning and heating functions in all City facilities. Distinguished from Building Maintainer (subclass Mechanical Systems) in that the Maintainer is not responsible for performing journey level tasks in the maintenance, repair, and installation of air conditioning and heating equipment and components.

EXAMPLES OF ESSENTIAL DUTIES

- Inspects, tests, repairs, maintains and services all types of refrigeration, hot water, forced air heating and ventilation equipment, electronic and electrical components, including 125 ton chiller, centervacs, 1 million BTU boiler, hermetic type refrigeration units, and pneumatic controls;
- Installs, adjusts and replaces valves, fans, blowers, gaskets, filters, belts, switches, gauges, thermostats, tubing, and transformers;
- Installs, replaces, adjusts and repairs pressure regulators, compressors, evaporators, condensers, motors, electrical water pumps and other parts as needed;
- Pumps down unit; adjusts and balances air distribution systems;
- Flushes boilers;
- Uses various testing devices to locate defective parts;
- Adds refrigerants and oil;
- De-scales tubing; cuts, threads, connects and repairs pipe;
- Makes necessary electrical connections and repairs;
- Checks and tests new equipment before installation;
- May act in a lead capacity.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills and abilities is:

Four years of journey level experience inspecting, testing, maintaining, repairing and installing air conditioning, heating, and ventilation equipment and component parts; or two years of journey level experience plus completion of a refrigeration/heating apprentice training program. No specific minimum education required.

License and/or Certificates

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

Knowledge of

- Air conditioning, heating, and ventilating equipment, component parts and materials, including but not limited to: heat exchangers, electronic controls, thermostats, switches, hermetic refrigeration units, pneumatic controls, centervacs;
- Standard methods, tools and equipment used to inspect, test, maintain, repair, and install air conditioning, heating and ventilating equipment and component parts;
- Material and installation requirements for heating, air conditioning and ventilation (HVAC) as published in the "Uniform Mechanical Code" by the International Conference of Building Officials.

Ability to

- Inspect, test, maintain, repair and install air conditioning, heating and ventilating equipment and component parts such as: 125 ton chiller, centervacs, 1 million BTU boiler, hermetic type refrigeration units;
- Work skillfully and safely with appropriate tools such as ohm meters, vacuum pumps, wet and dry bulb thermometers;
- Read and interpret blueprints and schematics;
- Follow written and oral instructions;
- Establish and maintain effective working relationships with fellow employees.

ESTABLISHED/REVISED DATE

Revised Date: January 1986

Reviewed Date: June 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIRE BATTALION CHIEF

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Battalion Chief examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and Performance Test (100%), which will consist of an Administrative Exercise (60%) and Emergency Simulation Exercise (40%). Staff is requesting approval for a two (2) year eligible list.

BACKGROUND/ANALYSIS:

There is a current eligible list for the classification of Fire Battalion Chief which will expire on October 16, 2025. There are three candidates who remain on the current eligible list. There are no current vacancies at this time, however the Fire Department is requesting a new eligible list per Torrance Municipal Code Section 14.17.2.b which states that "whenever certification is made from an open eligible list, or certification is made to fill a department head or division head position, the Civil Service Commission shall certify to the appointing authority the names of the five (5) highest ranking eligibles..."

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

The previous examination in 2023 was weighted as follows: Application Review (Qualifying) and Performance Test (100%), which consisted of an Accomplishment Survey (40%), Administrative Assignment Exercise (30%), and Emergency Event Assessment (30%). For this examination process, the weighting of the Administrative Exercise has been increased to reflect the Fire Department's emphasis on assessing the administrative competencies required for the Fire Battalion Chief role, as these duties represent a significant portion of the position's responsibilities.

There is a sufficient pool of internal candidates to qualify; therefore, a promotional recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By



Tina Ortiz
Principal Human Resources Analyst

CONCUR:

FOR 

Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

6B

Attachment: A) Fire Battalion Chief Class Specification



City of Torrance
FIRE CHIEF, BATTALION

CLASS CODE	7115	SALARY	\$19,148.13 - \$19,914.27 Monthly \$229,777.56 - \$238,971.24 Annually
BARGAINING UNIT	Fire Safety Management	ESTABLISHED DATE	June 01, 2009
REVISION DATE	August 01, 2021		

DEFINITION

The Fire Battalion Chief is an upper level management position that serves as a fire platoon commander with responsibility for coordinating and directing emergency incidents and the routine duties of a platoon while managing a functional division within the department. This classification may also be assigned a 40-hour work week with the responsibility of the general supervision of a major division within the Fire Department. Provides ethical and technical assistance to the Fire Chief.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Fire Battalion Chief is distinguished from the Fire Deputy Chief in that the incumbent is not responsible for managing the activities of all Operations Divisions platoons and distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Fire Chief or the Fire Deputy Chief, provides direct supervision to Fire Captains and support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Projects a positive image to individuals and groups as a professional, competent and ethical manager;
- Communicates effectively and openly with different individuals and groups;
- Provides direct supervision and technical assistance to Fire Captains and other staff in the completion of their assigned duties;
- Assists the Fire Chief and/or the Deputy Fire Chief with administrative tasks, reports, planning, and surveys;
- Researches and develops projects from conception to completion including written reports and policies;

- Supervises and coordinates the activities of fire companies;
- Identifies and implements methods to improve “all hazard” emergency response, training and equipment maintenance operations and programs;
- Keeps abreast of fire suppression issues and hazards within the City/Region/State and exercises initiative in finding workable solutions;
- Directs the activities of fire personnel and equipment on an assigned shift engaged in “all hazard” emergency response using the Incident Command System, TFD guidelines, and industry best practices;
- Provides a clear “leaders intent” during emergency response activities;
- Performs the role of the Incident Commander until a proper transfer of command occurs;
- Makes thorough inspections of all companies, their personnel and equipment;
- Creates policy and trains personnel in the application of departmental policy;
- Assures compliance with departmental policies, rules and procedures;
- Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment;
- Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws and codes pertaining to the prevention and control of fire and fire hazards;
- Inspects or provides direction to subordinates to inspect places where fire hazards may exist, and abates hazards found;
- Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment; prepares training manuals and guides;
- Acts as, or coordinates the activities of, subject matter experts for departmental promotional examinations;
- Performs duties of a qualified strike team leader within the state master mutual aid system;
- Plans, assigns, and manages, through supervisors, the activities of the division;
- Monitors the division budget and establishes budgetary controls;
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Administers safety and training programs;
- Prepares and/or reviews correspondence;
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and recommendations for City Council and commission agenda items;
- Attends and conducts meetings as required.
- Completes annual documented performance appraisals of programs under their command and presents the findings to the TFD executive staff;
- Performs related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is

qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Equivalent to graduation from high school and an Associate's Degree is required.

A Bachelor's Degree related to the position is highly desirable.

Eight years (8) of service on the Torrance Fire Department and completion of probation as a Fire Captain.

License and/or Certificates

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

Must possess and maintain a California Emergency Medical Technician (EMT) certification.

The following certificates are highly desirable:

Certified as a California Incident Command Certification System (CICCS) Engine/Crew Boss

California Company Officer Certification

California Chief Officer 3A- Human Resource Management

California Chief Officer 3B- Budget and Fiscal responsibilities

California Chief Officer 3C- General Administrative Functions

California Chief Officer 3D- Emergency Services Delivery

Intermediate ICS (I-300)

Firing Operations (S-219)

Basic Air Operations (S-270)

Intermediate Wildland Fire Behavior (S-290)

All-Risk Task Force/Strike Team Leader (AH-330)

Knowledge of

- Commission on Fire Accreditation International risk assessment, strategic planning, and self-assessment processes;
- Modern fire-fighting procedures, techniques and equipment;
- Local, state and national safety codes, regulations, ordinances and laws;
- Building materials and construction and of the principles of combustion;
- Mission driven leadership principles and practices;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Quality customer service.
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Plan, organize and direct platoon and/or division of a fire department;
- Develop a high level of situational awareness during emergency operations;
- Establish Command at all hazard responses;

- Develop clear incident strategy, tactics, and objectives;
- Develop an Incident Action plan;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Evaluate, develop and implement division policy and programs to improve operations;
- Develop and monitor the division budget and establish budgetary controls;
- Negotiate project or maintenance contracts on behalf of the division;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Operate a computer and other office equipment.

SPECIAL REQUIREMENTS

The work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

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 may serve to meet minimum qualifications for promotion to Fire Deputy Chief or Fire Chief.

ESTABLISHED/REVISED DATE

Established Date: June 2009

Revised Date: August 2021

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIRE CAPTAIN

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Captain examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying), Written Test (Qualifying), and Performance Test (100%) which will consist of an Emergency Simulation Exercise (60%) and Administrative Exercise (40%). Staff is requesting approval for a two (2) year eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Fire Captain, as all candidates on the previous eligible list were hired.

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

The previous exam in 2023 was weighted as follows: Application Review (Qualifying), Written Test (Qualifying), and Performance Test (100%) which consisted of a Peer Review (25%), Emergency Simulator (45%) and Administrative Exercise (30%). For this examination process, the weighting of the Emergency Simulator component has been increased to reflect the Fire Department's emphasis on assessing the knowledge, skills and abilities required of a Fire Captain in emergency situations.

There is a sufficient pool of internal candidates to qualify; therefore, a promotional examination is recommended.

Respectfully submitted,

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Fire Captain Class Specification

6C



City of Torrance
FIRE CAPTAIN

CLASS CODE	7114	SALARY	\$14,018.85 - \$16,227.12 Monthly \$168,226.20 - \$194,725.44 Annually
BARGAINING UNIT	Torrance Fire Fighters Association	REVISION DATE	September 01, 2021

DEFINITION

Under direction, commands a Fire/Emergency Medical Service (EMS) company during an assigned shift; supervises fire/EMS personnel while engaged in emergency and non-emergency operations; performance administrative functions, and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Fire Captain is distinguished from the Fire Battalion Chief in that the incumbent has responsibility for technical and administrative supervision and training of Fire operations staff.

Supervision received by Fire Battalion Chief, Deputy Fire Chief and Fire Chief. Exercises supervision over Fire Engineers, Firefighters, Fire Recruits, and other fire personnel; creating detailed work assignments, frequently reviewing work in progress; and carefully reviewing completed work.

EXAMPLES OF ESSENTIAL DUTIES

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

- Supervises all-hazard emergency response operations until relieved by a superior;
- Responds to fire and medical alarms with company;
- Provides detailed instruction and direction to subordinates and personally assists in the work of extinguishing fires;
- Performs lifesaving and property protection work including forcible entry, scaling ladders, directing hose streams, operating fire extinguishers, vertical and horizontal ventilation techniques of structures, protects fire exposures, directs and performs salvage operations, and leads and actively participates in IDLH (Immediately dangerous to life and Health) environments;
- Supervises and administers life-saving emergency medical treatment to the sick and injured;
- Responds to hazardous material emergencies and takes an active role in safely managing personnel to protect life, the environment, and property;
- Maintains discipline and enforces rules and orders during emergencies and non-emergency work environments;

- Plans and coordinates responses to significant events and emergency incidents on a City-wide basis and to natural and manmade disasters utilizing the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Plans and directs the work of staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, participating in the selection of new employees, acting on employee problems and recommending employee discipline;
- Develops and implements training for assigned personnel and oversees training of new staff;
- Inspects personnel, equipment and company quarters;
- Supervises the maintenance and care of station property and equipment;
- Assigns personnel to custodial and maintenance duties in and around the station;
- Trains and instructs Firefighters and Fire Engineers in fire control methods, use of equipment and other emergency activities;
- Submits requisitions for required equipment and supplies;
- Supervises the data entry and maintenance of various databases;
- Provides Staff assistance to the Platoon Commander Chief;
- Assigns routine and emergency duties;
- Participates in the training program as trainee or instructor as required;
- Maintains necessary records and submits required reports both orally and in writing;
- Assembles a company for daily line up and at other times deemed necessary for the transmittal of all orders; communications, information and/or instructions;
- Supervises and participates in fire prevention and other fire and life safety activities;
- Directs and participates in public education and community outreach activities;
- Remains current on new trends and innovations in the field of fire suppression, hazardous materials, urban search and rescue, emergency medical services, fire accreditation, and other fields relevant to assigned responsibilities;
- Demonstrates and enforces behavior consistent with Departmental and City policies and procedures.

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, department, and community meetings as required;
- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Performs special assignments and related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

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:

High School graduate or equivalent. An Associate or Bachelor's degree is desirable. An Associate degree may be substituted for one (1) year of experience in the rank of Firefighter. A Bachelor's degree may be substituted for two (2) years of experience in the rank of Firefighter.

Four (4) years fire service experience on the Torrance Fire Department and rank of Fire Engineer or Six (6) years fire service experience including 4 years on the Torrance Fire Department at the rank of Firefighter and placed on a current or past promotional eligible list in the rank of Fire Engineer with the City of Torrance.

Licenses and Certificates

Possession of State of California fire apparatus operator driver's license. Certified as an Emergency Medical Technician (EMT) in the State of California.

State Company Officer prerequisite classes, S-290 (Intermediate Wildland Fire Behavior) and S-230/231 (Crew/Engine Boss) certifications are highly desirable.

Knowledge of

- Modern firefighting procedures, techniques and equipment;
- Administrative and Operational Manuals of the Torrance Fire Department;
- Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Apparatus capability and limitations used in a fire department;
- Geography, water supply, water distribution and local fire hazards related to fire control of major buildings;
- Building materials and methods of construction;
- Principles of combustion and causes of fires.
- Wildland firefighting practices;
- Hazardous material emergency response;
- Technical rescue practices;
- Leadership and management practices;
- Teaching, training, and presentation techniques and best practices;
- Records entry and management;
- City and Department Mission including strategic goals and objectives;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Respond to major emergency and non-emergency incidents;
- Assume the role of initial Incident Commander and initiate the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS);
- Plan and manage the work of department personnel including coordinating, prioritizing, assigning, monitoring, and evaluating work; and training, counseling, and disciplining staff;
- Promote cooperative teamwork;
- Provide effective customer service while solving problems and proactively creating sustainable solutions to issues;
- Shift priorities as departmental workload demands require;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Make sound decisions, establish and maintain procedures for effective daily operation of the fire department;
- Conduct inspections of City facilities and business;

- Develop, implement, monitor and evaluate fire department programs, projects and services;
- Establish and maintain effective working relationships with all Fire personnel, City employees, outside agencies, businesses, the media, the community and others encountered in the course of work;
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters;
- Communicate clearly and concisely both orally and in writing;
- Prepare comprehensive, clear and concise written reports, correspondence, and memos and make effective oral presentations;
- Operate a computer including word processing, spreadsheet, data base and related software applications utilized in the Department.

SPECIAL REQUIREMENTS

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

Work is performed both inside and outside in seasonal climate and weather conditions. Work is often performed in emergency and stressful situations. Exposure to loud noise levels and hazards associated with fighting fires and rendering emergency medical assistance is common. Will occasionally work near moving mechanical parts and elevated heights; and is frequently exposed to wet/humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock and vibration.

Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Battalion Chief.

ESTABLISHED/REVISED DATE

Revised Date: September 1982

Revised Date: September 2021

Dept. Review Date: June 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR MECHANIC

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Mechanic examination on a promotional basis if eight (8) applications are filed and accepted consisting of the following exam components and weights: Application Review (Qualifying), Performance Test (50%) and Oral Interview (50%), or on an open basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for Mechanic. There are two (2) vacancies in the Fleet Services Department.

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

The previous examination for Mechanic in 2022 was weighted as follows: Application Review (Qualifying), Performance Test (50%) and Oral Interview (50%). There will be no change to the exam types and weights.

There is a sufficient pool of internal candidates to qualify, therefore, a promotional recruitment is recommended.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Alfredo Melgoza
Principal Human Resources Analyst

CONCUR:



For Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Mechanic Class Specification

6D



City of Torrance
MECHANIC

CLASS CODE	5516	SALARY	\$31.29 - \$38.06 Hourly \$5,423.60 - \$6,597.07 Monthly \$65,083.20 - \$79,164.80 Annually
BARGAINING UNIT	Torrance Municipal Employees (AFSCME Local 1117)	REVISION DATE	July 01, 1998

DEFINITION

Under general supervision, performs skilled mechanical work in the diagnosis, maintenance and repair of automobiles, light duty trucks, motorcycles and light field equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Mechanic is supervised by the Fleet Services Manager and Fleet Services Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

- Diagnoses problems and determines the extent of repairs or adjustments needed for automobiles, light duty vehicles, motorcycles and equipment such as mowers and chain saws;
- Maintains, adjusts, repairs, rebuilds and overhauls operating systems including, but not limited to, electrical, charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking and steering systems;
- Maintains, adjusts, repairs, rebuilds and overhauls components including, but not limited to, engines, transmissions, drive shafts, differentials, radiators and bodies;
- Operates computer aided diagnostic equipment, vehicle testing and/or operating equipment;
- Repairs and replaces bodies, housings, brackets and accessories using machining tools and equipment;
- Keeps and enters repair orders and keeps maintenance records of time spent, materials and parts used and type of work performed in an automated system;
- Organizes, cleans and maintains a safe work shop area;
- May assist Senior Mechanics in repair of heavy duty vehicles and equipment;
- May drive vehicles into and out of service bays and perform road tests.

QUALIFICATION GUIDELINES

Experience and Education

Three years of experience in the repair and maintenance of automobiles and/or power equipment, at least one of which must include experience at the journey level.

Satisfactory completion of a comprehensive automotive technology program or degree may be substituted for two years of the required experience. The program or degree must cover systems such as electrical, computer controlled vehicles, emission, drive-train, cooling, fuel and ignition systems.

License and/or Certificates

A valid California driver's license of the appropriate class. Automotive Service Excellence (ASE) certificates are desirable.

SPECIAL REQUIREMENTS

Must provide own mechanic hand tools, up to one inch, to perform job duties.

CAREER LADDER INFORMATION

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Senior Mechanic.

ESTABLISHED/REVISED DATE

Revised Date: July 1998

Reviewed Date: July 2020

Reviewed Date: April 2022

Reviewed Date: June 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR POLICE CHIEF

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body recommend to the City Council to approve conducting the Police Chief examination on an open basis consisting of an 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 Police Chief. The current Chief of Police has announced his intent to retire effective July 2025, creating a need to conduct an examination for Police Chief.


The Human Resources Director is recommending an open examination to expand the pool of Police Chief candidates to provide the broadest range of candidates who best meet the needs of the City and the Police Department. Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. Prior Police Chief examinations have been both open (2021, 2017, 1991) and promotional (2014, 2006, 1997). Both internal and external candidates will be encouraged to apply and participate in the examination process.

Similar to other Department Head examinations, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and an Oral Interview (100%).

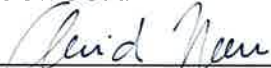
Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on July 8, 2025, the revised Class Specification will appropriately reflect the position for the examination process.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Alonzo
Senior Human Resources Analyst

CONCUR:

for 
Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Police Chief Class Specification

6E

POLICE CHIEF

Definition

Under direction of the City Manager, plans, organizes, and directs the activities, operations, and personnel of the Police Department encompassing a wide range of law enforcement-related functions in the preservation of law and order and the prevention of crime; and performs related work as required.

Distinguishing Characteristics

The Police Chief is distinguished from other department heads by the specific areas of responsibility described above. The Police Chief is distinguished from Assistant Police Chief in that the Police Chief is responsible for the overall leadership and management of the Police Department. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational problems. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over Assistant Police Chief and Police Captains, professional, technical, and support staff.

Examples of Essential Duties

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

- Plans, organizes, directs, and coordinates the overall operations of the Police Department including, but not limited to, those services related to community-oriented policing, patrol, traffic, police dispatch and communications, courtroom testimony and coordination, specialized services, investigations, maintenance of jail facilities and police records, crime prevention, research and training, public information, and related administrative and technical services.
- Selects, assigns, trains, directs, and evaluates subordinate staff, including management, supervisory, professional, technical, and support positions; assures training and guidance for staff involved in various aspects of police service; oversees and implements disciplinary actions when necessary. Develops and implements strategies to promote equity, diversity, and inclusion across departmental operations.
- Implements an organizational philosophy that emphasizes community-based policing, in which collaborative problem solving with citizens and other stakeholders is valued.
- Addresses labor management issues through meetings, analysis of departmental policies and agreements, and communicates with appropriate parties as necessary.
- Formulates, implements, and enforces Departmental rules, regulations, procedures, policies, programs, and goals to meet current and future needs of the City.
- Directs the preparation and development of the Department budget; monitors and approves expenditures in accordance with policies of sound fiscal management.
- Attends various City, Council, staff, and community meetings as required; prepares agenda items, reports, and recommendations; and makes public presentations.
- Directs the implementation of systems automation in the Department.

- Maintains Police Department relationships within the community and encourages positive relationships with the public; possesses a high degree of awareness of and sensitivity to the cultural diversity of the community.
- Leads department-wide strategies to foster procedural justice and strengthen community partnerships. Drives organizational culture transformation aligned with modern policing values.
- Leads the development and public reporting of key policing data, including use of force, stops, and complaints.
- Oversees internal accountability systems and collaborates with independent oversight bodies to promote transparency.

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.

- Represents the Police Department to other City Departments and at public functions. Meets with members of the community, school officials, business professionals, representatives of homeowner associations and political figures regarding law enforcement matters and community relations. Works cooperatively with representatives from other law enforcement agencies, courts, probation, parole, and prosecutorial agencies to coordinate law enforcement activities.
- Serves on a variety of executive boards and task forces, attend conferences, and review professional leadership and legal updates, including Federal, State, and Local statutes to assure appropriate application of law enforcement policies and resources.
- Develops the disaster preparedness plan for the City, including processes to ensure business continuity in the event of a disaster.
- Performs related duties as required.

Qualifications Guidelines**Knowledge of:**

- Policies, principles, and practices of police administration and services, including but not limited to, operations, activities, and evolving trends of a comprehensive Police Department.
- Principles of Community Oriented Policing and Problem Solving (COPPS); technical and administrative phases of crime prevention, law enforcement, and related functions including investigation, patrol, traffic control and safety, records maintenance, supplies and equipment, care and custody of persons and property, training, and communications.
- Federal, State, and Local laws, ordinances, codes and regulations, and recent court decisions affecting municipal law enforcement operations; policies and directives applicable including methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management and administration, care and custody of persons, property and evidence, use of firearms, dispatch and communications services, and other modern police equipment.
- Proper and effective methods of deploying Police Officers in accordance with actual and anticipated emergencies.
- Use of firearms and other modern police equipment.
- Literature, periodicals, and other resources concerning current trends and legislature in policing.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.

- Management and supervisory principles and practices including the selection, training, evaluation, and discipline of employees; and laws governing employee relations matters.
- Automated systems and applications to the police environment.
- Principles and practices of budget preparation and administration.
- Labor relations and contract negotiations.
- Project management methods and practices.
- Safety policies and safe work practices applicable to the work.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Core Competencies

- Decision Making – Choosing optimal courses of action in a timely manner.
- Handling Conflict – Managing interpersonally strained situations.
- Influencing – Affecting or changing others' positions and opinions.
- Leadership – Guiding and encouraging others to accomplish a common goal.
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness.
- Managing Change – Addressing key factors that influence successful organizational change.
- Managing Performance – Ensuring superior individual and group performance.
- Oral & Written Communication – Communicative effectively in dialogue and in writing.
- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Presentation Skill – Formally delivering information to groups.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Professional Impact – Presenting self as a positive representative of the organization.
- Professional Integrity & Ethics – Displaying honesty, adherence to principles, and personal accountability.
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives.

License or Certificate

Must possess and maintain a valid California Class C Drivers' License.

Must possess POST Advanced and Management certificates.

Education and Experience

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

Bachelor's degree in administration of justice, criminology, public or business administration, political science, or closely related field.

At least three years at the rank of Lieutenant or Captain on the Torrance Police Department; or ten years of progressively responsible supervisory and administrative experience in a comparable sized police department, five years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.

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. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices. Tasks require sound and visual perception and discrimination, as well as oral communications ability.

When work is performed outdoors or on-scene at emergency incidents, there is full exposure to various weather and temperature conditions, loud noise levels; airborne particles, noxious odors, dust, grease, smoke, fumes, and gases. Must don protective apparel including bullet proof vest and safety shoes when responding to emergency scenes; use specialized law enforcement tools and equipment. Requires operation of a motor vehicle to respond to critical incidents, major crime scenes, and disasters and attend off-site meetings and training.

Work may be required on evenings and weekends as needed.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to City Manager.

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

Honorable Members:

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR FIRE PREVENTION
MANAGER/FIRE MARSHAL**

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Fire Prevention Manager/Fire Marshal and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

The State of California has a Unified Program that protects Californians from hazardous waste and hazardous materials by ensuring local regulatory agencies consistently apply statewide standards when they issue permits, conduct inspections and engage in enforcement activities. The Unified Program is a consolidation of multiple environmental and emergency management programs.

The Community Risk Reduction Division in the Fire Department provides oversight of fire prevention activities which includes conducting inspections, plan checking, testing hazardous processes and fire protection, and performing fire investigations. There was a change in the Unified Program effective July 1, 2024 regarding the education and training of UPA (Unified Program Agencies) staff who conduct and oversee the inspections and enforcement activities of hazardous materials. This revision is cited in the California Code of Regulations (CCR). Due to this change in the CCR, Title 27 section 15260, the requirements regarding education and training have been revised.

Staff reviewed the Fire Prevention Manager/Fire Marshal class specification and determined that the following changes were necessary to reflect the current functions of the position.

- The **Qualification Guidelines Section** was revised to reflect the necessary competencies of the position. Core competencies are utilized to provide the capabilities, knowledge, skills, and resources that constitute what is needed to be successful in the classification.
- The **License and/or Certificate Section** was revised to reflect the current needs of the position.

- The **Education and Experience Section** was revised to reflect the current requirements of the position. The major revision to this section addresses the education and training of staff who have experience in conducting and overseeing inspection. It also addresses the July 1, 2024 education and training requirements for those who do not have this type of experience.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:

for 
Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

- Attachments: A) Revised Class Specification Fire Prevention Manager/Fire Marshal
B) Existing Class Specification Fire Prevention Manager/Fire Marshal
C) Organizational Chart of the Fire Department

FIRE PREVENTION MANAGER / FIRE MARSHAL

DEFINITION

Under direction, oversees the Fire Department's Community Risk Reduction Division; manages and coordinates the California Unified Program Agencies (CUPA) Program, National Pollutant Discharge Elimination System (NPDES) Program, Fire and Life Safety inspection program, Fire Engineering Program which includes permitting, plan checking and special events, Public Education Program which includes Community Emergency Response Team Training (CERT), Business Emergency Response Team Training (BERT), Social Media and Public Information Officer duties, and Fire Investigation Program which performs arson/origin and cause investigations on behalf of the Department. The Fire Prevention Manager/Fire Marshal provides highly responsible program management, technical staff assistance, hazardous materials oversight, and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Fire Prevention Manager/Fire Marshal is responsible for management of the Community Risk Reduction Division. This is a civilian, non-sworn classification. The Fire Prevention Manager/Fire Marshal is responsible for management of the entire Community Risk Reduction Division. This is a civilian, non-sworn classification. Incumbents exercise independent judgment in the performance of duties, with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Fire Chief and provides direct supervision to the Fire Prevention Supervisor and may provide supervision to Senior Fire Prevention Specialists, Fire Prevention Specialists, and support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Manages and coordinates the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Manages and coordinates arson/origin and cause investigations; establishes investigation methods and procedures; may lead and conduct investigations to determine source and nature of fires and incidents; may perform interviews of witnesses and suspects and secures evidence; prepares and presents required reports.
- May perform varied administrative assignments in support of the Fire Chief such as acting as Terrorism Liaison Officer.
- Acts as department/division liaison with internal and external teams, and committees, along with outside agencies including local and State officials, utility companies, the community, and other interested groups.
- Coordinates projects with other City departments and agencies.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Implements and maintains Federal, State, and local mandates.

- Prepares reports and recommendations for City Council and commission agenda items.
- Responds to the City Emergency Operations Center (EOC) and performs duties and responsibilities, as required.
- Manages and coordinates new construction/equipment plan reviews and indicates necessary corrections for evaluating fire protection/life safety systems, above-ground storage tanks, stormwater systems, hazardous materials risk management programs, and hazardous materials facilities.
- Manages and oversees plan check activities with City functions and outside agencies.
- Attends meetings and performs liaison role for fire/life safety, water supply issues, and environmental issues; ensures plans meet the requirements of related federal, state, and local fire protection, life safety, and environmental codes, regulations and restrictions.
- Reviews proposed projects and provides technical assistance to developers, consultants, engineers, architects, contractors, City personnel, and the public.
- Interprets and explains requirements and restrictions relative to fire/life safety and environmental codes, ordinances, regulations, statutes, policies, and procedures.
- Develops alternative methods to comply with requirements and restrictions.
- Manages and oversees inspection program and inspects businesses for fire hazards, proper operation of suppression devices, adequacy of fire escapes and exits, and general compliance with fire codes, above-ground storage tank provisions, industrial waste provisions, stormwater regulations, and general compliance with environmental regulations and statutes.
- Manages and oversees training drills between local facilities and the Fire Department.
- Conducts research and writes comprehensive technical reports.
- Reviews and recommends current fire code adoption and amendments to ordinances.
- Requires frequent travel in a City vehicle to various inspection sites throughout the City.

EXAMPLES OF OTHER DUTIES

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

- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems.
- Performs related duties as required.

QUALIFICATION GUIDELINES

Knowledge of:

- Incident Command Systems and procedures and State Mutual Aid Systems;
- California Department of Motor Vehicles codes and regulations;
- Emergency preparedness and terrorism prevention;
- City geography, streets, water hydrant locations, and surrounding response areas;
- Proper use of Personal Protective Equipment (PPE);
- Technical report writing methods;
- English usage, such as spelling, grammar, and punctuation;
- Supervisory principles and leadership techniques;
- Budgeting practices;
- National, state, and local laws, standards, ordinances, rules, regulations, policies, and procedures;
- Fire and building codes, and state and national fire codes;
- Fire prevention and inspection methods;
- Environmental inspection methods;

- Fire and life safety systems;
- General building, electrical, plumbing, and construction methods and materials;
- Management and supervisory principles and practices.
- Fire cause and origin investigation practices, techniques, and laws;
- Building materials and construction and of the principles of combustion;
- Project management methods and practices;
- High-quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Core Competencies:

- Action & Results Focus – Initiating tasks and focusing on accomplishment.
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Decision Making – Choosing optimal courses of action in a timely manner
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Informing – Proactively obtaining and sharing information.
- Innovation – Imagining and devising new and better ways of doing things.
- Leadership – Guiding and encouraging others to accomplish a common goal.
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness.
- Managing Performance – Ensuring superior individual and group performance.
- Oral Communication – Engaging effectively in dialogue.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives.
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives.
- Writing – Communicating effectively in writing.

Ability to:

- ~~Assess situations quickly and adopt effective courses of action;~~
- ~~Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;~~
- ~~Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters;~~
- ~~Conduct field investigations;~~
- ~~Develop, understand, interpret laws and execute rules, regulations, policies, and procedures;~~
- ~~Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;~~
- ~~Present proposals and recommendations effectively in public meetings;~~
- ~~Develop clear, concise, and comprehensive studies, reports, and agenda items;~~
- ~~Communicate effectively orally and in writing;~~
- ~~Ensure safety and professional work standards are met;~~
- ~~Operate a computer and other office equipment.~~

LICENSE AND/OR CERTIFICATES

The following licenses and/or certifications must be in possession and maintained throughout employment:

~~Must possess and maintain~~

- An appropriate, valid California Class C Driver's License; and
- Possession of International Code Council (ICC) Fire Inspector I or II;
- California UST Inspector certification;
- California PC 832 Certificate is required.

The following certifications are desirable:

~~Possession of~~

- California State Fire Training (SFT) - Fire Marshal certification;
- International Code Council (ICC) Fire Plans Examiner, and/or
- POST-Certified Terrorism Liaison Officer (TLO) is highly desirable.

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Experience

Five (5) years of progressively responsible experience in fire prevention, hazardous materials management, fire code enforcement, fire education, and disaster preparedness with three (3) years supervisory experience.

Education

For UPA (Unified Program Agencies) staff who have experience in conducting and/or overseeing inspections and enforcement activities prior to July 1, 2024, the following education requirements apply in accordance with California Code of Regulations (CCR) Title 27, Div 1, Article 5, Section 15260 (b):

Bachelor's degree from an accredited college with a major in fire science, fire technology, operations management, public administration, or a related field.

Completion of Firefighter 1 training at a fire academy is highly desirable.

For UPA staff who do not have experience conducting and/or overseeing inspections and enforcement activities prior to July 1, 2024, the following education requirements apply in accordance with California Code of Regulations (CCR) Title 27, Div 1, Article 5, Section 15260 (a)(1-3):

Bachelor's degree from an accredited college or university, or degree with major course work from one or more of the following disciplines: *Biology or microbiology; Chemistry or chemical engineering; Physics or physical science; Environmental science; Geology or soil science; Environmental health; Environmental or sanitary engineering; Toxicology; Industrial hygiene; Hazardous materials management; or Fire science or fire technology.*

- OR -

Registration as an Environmental Health Specialist.

- OR -

Thirty (30) semester units or forty-six (46) quarter units in the disciplines listed in italics from an accredited college or university, or other institution. One year of qualifying experience in hazardous materials management regulation, analysis, or research; environmental research, monitoring,

surveillance or enforcement; or resource recovery may be substituted for a maximum of 15 semester units or 23 quarter units.

SPECIAL REQUIREMENTS

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communication ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals, and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.



City of Torrance

FIRE PREVENTION MANAGER/FIRE MARSHAL

CLASS CODE	3506	SALARY	\$11,345.00 - \$16,789.00 Monthly \$136,140.00 - \$201,468.00 Annually
BARGAINING UNIT	Executive & Management Employees	ESTABLISHED DATE	March 01, 2012
REVISION DATE	July 01, 2023		

DEFINITION

Under direction, oversees the Fire Department's Community Risk Reduction Division; manages and coordinates the California Unified Program Agencies (CUPA) Program, National Pollutant Discharge Elimination System (NPDES) Program, Fire and Life Safety inspection program, Fire Engineering Program which includes permitting, plan checking and special events, Public Education Program which includes Community Emergency Response Team Training (CERT), Business Emergency Response Team Training (BERT), Social Media and Public Information Officer duties, and Fire Investigation Program which performs arson/origin and cause investigations on behalf of the Department. The Fire Prevention Manager/Fire Marshal provides highly responsible program management, technical staff assistance, hazardous materials oversight, and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Fire Prevention Manager/Fire Marshal is responsible for management of the Community Risk Reduction Division. This is a civilian, non-sworn classification. The Fire Prevention Manager/Fire Marshal is responsible for management of the entire Community Risk Reduction Division. This is a civilian, non-sworn classification. Incumbents exercise independent judgment in the performance of duties, with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives general direction from the Fire Chief and provides direct supervision to the Fire Prevention Supervisor and may provide supervision to Senior Fire Prevention Specialists, Fire Prevention Specialists, and support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Manages and coordinates the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining

standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.

- Manages and coordinates arson/origin and cause investigations; establishes investigation methods and procedures; may lead and conduct investigations to determine source and nature of fires and incidents; may perform interviews of witnesses and suspects and secures evidence; prepares and presents required reports.
- May perform varied administrative assignments in support of the Fire Chief such as acting as Terrorism Liaison Officer.
- Acts as department/division liaison with internal and external teams, and committees, along with outside agencies including local and State officials, utility companies, the community, and other interested groups.
- Coordinates projects with other City departments and agencies.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Implements and maintains Federal, State, and local mandates.
- Prepares reports and recommendations for City Council and commission agenda items.
- Responds to the City Emergency Operations Center (EOC) and performs duties and responsibilities, as required.
- Manages and coordinates new construction/equipment plan reviews and indicates necessary corrections for evaluating fire protection/life safety systems, above-ground storage tanks, stormwater systems, hazardous materials risk management programs, and hazardous materials facilities.
- Manages and oversees plan check activities with City functions and outside agencies.
- Attends meetings and performs liaison role for fire/life safety, water supply issues, and environmental issues; ensures plans meet the requirements of related federal, state, and local fire protection, life safety, and environmental codes, regulations and restrictions.
- Reviews proposed projects and provides technical assistance to developers, consultants, engineers, architects, contractors, City personnel, and the public.
- Interprets and explains requirements and restrictions relative to fire/life safety and environmental codes, ordinances, regulations, statutes, policies, and procedures.
- Develops alternative methods to comply with requirements and restrictions.
- Manages and oversees inspection program and inspects businesses for fire hazards, proper operation of suppression devices, adequacy of fire escapes and exits, and general compliance with fire codes, above-ground storage tank provisions, industrial waste provisions, stormwater regulations, and general compliance with environmental regulations and statutes.
- Manages and oversees training drills between local facilities and the Fire Department.
- Conducts research and writes comprehensive technical reports;

EXAMPLES OF OTHER DUTIES

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

- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems.
- Performs related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:

Bachelor's degree from an accredited college with a major in fire science, public administration, fire technology, operations management, or a related field and five (5) years of progressively responsible experience in fire prevention, hazardous materials management, fire code enforcement, fire education, and disaster preparedness with three (3) years supervisory experience.

Completion of Firefighter 1 training at a fire academy is highly desirable.

License and/or Certificates

Possession of International Code Council (ICC) Fire Inspector I or II and California UST Inspector certification and California PC 832 Certificate is required.

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

Possession of California State Fire Training (SFT) - Fire Marshal certification, International Code Council (ICC) Fire Plans Examiner, and/or POST Certified Terrorism Liaison Officer (TLO) is highly desirable.

Knowledge of

- Incident Command Systems and procedures and State Mutual Aid Systems;
- California Department of Motor Vehicles codes and regulations;
- Emergency preparedness and terrorism prevention;
- City geography, streets, water hydrant locations, and surrounding response areas;
- Proper use of Personal Protective Equipment (PPE);
- Technical report writing methods;
- English usage, such as spelling, grammar, and punctuation;
- Supervisory principles and leadership techniques;
- Budgeting practices;
- National, state, and local laws, standards, ordinances, rules, regulations, policies, and procedures;
- Fire and building codes, and state and national fire codes;
- Fire prevention and inspection methods;
- Environmental inspection methods;
- Fire and life safety systems;
- General building, electrical, plumbing, and construction methods and materials;
- Management and supervisory principles and practices.
- Fire cause and origin investigation practices, techniques, and laws;
- Building materials and construction and of the principles of combustion;
- Project management methods and practices;
- High-quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

Ability to

- Assess situations quickly and adopt effective courses of action;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Conduct field investigations;
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings;
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Operate a computer and other office equipment.

SPECIAL REQUIREMENTS

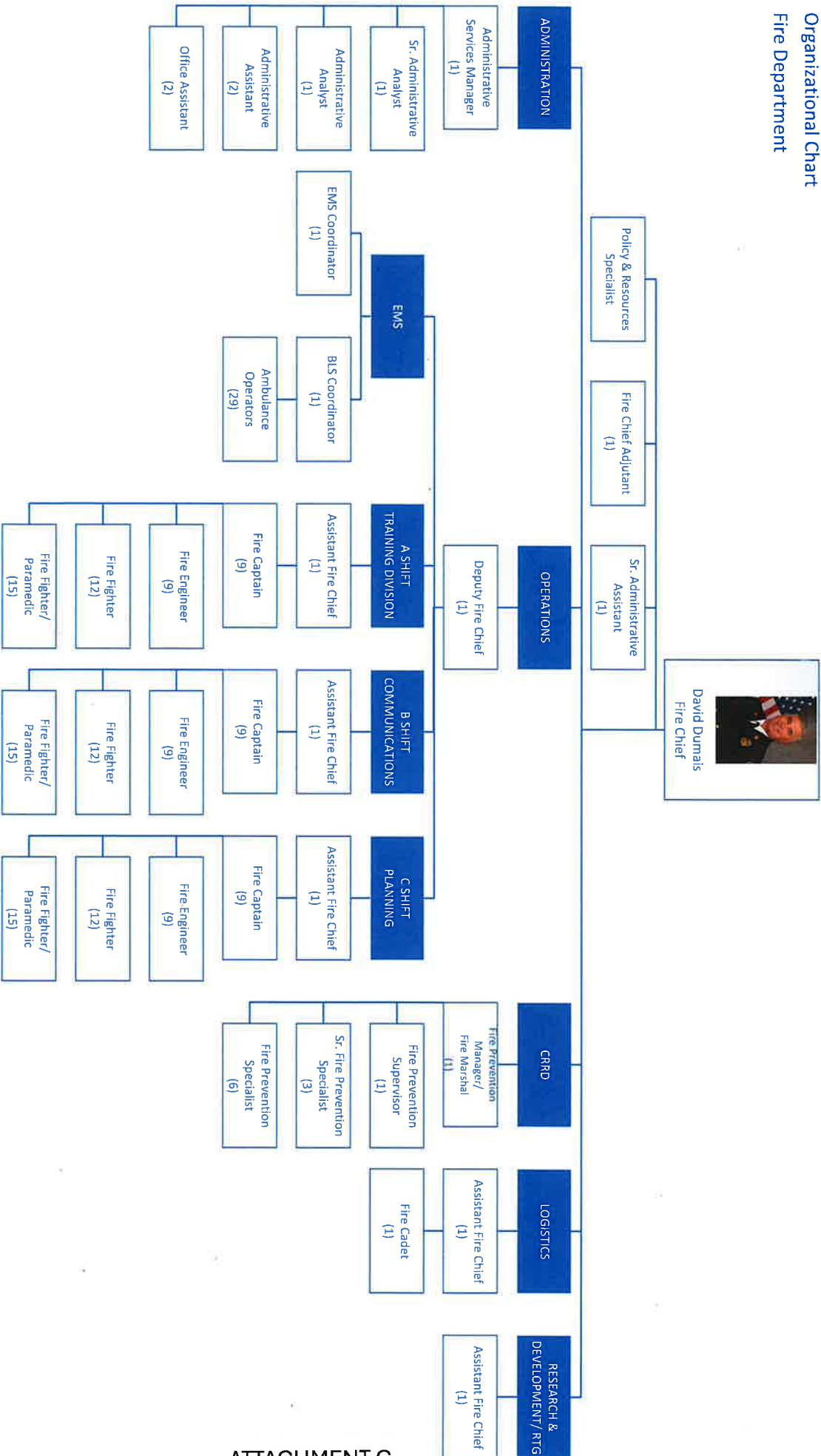
Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communication ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals, and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

ESTABLISHED/REVISED DATE

Established Date: March 2012

Revise Date: July 2023

CITY OF TORRANCE
Organizational Chart
Fire Department



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

Honorable Members:

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR FIRE PREVENTION
SPECIALIST**

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Fire Prevention Specialist and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

The State of California has a Unified Program that protects Californians from hazardous waste and hazardous materials by ensuring local regulatory agencies consistently apply statewide standards when they issue permits, conduct inspections and engage in enforcement activities. The Unified Program is a consolidation of multiple environmental and emergency management programs.

The Community Risk Reduction Division in the Fire Department provides oversight of fire prevention activities which includes conducting inspections, plan checking, testing hazardous processes and fire protection, and performing fire investigations. There was a change in the Unified Program effective July 1, 2024 regarding the education and training of UPA (Unified Program Agencies) staff who conduct and oversee the inspections and enforcement activities of hazardous materials. This revision is cited in the California Code of Regulations (CCR). Due to this change in the CCR, Title 27 section 15260, the requirements regarding education and training have been revised.

Staff reviewed the Fire Prevention Specialist class specification and determined that the following changes were necessary to reflect the current functions of the position.

- The **Qualification Guidelines Section** was revised to reflect the necessary competencies of the position. Core competencies are utilized to provide the capabilities, knowledge, skills, and resources that constitute what is needed to be successful in the classification.
- The **License and/or Certificate Section** was revised to reflect the current needs of the position.
- The **Education and Experience Section** was revised to reflect the current requirements of the position. The major revision to this section addresses the education and training of staff who have experience in conducting and overseeing inspection. It also addresses the July 1, 2024 education and training requirements for those who do not have this type of experience.

Staff has met and conferred with representatives from Engineers and Torrance Fiscal Employees Association and concur with the recommendation before your Honorable Body.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachments: A) Revised Class Specification Fire Prevention Specialist
B) Existing Class Specification Fire Prevention Specialist
C) Organizational Chart of the Fire Department

Fire Prevention Specialist

Definition

Under direction, conducts inspections, plan checks, and tests of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; conducts training sessions for the public in fire prevention; ensures compliance with the City's hazardous materials/waste management, storage tanks, and permits program; and performs other duties as assigned.

Distinguishing Characteristics

Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Work is reviewed upon completion and for overall results. Interpretation of general administrative or operational policies is necessary. This is a civilian non-firefighting classification that performs duties related fire prevention or environmental activities and compliance with fire code and environmental statutes and regulations.

Supervision Exercised/Received

Receives direction from the Fire Prevention Manager/Fire Marshal, Fire Prevention Supervisor, or other higher level Fire Department staff.

Example of Essential Duties:

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

- Conducts inspections and tests of extinguishing systems, and commercial and industrial processes which may involve fire hazards in specified occupancies to insure the level of fire protection is in compliance with applicable codes and standards.
- Issues notices of violations of applicable codes including the issuance of citations for violations of the Municipal Code, Fire Code, Health and Safety Code, Building Code and/or the California Penal Code.
- Interprets various codes, ordinances, and standards for the public and makes recommendations for fire protection systems.
- Checks plans and specifications and conducts site inspections on special hazards operations, fire protection and extinguishing systems, and occupancies under jurisdiction for compliance with Fire Codes and standards.
- Assists fire safety personnel with code interpretation and fire prevention inspections.
- Investigates complaints of Federal, State, County, and City Code violations and hazards; enforces codes to ensure abatement of identified violations and hazards.
- May issue citations or notices of violations of applicable codes.
- Assists in developing and maintaining records, information and statistical data pertinent to Fire Prevention Division activities.
- Provides general information regarding department policies, procedures and regulations, including responding appropriately to complaints, requests for information and requests for service.
- Coordinates and integrates program services and activities with other agencies and City departments.
- Attends and/or participates in meetings and conferences; and serves as a liaison between the City, other agencies and the public.

- Maintains records and databases; prepares correspondence, reports and other public information material.
- Identifies businesses requiring hazardous materials disclosure.
- Conducts safety inspections of selected chemical users and makes recommendations to reduce hazardous materials accidents.
- Visits business sites of hazardous materials users to verify accuracy of business plans and chemical inventories.
- Identifies and categorizes chemicals and other substances which may be hazardous materials.
- Requires daily travel in a City vehicle to various inspection sites throughout the City.

National Pollution Discharge Elimination System Inspection (NPDES)

- Conducts NPDES facility inspections for regulatory compliance including gas stations, restaurants and commercial/industrial facilities.
- Coordinates the clean-up of NPDES violations with all applicable state, county and local resources as needed.
- Maintains and updates databases and record violations for follow up inspections.

Public Education

- Develops, coordinates, markets and participates in public education and outreach projects within the community via schools and other outreach mediums regarding a variety of fire safety, fire prevention education, disaster preparedness and other related educational programs and services.
- Develops, markets and conducts presentations to community groups, citizens and businesses.
- Coordinates, markets and instructs Emergency Response Team (ERT) academies and refresher drills; develops and maintains curriculum, supplies, paperwork for instructors and volunteers of each academy.
- Maintains, monitors and updates the Fire Department's social media accounts such as Facebook and Twitter.
- Coordinates, markets and conducts a variety of events such as the Holiday Toy Drive, CPR classes, Community Awards in conjunction with other City Departments, public and private entities and community groups.
- Plans, coordinates and implements a variety of department events including scheduling, maintaining supplies, determining location, and related duties.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

Hazardous Materials

- Maintains and coordinates records including manifests, annual permits, required testing and disposal to insure compliance of hazardous materials/waste management and storage tanks with various agencies as related to City facilities.
- Maintains and coordinates permitting for the following: storage tanks, boilers, pressure vessels, and generators; notification and coordination for replacement or retrofitting of equipment in these areas due to changing regulations as related to City facilities.
- Reviews plans for underground storage of chemicals and conducts inspections of underground storage tank installation, modification, and removal for regulatory compliance.

Investigations

- Conducts investigations as to the Origin and Cause of fires occurring in the city in compliance with City policy.
- May assist Senior Fire Prevention Specialists with Arson investigations.

NPDES Coordinator

- Maintains and updates database for annual inspections.
- Provides data on incidents for Annual Report to State Water Board.
- Prepares Monthly report of NPDES inspections, incidents and complaints.

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.
- Serves on various committees as appropriate.
- Distributes notices, flyers, etc. as assigned.
- Responds to emergency incidents to provide assistance, as directed by supervisory personnel.
- Participates in special projects as needed.
- May create and participate in Public Service Announcements with local media outlets.
- Perform related duties as required.

Qualification Guidelines

Knowledge of

- Applicable Federal, State and local laws, codes and ordinances pertaining to fire safety and enforcement including but not limited to California Health and Safety Code, California Fire Code, California Building Code, State Administrative Code, and NFPA standards and codes.
- Standard fire protection and prevention theory, techniques, and practices.
- Fire prevention principles and procedures.
- Principles of combustion.
- Basic building materials and construction practices.
- Federal, State, County, and City codes and ordinances, rules and regulations affecting Departmental operations.
- Fire sprinkler designs, plans and hydraulic calculations.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- English grammar and methods of report writing and data analysis.
- General City operations.
- Principles and techniques used in the development and implementation of safety education programs.
- Occupational hazards and standard safety practices necessary in the area of fire inspection.
- Public relations related to obtaining cooperation and compliance with fire codes and laws.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.
- Make sound, independent decision within established policy and procedural guidelines.
- Practices, techniques and equipment used in the storage, handling and use of hazardous materials.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

NPDES Inspector/Coordinator

- Federal, State and local laws, codes and ordinances pertaining or related to National Pollution Discharge Elimination System (NPDES), and Clean Water Act.

Public Education

- CPR and First Aid protocols, methods and procedures
- Disaster preparedness and emergency management and response procedures.

Hazardous Materials

- Inspection, measurement, and analytical techniques to identify hazardous materials and determine proper handling.
- Manufacturing and other operations that produce or use hazardous materials.
- Chemistry, chemical process and effects of hazardous materials.
- Hazardous materials, chemical safety and health laws and standards.
- Computers and software used in compiling data and preparing reports related to hazardous materials.

Core Competencies

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Customer Focus – Attending to needs and expectation of customers
- Decision Making – Choosing optimal courses of action in a timely manner
- Environmental Exposure Tolerance – Performing under physically demanding conditions
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Handling Conflict – Managing strained interpersonal situations
- Oral Communication – Engaging effectively in dialogue
- Professional and Technical Expertise – Applying technical subject matter to the job
- Professional Impact – Presenting self as a positive representative of the organization
- Reading Comprehension – Understanding and using written information
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Writing – Communicating effectively in writing

Ability to:

- ~~Detect and determine proper corrective action for fire hazards found at various buildings and installations.~~
- ~~Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems.~~
- ~~Inspect and determine corrective action for regulatory compliance.~~
- ~~Interpret architectural, mechanical, plumbing, and electrical plans and drawings.~~
- ~~Read, understand and interpret construction plans, specifications and maps.~~
- ~~Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws.~~
- ~~Analyze and compile technical information on fire protection and safety code violations.~~
- ~~Prepare clear, effective and accurate reports, correspondence and other written materials.~~
- ~~Handle calls, questions and complaints in an appropriate manner.~~
- ~~Respond to complaints or inquiries from citizens, staff and outside organizations.~~
- ~~Understand and carry out oral and written directions.~~
- ~~Communicate effectively orally and in writing.~~
- ~~Deal tactfully and effectively with the public.~~
- ~~Represent the department and the City effectively in meetings with other departments, the public, community organizations and individuals.~~
- ~~Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public.~~
- ~~Learn and utilize new skills and information to improve job performance and efficiency.~~
- ~~Operate office equipment including computer software and hardware (currently in use by the City) and stay current with new technologies utilized by the division.~~

Hazardous Materials

- Evaluate practices, facilities, and equipment for handling, using, and storing hazardous materials according to appropriate standards and codes and general health and safety criteria.
- Read and interpret piping and instrument diagrams and process flow diagrams.
- Read, interpret and apply Federal, State, County and City codes, laws, and regulations pertaining to hazardous materials.
- Conduct field and office investigations to insure compliance with hazardous materials codes, laws, and regulations.
- Collect, compile, analyze and interpret information and data on chemical processes and hazardous materials.

Public Education

- Evaluate and demonstrate appropriate techniques and procedures for a variety of classes such as CPR, first aid, and search and rescue.
- Interpret and apply Federal, State and local laws, rules and regulations pertaining to ERT academies

LICENSES AND CERTIFICATIONS.

The following licenses and/or certifications must be in possession and maintained throughout employment:

Possess and maintain

- A valid California Class C Drivers' License; and

(Incumbents must obtain the following certifications by end of probation)

- California Penal Code 832 certificate
- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate
- International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate
- American Red Cross First Aid, American Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) certificate
- Fire Investigator certificate from California State Fire Marshal (CSFM)

The following certifications are desirable:

- Certified Stormwater Inspector – Municipal certificate
- ICC Fire Inspector I or II
- ICC Fire Plans Examiner
- CSFM Fire Inspector I or II
- CSFM Fire Plans Examiner
- CSFM Community Risk Educator

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:

Experience

Two years of progressively responsible experience in fire prevention including conducting inspections, plan checking, and testing of hazardous processes and fire protection and extinguishing systems.

Familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is desirable for assignment to Hazardous Materials.

Familiarity with fire safety and disaster preparedness or emergency management and public speaking and training/instructional techniques is desirable for assignment to Public Education.

Education

For UPA (Unified Program Agencies) staff who have experience in conducting and/or overseeing inspections and enforcement activities prior to July 1, 2024, the following education requirements apply in accordance with California Code of Regulations (CCR) Title 27, Div 1, Article 5, Section 15260 (b):

Equivalent to the completion of high school supplemented by college-level coursework and/or specialized training in Fire Prevention, Fire Science, or Fire Technology.

For UPA staff who do not have experience conducting and/or overseeing inspections and enforcement activities prior to July 1, 2024, the following education requirements apply in accordance with California Code of Regulations (CCR) Title 27, Div 1, Article 5, Section 15260 (a)(1-3):

Bachelor's degree from an accredited college or university, or degree with major course work from one or more of the following disciplines: *Biology or microbiology; Chemistry or chemical engineering; Physics or physical science; Environmental science; Geology or soil science; Environmental health; Environmental or sanitary engineering; Toxicology; Industrial hygiene; Hazardous materials management; or Fire science or fire technology.*

- OR -

Registration as an Environmental Health Specialist.

- OR -

Thirty (30) semester units or forty-six (46) quarter units in the disciplines listed in italics from an accredited college or university, or other institution. One year of qualifying experience in hazardous materials management regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for a maximum of 15 semester units or 23 quarter units.

SPECIAL REQUIREMENTS:

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

Work 4/10 work schedule.

CAREER LADDER INFORMATION

Experience and education gained in this classification may serve to meet the minimum requirements to Senior Fire Prevention Specialist.



City of Torrance

FIRE PREVENTION SPECIALIST

CLASS CODE	3500	SALARY	\$35.98 - \$43.75 Hourly \$6,236.53 - \$7,583.33 Monthly \$74,838.40 - \$91,000.00 Annually
BARGAINING UNIT	Engineers Association & Torrance Fiscal Employees Association	REVISION DATE	May 01, 2018

DEFINITION

Under direction, conducts inspections, plan checks, and tests of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; conducts training sessions for the public in fire prevention; ensures compliance with the City's hazardous materials/waste management, storage tanks, and permits program; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Incumbents at the journey level class perform a full range of complex tasks and work within a framework of established procedures with only occasional instruction or assistance. Work is reviewed upon completion and for overall results. Interpretation of general administrative or operational policies is necessary. This is a civilian non-firefighting classification that performs duties related fire prevention or environmental activities and compliance with fire code and environmental statutes and regulations.

Receives direction from the Fire Prevention Manager or other higher level Fire Department staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Conducts inspections and tests of extinguishing systems, and commercial and industrial processes which may involve fire hazards in specified occupancies to insure the level of fire protection is in compliance with applicable codes and standards;
- Issues notices of violations of applicable codes including the issuance of citations for violations of the Municipal Code, Fire Code, Health and Safety Code, Building Code and/or the California Penal Code;
- Interprets various codes, ordinances, and standards for the public and makes recommendations for fire protection systems;
- Checks plans and specifications and conducts site inspections on special hazards operations, fire protection and extinguishing systems, and occupancies under jurisdiction for compliance with Fire Codes and standards;
- Assists fire safety personnel with code interpretation and fire prevention inspections;

- Investigates complaints of Federal, State, County, and City Code violations and hazards; enforces codes to ensure abatement of identified violations and hazards;
- May issue citations or notices of violations of applicable codes;
- Assists in developing and maintaining records, information and statistical data pertinent to Fire Prevention Division activities;
- Provides general information regarding department policies, procedures and regulations, including responding appropriately to complaints, requests for information and requests for service;
- Coordinates and integrates program services and activities with other agencies and City departments;
- Attends and/or participates in meetings and conferences; and serves as a liaison between the City, other agencies and the public;
- Maintains records and databases; prepares correspondence, reports and other public information material;
- Identifies businesses requiring hazardous materials disclosure;
- Conducts safety inspections of selected chemical users and makes recommendations to reduce hazardous materials accidents;
- Visits business sites of hazardous materials users to verify accuracy of business plans and chemical inventories;
- Identifies and categorizes chemicals and other substances which may be hazardous materials.

National Pollution Discharge Elimination System Inspection (NPDES)

- Conducts NPDES facility inspections for regulatory compliance including gas stations, restaurants and commercial/industrial facilities;
- Coordinates the clean-up of NPDES violations with all applicable state, county and local resources as needed;
- Maintains and updates databases and record violations for follow up inspections.

Public Education

- Develops, coordinates, markets and participates in public education and outreach projects within the community via schools and other outreach mediums regarding a variety of fire safety, fire prevention education, disaster preparedness and other related educational programs and services;
- Develops, markets and conducts presentations to community groups, citizens and businesses;
- Coordinates, markets and instructs Emergency Response Team (ERT) academies and refresher drills; develops and maintains curriculum, supplies, paperwork for instructors and volunteers of each academy;
- Maintains, monitors and updates the Fire Department's social media accounts such as Facebook and Twitter;
- Coordinates, markets and conducts a variety of events such as the Holiday Toy Drive, CPR classes, Community Awards in conjunction with other City Departments, public and private entities and community groups;
- Plans, coordinates and implements a variety of department events including scheduling, maintaining supplies, determining location, and related duties.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

Hazardous Materials

- Maintains and coordinates records including manifests, annual permits, required testing and disposal to insure compliance of hazardous materials/waste management and storage tanks with various agencies as

related to City facilities;

- Maintains and coordinates permitting for the following: storage tanks, boilers, pressure vessels, and generators; notification and coordination for replacement or retrofitting of equipment in these areas due to changing regulations as related to City facilities;
- Reviews plans for underground storage of chemicals and conducts inspections of underground storage tank installation, modification, and removal for regulatory compliance.

Investigations

- Conducts investigations as to the Origin and Cause of fires occurring in the city in compliance with City policy;
- May assist Senior Fire Prevention Specialists with Arson investigations.

NPDES Coordinator

- Maintains and updates database for annual inspections;
- Provides data on incidents for Annual Report to State Water Board;
- Prepares Monthly report of NPDES inspections, incidents and complaints.

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;
- Serves on various committees as appropriate;
- Distributes notices, flyers, etc. as assigned;
- Responds to emergency incidents to provide assistance, as directed by supervisory personnel;
- Participates in special projects as needed;
- May create and participate in Public Service Announcements with local media outlets;
- Perform related duties as required.

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:

Equivalent to the completion of high school supplemented by college-level coursework and/or specialized training in fire science; and two years of progressively responsible experience in fire prevention including conducting inspections, plan checking, and testing of hazardous processes and fire protection and extinguishing systems.

Familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is desirable for assignment to Hazardous Materials.

Familiarity with fire safety and disaster preparedness or emergency management and public speaking and training/instructional techniques is desirable for assignment to Public Education.

License and/or Certificates

Valid California Class C Drivers' License

Possession of or ability to obtain the following:

California Penal Code 832 certificate;
Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate;
International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate;
American Red Cross First Aid, American Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) certificate;
Fire Investigator certificate from California State Fire Marshal (CSFM).

The following certifications are desirable:

Certified Stormwater Inspector – Municipal certificate;
ICC Fire Inspector I or II;
ICC Fire Plans Examiner;
CSFM Fire Inspector I or II;
CSFM Community Risk Educator.

Knowledge of

- Applicable Federal, State and local laws, codes and ordinances pertaining to fire safety and enforcement including but not limited to California Health and Safety Code, California Fire Code, California Building Code, State Administrative Code, and NFPA standards and codes;
- Standard fire protection and prevention theory, techniques, and practices;
- Fire prevention principles and procedures;
- Principles of combustion;
- Basic building materials and construction practices;
- Federal, State, County, and City codes and ordinances, rules and regulations affecting Departmental operations;
- Fire sprinkler designs, plans and hydraulic calculations;
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- Principles and techniques of structure and building inspection;
- English grammar and methods of report writing and data analysis;
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- Principles and techniques used in the development and implementation of safety education programs;
- Occupational hazards and standard safety practices necessary in the area of fire inspection;
- Public relations related to obtaining cooperation and compliance with fire codes and laws;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff;
- Make sound, independent decision within established policy and procedural guidelines;
- Practices, techniques and equipment used in the storage, handling and use of hazardous materials.

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:

NPDES Inspector/Coordinator

- Federal, State and local laws, codes and ordinances pertaining or related to National Pollution Discharge Elimination System (NPDES), and Clean Water Act.

Public Education

- CPR and First Aid protocols, methods and procedures;
- Disaster preparedness and emergency management and response procedures.

Hazardous Materials

- Inspection, measurement, and analytical techniques to identify hazardous materials and determine proper handling;
- Manufacturing and other operations that produce or use hazardous materials;
- Chemistry, chemical process and effects of hazardous materials;
- Hazardous materials, chemical safety and health laws and standards;
- Computers and software used in compiling data and preparing reports related to hazardous materials.

Ability to

- Detect and determine proper corrective action for fire hazards found at various buildings and installations;
- Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems;
- Inspect and determine corrective action for regulatory compliance;
- Interpret architectural, mechanical, plumbing, and electrical plans and drawings;
- Read, understand and interpret construction plans, specifications and maps;
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws;
- Analyze and compile technical information on fire protection and safety code violations;
- Prepare clear, effective and accurate reports, correspondence and other written materials;
- Handle calls, questions and complaints in an appropriate manner;
- Respond to complaints or inquiries from citizens, staff and outside organizations;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Deal tactfully and effectively with the public;
- Represent the department and the City effectively in meetings with other departments, the public, community organizations and individuals;
- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public;
- Learn and utilize new skills and information to improve job performance and efficiency;
- Operate office equipment including computer software and hardware (currently in use by the City) and stay current with new technologies utilized by the division.

Hazardous Materials

- Evaluate practices, facilities, and equipment for handling, using, and storing hazardous materials according to appropriate standards and codes and general health and safety criteria;
- Read and interpret piping and instrument diagrams and process flow diagrams;
- Read, interpret and apply Federal, State, County and City codes, laws, and regulations pertaining to hazardous materials;
- Conduct field and office investigations to insure compliance with hazardous materials codes, laws, and regulations;
- Collect, compile, analyze and interpret information and data on chemical processes and hazardous materials.

Public Education

- Evaluate and demonstrate appropriate techniques and procedures for a variety of classes such as CPR, first aid, and search and rescue;
- Interpret and apply Federal, State and local laws, rules and regulations pertaining to ERT academies.

SPECIAL REQUIREMENTS

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

Work 4/10 work schedule.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet the minimum requirements to Senior Fire Prevention Specialist.

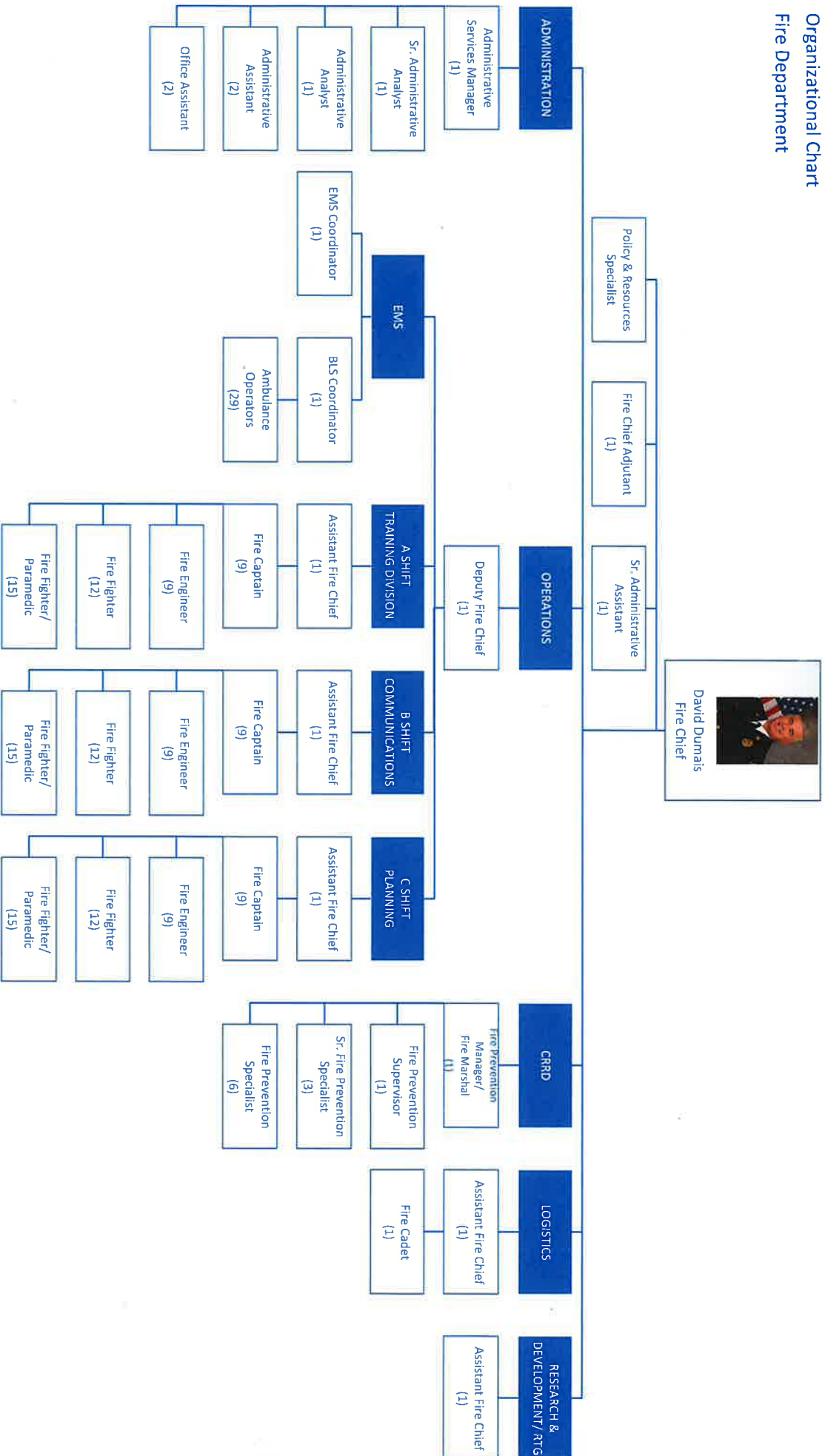
ESTABLISHED/REVISED DATE

Revised Date: May 2018

Revised Date: January 2014

Department Review: April 2023

CITY OF TORRANCE
Organizational Chart
Fire Department



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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR FIRE PREVENTION SUPERVISOR

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Fire Prevention Supervisor and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

The State of California has a Unified Program that protects Californians from hazardous waste and hazardous materials by ensuring local regulatory agencies consistently apply statewide standards when they issue permits, conduct inspections and engage in enforcement activities. The Unified Program is a consolidation of multiple environmental and emergency management programs.

The Community Risk Reduction Division in the Fire Department provides oversight of fire prevention activities which includes conducting inspections, plan checking, testing hazardous processes and fire protection, and performing fire investigations. There was a change in the Unified Program effective July 1, 2024 regarding the education and training of UPA (Unified Program Agencies) staff who conduct and oversee the inspections and enforcement activities of hazardous materials. This revision is cited in the California Code of Regulations (CCR). Due to this change in the CCR, Title 27 section 15260, the requirements regarding education and training have been revised.

Staff reviewed the Fire Prevention Supervisor class specification and determined that the following changes were necessary to reflect the current functions of the position.

- The **License and/or Certificate Section** was revised to reflect the current needs of the position.
- The **Education and Experience Section** was revised to reflect the current requirements of the position. The major revision to this section addresses the education and training of staff who have experience in conducting and overseeing inspection. It also addresses the July 1, 2024 education and training requirements for those who do not have this type of experience.

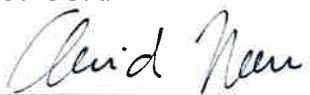
Staff has met and conferred with representatives from the Torrance Professional and Supervisory Association and concur with the recommendation before your Honorable Body.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:

for 
Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

- Attachments: A) Revised Class Specification Fire Prevention Supervisor
B) Existing Class Specification Fire Prevention Supervisor
C) Organizational Chart of the Fire Department

Fire Prevention Supervisor

Definition

Under direction, directs, supervises, assigns, and reviews work in the Community Risk Reduction Division. Responsible for overseeing the daily operations of the Division such as inspection, investigation, public education, CUPA/hazardous materials and plan review services; ensures adherence to established policies and procedures; and supervises the more technical and complex tasks of the Community Risk Reduction Division.

Distinguishing Characteristics

Under the direction of the Fire Prevention Manager/Fire Marshal, the Fire Prevention Supervisor is responsible for the daily supervision of the Community Risk Reduction Division. The Fire Prevention Supervisor provides supervision, coaching and mentoring to staff to create a positive work environment and maintain divisional goals and objectives. The Fire Prevention Supervisor provides a greater scope of administrative and supervisory responsibilities.

Supervision Exercised/Received

The Fire Prevention Supervisor receives direction from the Fire Prevention Manager/Fire Marshal or other higher level Fire Department Staff and supervises staff engaged in the daily operations of the Community Risk Reduction Division.

Example of Essential Duties:

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

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing fire prevention, inspection, or investigation services within the Fire Department.
- Interprets fire and life safety laws and regulations and provides technical advice and assistance to the general public and other City Departments, architects, contractors, engineers, builders, and owners.
- Evaluates and analyzes plans, structures and processes to ensure adequate fire protection and conformance with Federal, State and local fire safety laws and regulations.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and making recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- May perform duties as acting Fire Marshal.
- May perform the duties of Senior Fire Prevention Specialist and Fire Prevention Specialist when needed.
- Conducts post-fire analysis to address fire prevention issues.
- Supervises and performs fire origin and cause.
- Conducts fire prevention training activities for Fire Department personnel. Speaks to public groups about fire and life safety and Fire Department operations. Participates in a continuous program of fire and life safety education in the community and coordinates fire prevention activities with other City departments and public agencies.
- Inspects business occupancies handling, storing or using hazardous materials to review and verify business emergency plans and chemical inventories, proper storage practices including secondary containment of storage areas/containers, hazard communication labels and materials safety data sheets and industrial waste processes.
- Coordinates code enforcement activities related to environmental management, industrial waste, some Certified Unified Program Agency (CUPA) elements, hazardous materials, underground storage tanks, and aboveground storage tanks.

- Provides assistance to customers in finding solutions to code problems or other technical and operational difficulties.
- Performs independent research, makes public presentations, attends meetings, prepares and maintains associated reports and records, and makes recommendations.
- Assists in establishing effective office and field procedures.
- Keeps abreast of emerging trends and practices in all aspects of fire prevention.
- Makes recommendations for enforcement of fire and life safety requirements.
- Assists in budget preparation.
- Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Research and analyze current fire code adoption and amendments to ordinances.
- Requires daily travel in a City vehicle to various inspection sites throughout the City.

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.
- Attends City Council and Commission meetings
- Receives and responds to public inquiries and complaints regarding inspections.
- Serves on various committees.
- Responds to the Emergency Operations Center (EOC) in the event of an emergency when activated.
- Performs related duties as assigned or as the situation requires.

Qualification Guidelines

Knowledge of:

- Principles of supervision, training and employee relations.
- Fire prevention principles and procedures.
- Fire investigation principles and procedures.
- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings.
- Fire sprinkler designs, plans and hydraulic calculations.
- Principles and practices of plan review.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- Federal, State, County, and City safety codes related to fire prevention including but not limited to California Fire Code, California Building Code, and State Administrative Code.
- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies.
- Mechanical principles.
- Principles of combustion.
- Building materials and construction practices.
- Federal, State, County, and City codes and ordinances, rules and regulations affecting inspection operations.
- Methods of report writing and data analysis.
- General City operations.

Core Competencies:

- Action and Results Focus – Initiating tasks and focusing on accomplishment
- Allocating Resources – Prioritizing the use of fiscal and material resources to maximize organization effectiveness
- Assessing Talent – Identifying performance capabilities and potential of others
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Customer Focus – Attending to needs and expectation of customers
- Decision Making – Choosing optimal courses of action in a timely manner
- Environmental Exposure Tolerance – Performing under physically demanding conditions
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Handling Conflict – Managing strained interpersonal situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Ensuring superior individual and group performance
- Oral Communication – Engaging effectively in dialogue
- Professional and Technical Expertise – Applying technical subject matter to the job
- Reading Comprehension – Understanding and using written information
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Self-Management – Showing personal organization, self-discipline and dependability
- Writing – Communicating effectively in writing

LICENSES AND CERTIFICATIONS

The following licenses and/or certifications must be in possession and maintained throughout employment:

- A valid California Class C Drivers' License; and

(Incumbents must obtain the following certifications by end of probation)

- California Penal Code 832 certificate;
- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate;
- International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate;
- International Code Council (ICC) Fire Inspector I certificate.

The following certifications are desirable:

- CSFM Fire Marshal
- California State Fire Marshal (CSFM) Fire Investigator
- ICC Fire Inspector II
- ICC Fire Plans Examiner
- CSFM Fire Inspector I or II
- CSFM Fire Plans Examiner
- CSFM Community Risk Educator

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:

Experience

Four (4) years of progressively responsible experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education. A Bachelor's of Arts/Science in Fire Prevention, Fire Science, Fire Technology, or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

One year of supervisory or lead work experience is preferred.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

Education

For UPA (Unified Program Agencies) staff who have experience in conducting and/or overseeing inspections and enforcement activities prior to July 1, 2024, the following education requirements apply in accordance with California Code of Regulations (CCR) Title 27, Div 1, Article 5, Section 15260 (b):

An Associate of Arts/Science degree in Fire Prevention, Fire Science, Fire Technology, or a related field.

For UPA staff who do not have experience conducting and/or overseeing inspections and enforcement activities prior to July 1, 2024, the following education requirements apply in accordance with California Code of Regulations (CCR) Title 27, Div 1, Article 5, Section 15260 (a)(1-3):

Bachelor's degree from an accredited college or university, or degree with major course work from one or more of the following disciplines: *Biology or microbiology; Chemistry or chemical engineering; Physics or physical science; Environmental science; Geology or soil science; Environmental health; Environmental or sanitary engineering; Toxicology; Industrial hygiene; Hazardous materials management; or Fire science or fire technology.*

- OR -

Registration as an Environmental Health Specialist.

- OR -

Thirty (30) semester units or forty-six (46) quarter units in the disciplines listed in italics from an accredited college or university, or other institution. One year of qualifying experience in hazardous materials management regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for a maximum of 15 semester units or 23 quarter units.

SPECIAL REQUIREMENTS:

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

CAREER LADDER INFORMATION:

Experience and education gained in this classification may serve to meet the minimum requirements for promotion to Fire Prevention Manager/Fire Marshal.



City of Torrance
FIRE PREVENTION SUPERVISOR

CLASS CODE	3505	SALARY	\$51.90 - \$63.11 Hourly \$8,996.00 - \$10,939.07 Monthly \$107,952.00 - \$131,268.80 Annually
BARGAINING UNIT	Torrance Professional & Supervisory Association	ESTABLISHED DATE	May 01, 2024
REVISION DATE	June 12, 2024		

DEFINITION

Under direction, directs, supervises, assigns, and reviews work in the Community Risk Reduction Division. Responsible for overseeing the daily operations of the Division such as inspection, investigation, public education, CUPA/hazardous materials and plan review services; ensures adherence to established policies and procedures; and supervises the more technical and complex tasks of the Community Risk Reduction Division.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Under the direction of the Fire Prevention Manager/Fire Marshal, the Fire Prevention Supervisor is responsible for the daily supervision of the Community Risk Reduction Division. The Fire Prevention Supervisor provides supervision, coaching and mentoring to staff to create a positive work environment and maintain divisional goals and objectives. The Fire Prevention Supervisor provides a greater scope of administrative and supervisory responsibilities.

The Fire Prevention Supervisor receives direction from the Fire Prevention Manager/Fire Marshal or other higher level Fire Department Staff and supervises staff engaged in the daily operations of the Community Risk Reduction Division.

EXAMPLES OF ESSENTIAL DUTIES

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

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing fire prevention, inspection, or investigation services within the Fire Department.
- Interprets fire and life safety laws and regulations and provides technical advice and assistance to the general public and other City Departments, architects, contractors, engineers, builders, and owners.

- Evaluates and analyzes plans, structures and processes to ensure adequate fire protection and conformance with Federal, State and local fire safety laws and regulations.
- Performs a variety of administrative duties associated with supervising staff including assigning work, providing training and instruction, demonstrating safety practices; evaluating performance reviews, and making recommendations regarding leaves, disciplinary matters and other personnel actions to division head.
- May perform duties as acting Fire Marshal.
- May perform the duties of Senior Fire Prevention Specialist and Fire Prevention Specialist when needed.
- Conducts post-fire analysis to address fire prevention issues.
- Supervises and performs fire origin and cause.
- Conducts fire prevention training activities for Fire Department personnel. Speaks to public groups about fire and life safety and Fire Department operations. Participates in a continuous program of fire and life safety education in the community and coordinates fire prevention activities with other City departments and public agencies.
- Inspects business occupancies handling, storing or using hazardous materials to review and verify business emergency plans and chemical inventories, proper storage practices including secondary containment of storage areas/containers, hazard communication labels and materials safety data sheets and industrial waste processes.
- Coordinates code enforcement activities related to environmental management, industrial waste, some Certified Unified Program Agency (CUPA) elements, hazardous materials, underground storage tanks, and aboveground storage tanks.
- Provides assistance to customers in finding solutions to code problems or other technical and operational difficulties.
- Performs independent research, makes public presentations, attends meetings, prepares and maintains associated reports and records, and makes recommendations.
- Assists in establishing effective office and field procedures.
- Keeps abreast of emerging trends and practices in all aspects of fire prevention.
- Makes recommendations for enforcement of fire and life safety requirements.
- Assists in budget preparation.
- Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Research and analyze current fire code adoption and amendments to ordinances.

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.
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- Receives and responds to public inquiries and complaints regarding inspections.
- Serves on various committees.
- Responds to the Emergency Operations Center (EOC) in the event of an emergency when activated.
- Performs related duties as assigned or as the situation requires.

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:

An Associate of Arts/Science degree in Fire Prevention, Fire Science or a related field; and four (4) years of progressively responsible experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education.

One year of supervisory or lead work experience is preferred.

A Bachelor's of Arts/Science in Fire Prevention or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

LICENSES AND CERTIFICATIONS

The following licenses and/or certifications must be in possession and maintained throughout employment:

- A valid California Class C Drivers' License; and

(Incumbents must obtain the following certifications by end of probation)

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- ICC Fire Inspector II
- ICC Fire Plans Examiner
- CSFM Fire Inspector I or II
- CSFM Community Risk Educator

Knowledge of:

- Principles of supervision, training and employee relations.
- Fire prevention principles and procedures.
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- Mechanical principles.
- Principles of combustion.
- Building materials and construction practices.
- Federal, State, County, and City codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.
- Methods of report writing and data analysis.

Core Competencies:

- Action and Results Focus – Initiating tasks and focusing on accomplishment
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- Customer Focus – Attending to needs and expectation of customers
- Decision Making – Choosing optimal courses of action in a timely manner
- Environmental Exposure Tolerance – Performing under physically demanding conditions
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Handling Conflict – Managing strained interpersonal situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Ensuring superior individual and group performance
- Oral Communication – Engaging effectively in dialogue
- Professional and Technical Expertise – Applying technical subject matter to the job
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- Self-Management – Showing personal organization, self-discipline and dependability
- Writing – Communicating effectively in writing

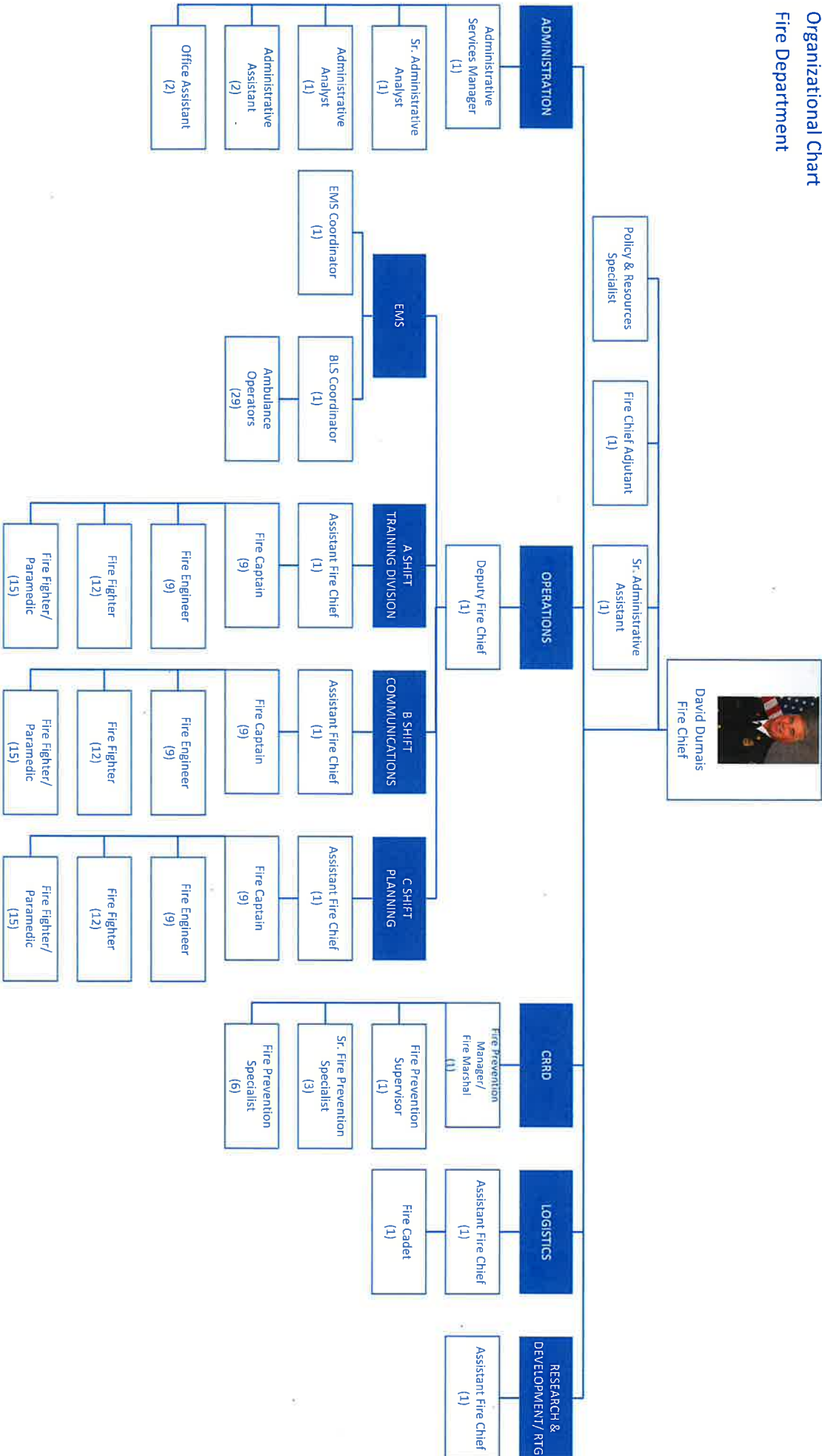
SPECIAL REQUIREMENTS

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Prevention Manager/Fire Marshal.

CITY OF TORRANCE
Organizational Chart
Fire Department



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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR POLICE CHIEF

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Police Chief and forward it to the City Council for approval.


BACKGROUND/ANALYSIS:

The class specification for Police Chief was last revised in 1991. Staff reviewed the Police Chief class specification and determined that changes were necessary to reflect the current functions of the position.

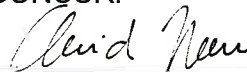
- The **Definition, Distinguishing Characteristics, Examples of Essential Duties Sections, License and/or Certificate, and Education and Experience Sections** were revised to reflect the current needs of the position.
- The **Qualification Guidelines Section** was revised to reflect the necessary competencies of the position. Core competencies are utilized to provide the capabilities, knowledge, skills, and resources that constitute what is needed to be successful in the classification.
- The **Supervision Exercised/Received, Examples of Other Duties, Special Requirements Sections, and Career Ladder Information Sections** were added.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Alonzo
Senior Human Resources Analyst

CONCUR:

for 
Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Revised Class Specification for Police Chief
B) Existing Class Specification Police Chief
C) Organizational Chart of the Police Department

7D

POLICE CHIEF

Definition

Under direction of the City Manager, plans, organizes, and directs the activities, operations, and personnel of the Police Department encompassing a wide range of law enforcement-related functions in the preservation of law and order and the prevention of crime; and performs related work as required.

Distinguishing Characteristics

The Police Chief is distinguished from other department heads by the specific areas of responsibility described above. The Police Chief is distinguished from Assistant Police Chief in that the Police Chief is responsible for the overall leadership and management of the Police Department. ~~Distinguished from a Police Captain in that the incumbent is responsible for managing the entire Police Department rather than a bureau and is directly responsible to the City Manager for the performance of duties.~~ Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational problems. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over Assistant Police Chief and Police Captains, professional, technical, and support staff.

Examples of Essential Duties

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

- Plans, organizes, directs, and coordinates ~~Police Department personnel and~~ the overall operations of the Police Department including, but not limited to, those services related to community-oriented policing, patrol, traffic, police dispatch and communications, courtroom testimony and coordination, specialized services, investigations, maintenance of jail facilities and police records, crime prevention, research and training, public information, and related administrative and technical services. ~~of the Police Department in the protection of life and property, maintenance of peace and order, enforcement of laws, prevention of crime, apprehension and arrest of violators, and maintenance of jail facilities and police records.~~
- Selects, assigns, trains, directs, and evaluates subordinate staff, including management, supervisory, professional, technical, and support positions; assures training and guidance for staff involved in various aspects of police service; oversees and implements disciplinary actions when necessary. Develops and implements strategies to promote equity, diversity, and inclusion across departmental operations.
- ~~Supervises, evaluates and disciplines Police Department personnel in accordance with City regulations and in conformance with State and Federal law.~~
- Implements an organizational philosophy that emphasizes community-based policing, in which collaborative problem solving with citizens and other stakeholders is valued.
- Addresses labor management issues through meetings, analysis of departmental policies and agreements, and communicates with appropriate parties as necessary. ~~Develops and administers employee relations objectives for the Department.~~
- Formulates, implements, and enforces Departmental rules, regulations, procedures, policies, programs, and goals to meet current and future needs of the City.

- Directs the preparation and development of the Department budget; and monitors and approves expenditures in accordance with policies of sound fiscal management. ~~the City Charter and City Ordinances.~~
- Attends various City, Council, staff, and community meetings as required; prepares agenda items, reports, and recommendations; and makes public presentations. ~~Attends City Council meetings to present and explain issues pertaining to the community, law enforcement problems, and departmental requirements, policies and procedures.~~
- Directs the implementation of systems automation in the Department.
- Maintains Police Department relationships within the community and encourages positive relationships with the public; possesses a high degree of awareness of and sensitivity to the cultural diversity of the community.
- Leads department-wide strategies to foster procedural justice and strengthen community partnerships. Drives organizational culture transformation aligned with modern policing values.
- Leads the development and public reporting of key policing data, including use of force, stops, and complaints.
- Oversees internal accountability systems and collaborates with independent oversight bodies to promote transparency.

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.

- Represents the Police Department to other City Departments and at public functions. Meets with members of the community, school officials, business professionals, representatives of homeowner associations and political figures regarding law enforcement matters and community relations. Works cooperatively with representatives from other law enforcement agencies, courts, probation, parole, and prosecutorial agencies to coordinate law enforcement activities.
- Serves on a variety of executive boards and task forces, attend conferences, and review professional leadership and legal updates, including Federal, State, and Local statutes to assure appropriate application of law enforcement policies and resources.
- ~~Responsibility for the development of~~ Develops the disaster preparedness plan for the City, including processes to ensure business continuity in the event of a disaster.
- Performs related duties as required.

Qualifications Guidelines

Knowledge of:

- Policies, principles, and practices ~~and techniques~~ of police administration and services, including but not limited to, operations, activities, and evolving trends of a comprehensive Police Department.
- Principles of Community Oriented Policing and Problem Solving (COPPS); technical and administrative phases of crime prevention, law enforcement, and related functions including investigation, patrol, traffic control and safety, records maintenance, supplies and equipment, care and custody of persons and property, training, and communications.
- Federal, State, and Local laws, ordinances, codes and regulations, and recent court decisions affecting municipal law enforcement operations; policies and directives applicable including methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management and administration, care and custody

- of persons, property and evidence, use of firearms, dispatch and communications services, and other modern police equipment.
- Proper and effective methods of deploying Police Officers in accordance with actual and anticipated emergencies.
- Use of firearms and other modern police equipment.
- Literature, periodicals, and other resources concerning current trends and legislature in policing.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Management and supervisory principles and practices including the selection, training, evaluation, and discipline of employees; and laws governing employee relations matters.
- Automated systems and applications to the police environment.
- ~~Methods, techniques, and equipment used in crime investigation and criminal detection.~~
- ~~Federal, State and local laws and ordinances which are enforced by a municipal police department.~~
- ~~Technical and administrative aspects of crime investigation, juvenile welfare, traffic control, law enforcement record keeping, and the care and custody of persons and property.~~
- Principles and practices of budget preparation and administration.
- Labor relations and contract negotiations.
- Project management methods and practices.
- Safety policies and safe work practices applicable to the work.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Core Competencies

- Decision Making – Choosing optimal courses of action in a timely manner.
- Handling Conflict – Managing interpersonally strained situations.
- Influencing – Affecting or changing others' positions and opinions.
- Leadership – Guiding and encouraging others to accomplish a common goal.
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness.
- Managing Change – Addressing key factors that influence successful organizational change.
- Managing Performance – Ensuring superior individual and group performance.
- Oral & Written Communication – Communicative effectively in dialogue and in writing.
- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Presentation Skill – Formally delivering information to groups.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Professional Impact – Presenting self as a positive representative of the organization.
- Professional Integrity & Ethics – Displaying honesty, adherence to principles, and personal accountability.
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives.

Ability to:

- ~~Plan and coordinate the work of varied bureaus within the Police Department including: direction, assignment, and evaluation of work; and hiring, training, counseling and disciplining staff.~~
 - ~~Develop, implement and administer goals, objectives and long range plans for Police Department programs and services.~~
 - ~~Provide administrative and professional leadership and direction to the Department.~~
 - ~~Command the respect of subordinates and the public.~~
 - ~~Foster cooperative working relationships within the Department and with employee organizations in the City.~~
 - ~~Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in accordance with proper City policy and procedures.~~
 - ~~Establish and maintain cooperative relations with City, State, and Federal officials, civic leaders, and others.~~
 - ~~Understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City.~~
 - ~~Evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems.~~
 - ~~Develop and administer departmental budget.~~
 - ~~Communicate effectively both orally and in writing.~~
 - ~~Make effective formal presentations at Council Meetings and public functions.~~
-

License or Certificate

Must possess and maintain a valid California Class C Drivers' License.

Must possess POST Advanced and Management certificates.

Education and Experience

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

Bachelor's degree ~~or higher~~ in administration of justice, criminology, public or business administration, political science, or closely related field.

At least three years at the rank of Lieutenant or Captain on the Torrance Police Department; or ten years of progressively responsible supervisory and administrative experience in a comparable sized police department, five years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.

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. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform repetitive movements, such as computers and cellular devices. Tasks require sound and visual perception and discrimination, as well as oral communications ability.

When work is performed outdoors or on-scene at emergency incidents, there is full exposure to various weather and temperature conditions, loud noise levels, airborne particles, noxious odors, dust, grease, smoke, fumes, and gases. Must don protective apparel including bullet proof vest and safety shoes when responding to emergency scenes; use specialized law enforcement tools and equipment. Requires operation of a motor vehicle to respond to critical incidents, major crime scenes, and disasters and attend off-site meetings and training.

Work may be required on evenings and weekends as needed.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to City Manager.



City of Torrance
POLICE CHIEF

CLASS CODE	7319	SALARY	\$18,866.00 - \$27,916.00 Monthly \$226,392.00 - \$334,992.00 Annually
BARGAINING UNIT	Executive & Management Employees	REVISION DATE	May 01, 1991

DEFINITION

Under direction of the City Manager, plans, organizes and directs the activities and personnel of the Police Department in the preservation of law and order and the prevention of crime; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Police Chief is distinguished from other department heads by the specific areas of responsibility described above. Distinguished from a Police Captain in that the incumbent is responsible for managing the entire Police Department rather than a bureau and is directly responsible to the City Manager for the performance of duties.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, directs and coordinates Police Department personnel and operations in the protection of life and property, maintenance of peace and order, enforcement of laws, prevention of crime, apprehension and arrest of violators, and maintenance of jail facilities and police records;
- Supervises, evaluates and disciplines Police Department personnel in accordance with City regulations and in conformance with State and Federal law;
- Develops and administers employee relations objectives for the Department;
- Formulates, implements and enforces Departmental rules, regulations, procedures, policies and programs to meet current and future needs of the City;
- Directs the preparation of the Department budget and monitors expenditures in accordance with the City Charter and City Ordinances;
- Meets with members of the community, school officials, business professionals, representatives of homeowner associations and political figures regarding law enforcement matters and community relations;
- Represents the Police Department to other City departments and at public functions;
- Works cooperatively with representatives from other law enforcement agencies, courts, probation, parole, and prosecutorial agencies to coordinate law enforcement activities;
- Attends City Council meetings to present and explain issues pertaining to the community, law enforcement problems, and departmental requirements, policies and procedures;
- Directs the implementation of systems automation in the Department;
- Responsibility for the development of the disaster preparedness plan for the City.

QUALIFICATION GUIDELINES

Education and Experience

Bachelors degree or higher in administration of justice, public of business administration, political science, or closely related field; and possession of a Peace Officer Standards and Training (POST) Advanced Certificate.

At least three years at the rank of Lieutenant or Captain on the Torrance Police Department; or ten years of progressively responsible supervisory and administrative experience in a comparable sized police department, five years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.

License and/or Certificates

A valid Class C California Driver's License.

Knowledge of

- Principles, practices and techniques of police administration;
- Technical and administrative aspects of crime investigation, juvenile welfare, traffic control, law enforcement record keeping, and the care and custody of persons and property;
- Methods, techniques, and equipment used in crime investigation and criminal detection;
- Federal, State and local laws and ordinances which are enforced by a municipal police department;
- Management and supervisory principles and practices including the selection, training, evaluation and discipline of employees; and laws governing employee relations matters;
- Automated systems and applications to the police environment.

Ability to

- Plan and coordinate the work of varied bureaus within the Police Department including: direction, assignment, and evaluation of work; and hiring, training, counseling and disciplining staff;
- Develop, implement and administer goals, objectives and long range plans for Police Department programs and services;
- Provide administrative and professional leadership and direction to the Department;
- Command the respect of subordinates and the public;
- Foster cooperative working relationships within the Department and with employee organizations in the City;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in accordance with proper City policy and procedures;
- Establish and maintain cooperative relations with City, State, and Federal officials, civic leaders, and others;
- Understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City;
- Evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems;
- Develop and administer departmental budget;
- Communicate effectively both orally and in writing;
- Make effective formal presentations at Council Meetings and public functions.

ESTABLISHED/REVISED DATE

Revised Date: May 1991

Department Review Date: January 2021

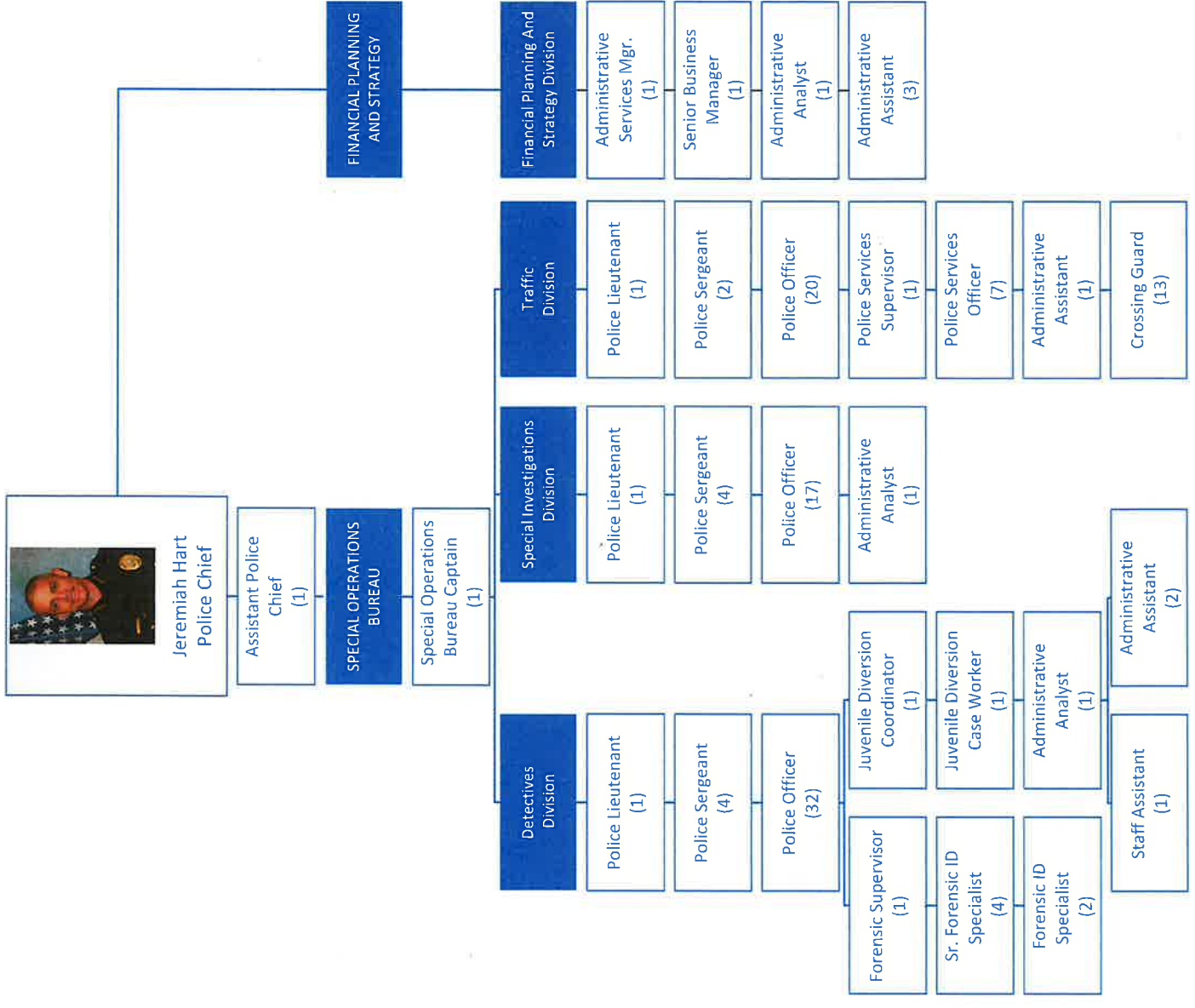
CITY OF TORRANCE

Organizational Chart

Police Department



CITY OF TORRANCE
Organizational Chart
Police Department



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

Honorable Members:

**SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR SENIOR FIRE
PREVENTION SPECIALIST**

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Senior Fire Prevention Specialist and forward it to the City Council for approval.

BACKGROUND AND ANALYSIS

The State of California has a Unified Program that protects Californians from hazardous waste and hazardous materials by ensuring local regulatory agencies consistently apply statewide standards when they issue permits, conduct inspections and engage in enforcement activities. The Unified Program is a consolidation of multiple environmental and emergency management programs.

The Community Risk Reduction Division in the Fire Department provides oversight of fire prevention activities which includes conducting inspections, plan checking, testing hazardous processes and fire protection, and performing fire investigations. There was a change in the Unified Program effective July 1, 2024 regarding the education and training of UPA (Unified Program Agencies) staff who conduct and oversee the inspections and enforcement activities of hazardous materials. This revision is cited in the California Code of Regulations (CCR). Due to this change in the CCR, Title 27 section 15260, the requirements regarding education and training have been revised.

Staff reviewed the Senior Fire Prevention Specialist class specification and determined that the following changes were necessary to reflect the current functions of the position.

- The **Qualification Guidelines Section** was revised to reflect the necessary competencies of the position. Core competencies are utilized to provide the capabilities, knowledge, skills, and resources that constitute what is needed to be successful in the classification.
- The **License and/or Certificate Section** was revised to reflect the current needs of the position.
- The **Education and Experience Section** was revised to reflect the current requirements of the position. The major revision to this section addresses the education and training of staff who have experience in conducting and overseeing inspection. It also addresses the July 1, 2024 education and training requirements for those who do not have this type of experience.

Staff has met and conferred with representatives from Engineers and Torrance Fiscal Employees Association and concur with the recommendation before your Honorable Body.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


~~for~~ Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachments: A) Revised Class Specification Senior Fire Prevention Specialist
B) Existing Class Specification Senior Fire Prevention Specialist
C) Organizational Chart of the Fire Department

Senior Fire Prevention Specialist

Definition

Under direction, conducts inspections, plan checks, and tests of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; performs cause and origin investigative duties; and performs other duties as assigned.

Distinguishing Characteristics

The Senior Fire Prevention Specialist is the advanced journey/senior level in the series and performs complex tasks and possesses a significant level of specialized, technical and functional expertise. Incumbents exercise independent judgment in the performance of duties determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations. This is a civilian non-firefighting classification that performs duties related fire prevention or environmental activities and compliance with fire code and environmental statutes and regulations.

Supervision Exercised/Received

Receives direction from the Fire Prevention Manager/Fire Marshal, Fire Prevention Supervisor, or other higher level Fire Department Staff and may provide technical supervision which includes assigning, coordinating, training and reviewing the work of Fire Prevention Specialists.

Example of Essential Duties:

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

- Issues Notices of Violations of applicable Federal, State, County, and City codes, laws and regulations.
- Conducts site inspections and checks plans and specifications for compliance with applicable Federal, State, County, and City codes, laws and regulations.
- Provides technical advice and makes recommendations regarding safety inspections of chemical users to reduce hazardous materials accidents.
- Establishes and maintains the program for public access to environmental information related to hazardous materials.
- Represents the Torrance Fire Department to various agencies, associations, and organizations on issues associated with hazardous materials.
- Attends City Council and other meetings to provide technical advice and information on Federal, State, County, and City codes, laws, regulations and technical issues related to hazardous materials.
- Coordinates the hazardous materials information program used by the Fire Department's Hazardous Materials Response Team.
- Reviews acutely hazardous materials inquiries and coordinates hazardous material surveys
- Compile and analyze data and information, prepares related reports and makes recommendations based on codes, standards and Fire Department policies.
- Interprets a variety of codes for the public and makes recommendations for fire protection systems.
- Assists in training of subordinate personnel and fire company personnel on fire prevention matters.

- Attends various Commission meetings to represent the Fire Department regarding compliance with various Federal, State, County, and City codes.
- Requires daily travel in a City vehicle to various inspection sites throughout the City.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

PLAN REVIEW

- Reviews plans for high-rise, commercial, industrial and manufacturing processes, and removal, installation or modification to underground storage tanks to verify proper fire protection systems, exits and code compliance.
- Consults with architects, builders and developers regarding methods, materials, City specifications and problem areas.
- Conducts fire inspections of the more complex hazardous occupancies such as oil refineries and chemical facilities.
- Conducts site inspections and checks plans and specifications of the more complex hazardous operations such as petrochemical operations and electroplating processes, fire protection and extinguishing systems and related occupancies for compliance with fire codes and standards.
- Inspects high-rise buildings and institutional occupancies such (hospitals and jails).
- Conducts plan reviews for underground storage tank systems, periodic inspections and testing of underground storage tank systems.
- Coordinates Fire Department plan check reviews with other City Departments and performs fire plan checks for new development occurring within the City to ensure complete and thorough plan review including but not limited to hydrant spacing, sprinkler water main sizes, fire department access, proper handling and storage of hazardous materials, etc.
- Assists in the evaluation of fire safety conditions and recommends changes to building and fire codes to remain current with use of new materials and methods of construction.
- Performs moderately complex mathematical calculations in the evaluation of fire sprinkler, fire alarms and other fire protection systems.

HAZARDOUS MATERIALS

- Accepts, reviews and approves submittals to the California Environmental Reporting System (CERS) database.
- Conducts business site inspections of hazardous material users to verify and review accuracy of business plans and chemical inventories as submitted by businesses through the CERS website.
- Conducts qualitative analysis of chemical processes; analyzes Risk Management and Prevention Programs to determine their sufficiency;
- Inspects acutely hazardous materials use facilities to ensure compliance with Risk Management and Prevention Programs.
- Advises the public regarding the proper handling of acutely hazardous materials and emergency response to accidents.
- Identifies and categorizes chemicals and other substances or processes which may be hazardous materials to ensure compliance with related Federal, State, County, and City laws and regulations.
- Monitors, interprets and applies Federal, State, County, and City laws and regulations related to storage and handling of hazardous materials.
- Initiates prosecution for violations of hazardous materials laws or regulations.
- Prepares reports and makes recommendations on matters related to hazardous materials.
- Serves as staff to the Chemical Board and may serve as a board member.
- Develops and prepares disclosure surveys of hazardous materials.

INVESTIGATIONS

- Conducts investigations as to the Origin and Cause of fires occurring in the City in compliance with City policy.
- Investigates emergencies such as suspicious fires, incendiary fires, great alarms, explosions, bomb scares in which substantial property has been damaged or destroyed, and/or in which death or injury occurs in coordination with the Police Department to prepare evidence for prosecution.
- Assists prosecutor with arson prosecution as investigator and/or expert witness.
- Works cooperatively with other Fire and/or Law Enforcement Agencies.
- Detects and apprehends persons who have violated or suspected of violating any fire or related laws.
- May participate in the investigation in mutual aid emergencies.

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:

- May perform inspections and coordinate other issues regarding NPDES (National Pollution Discharge Elimination System).
- May perform Public Education duties such as instruction for Emergency Response Team (ERT) academy.
- Attends division and department meetings as required.
- Receives and responds to public inquiries and complaints regarding inspections.
- Serves on various committees.
- Responds to the Emergency Operations Center (EOC) in the event of an emergency.
- Perform related duties as required.

Qualification Guidelines

Knowledge of:

- Fire prevention principles and procedures.
- Fire investigation principles and procedures.
- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings.
- Fire sprinkler designs, plans and hydraulic calculations.
- Principles and practices of plan review.
- Characteristics of a variety of chemicals and flammable, explosive and similar materials.
- Principles and techniques of structure and building inspection.
- Federal, State, County, and City safety codes related to fire prevention including but not limited to California Fire Code, California Building Code, and State Administrative Code.
- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies.
- Mechanical principles.
- Principles of combustion.
- Building materials and construction practices.
- Federal, State, County, and City codes and ordinances, rules and regulations affecting inspection operations.
- General City operations.
- English grammar and methods of report writing and data analysis.

Core Competencies

- Action and Results Focus – Initiating tasks and focusing on accomplishment;
- Attention to Detail – Focusing on the details of work content, work steps, and final work products;
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims;
- Customer Focus – Attending to needs and expectation of customers;
- Decision Making – Choosing optimal courses of action in a timely manner;
- Environmental Exposure Tolerance – Performing under physically demanding conditions;
- Fact Finding – Obtaining facts and data pertaining to an issue or question;
- Handling Conflict – Managing interpersonally stained situations;
- Leadership – Guiding and encouraging other to accomplish a common goal;
- Oral Communication – Engaging effectively in dialogue;
- Professional and Technical Expertise – Applying technical subject matter to the job
- Reading Comprehension – Understanding and using written information;
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards;
- Self-Management – Showing personal organization, self-discipline and dependability;
- Writing – Communicating effectively in writing.

Ability to:

- ~~Read, understand and interpret building construction plans and specifications, and applicable Federal, State, County, and City codes, regulations and laws.~~
- ~~Interpret and apply Federal, State, County, and City codes, laws, and regulations pertaining to hazardous materials.~~
- ~~Perform moderately complex mathematical computations quickly and accurately.~~
- ~~Analyze data, recognize problems and make decisions.~~
- ~~Write complete and accurate inspection reports.~~
- ~~Positively influence community residents and business people toward a desired course of action.~~
- ~~Quickly assess a situation, make decisions and take appropriate action under stressful and emergency conditions.~~
- ~~Handle calls, questions and complaints in an appropriate manner.~~
- ~~Understand and carry out oral and written directions.~~
- ~~Communicate effectively orally and in writing.~~
- ~~Maintain confidentiality and exercise sound judgment.~~
- ~~Deal tactfully and effectively with the public.~~
- ~~Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public.~~
- ~~Work as a team member in evaluating alternative courses of action and making recommendations to solve problems related to hazardous materials issues.~~
- ~~Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws.~~
- ~~Learn and utilize new skills and information to improve job performance and efficiency.~~

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have the ability to do the following:

Plan Review

- ~~Analyze and compile technical information on fire protection and safety code violations.~~
- ~~Detect and determine proper corrective action for fire hazards found at various buildings and installations.~~
- ~~Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems.~~
- ~~Interpret basic architectural, mechanical, plumbing, and electrical plans and drawings.~~

Hazardous Material

- Evaluate practices, facilities, and equipment for the handling, use, and storage of hazardous materials according to appropriate standards, codes and general health and safety criteria.
- Read and interpret piping and instrument diagrams and process flow diagrams.
- Conduct field and office investigations and inspections to insure compliance with hazardous materials codes, laws, and regulations.
- Collect, compile, analyze, and interpret hazardous materials data and data on chemical processes.

LICENSES AND CERTIFICATIONS

The following licenses and/or certifications must be in possession and maintained throughout employment:

Possess and maintain

- A valid California Class C Drivers' License; and

(Incumbents must obtain the following certifications by end of probation)

- California Penal Code 832 certificate
- California State Fire Marshal (CSFM) Fire Investigator certificate
- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate.
- International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate.

The following certifications are desirable:

- Certified Stormwater Inspector – Municipal Certificate
- ICC Fire Inspector I or II
- ICC Fire Plans Examiner
- CSFM Fire Inspector I or II
- CSFM Fire Plans Examiner
- CSFM Community Risk Educator

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:

Experience

Three (3) years of progressively responsible experience in plan review and inspection of buildings and systems for compliance with fire safety standards, preferably in a county or municipal environment or three years of recent experience in the use, handling, storage, disposal or inspection of hazardous materials. A Bachelor's of Arts/Science in Fire Prevention, Fire Science, Fire Technology, or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

Education

For UPA (Unified Program Agencies) staff who have experience in conducting and/or overseeing inspections and enforcement activities prior to July 1, 2024, the following education requirements apply in accordance with California Code of Regulations (CCR) Title 27, Div 1, Article 5, Section 15260 (b):

An Associate of Arts/Science degree in Fire Prevention, Fire Science, Fire Technology, or a related field.

For UPA staff who do not have experience conducting and/or overseeing inspections and enforcement activities prior to July 1, 2024, the following education requirements apply in accordance with California Code of Regulations (CCR) Title 27, Div 1, Article 5, Section 15260 (a)(1-3):

Bachelor's degree from an accredited college or university, or degree with major course work from one or more of the following disciplines: *Biology or microbiology; Chemistry or chemical engineering; Physics or physical science; Environmental science; Geology or soil science; Environmental health; Environmental or sanitary engineering; Toxicology; Industrial hygiene; Hazardous materials management; or Fire science or fire technology.*

- OR -

Registration as an Environmental Health Specialist.

- OR -

Thirty (30) semester units or forty-six (46) quarter units in the disciplines listed in italics from an accredited college or university, or other institution. One year of qualifying experience in hazardous materials management regulation, analysis, or research; environmental research, monitoring, surveillance or enforcement; or resource recovery may be substituted for a maximum of 15 semester units or 23 quarter units.

SPECIAL REQUIREMENTS:

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

Required to work 4/10 schedule.

CAREER LADDER INFORMATION:

Experience and education gained in this classification may serve to meet the minimum requirements for promotion to Fire Prevention Manager.



City of Torrance

FIRE PREVENTION SPECIALIST, SENIOR

CLASS CODE	3501	SALARY	\$44.85 - \$54.54 Hourly \$7,774.00 - \$9,453.60 Monthly \$93,288.00 - \$113,443.20 Annually
BARGAINING UNIT	Engineers Association & Torrance Fiscal Employees Association	REVISION DATE	May 01, 2018

DEFINITION

Under direction, conducts inspections, plan checks, and tests of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; performs cause and origin investigative duties; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Senior Fire Prevention Specialist is the advanced journey/senior level in the series and performs complex tasks and possesses a significant level of specialized, technical and functional expertise. Incumbents exercise independent judgment in the performance of duties determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations. This is a civilian non-firefighting classification that performs duties related fire prevention or environmental activities and compliance with fire code and environmental statutes and regulations.

Receives direction from the Fire Prevention Manager or other higher level Fire Department Staff and may provide technical supervision which includes assigning, coordinating, training and reviewing the work of Fire Prevention Specialists.

EXAMPLES OF ESSENTIAL DUTIES

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

- Issues Notices of Violations of applicable Federal, State, County, and City codes, laws and regulations;
- Conducts site inspections and checks plans and specifications for compliance with applicable Federal, State, County, and City codes, laws and regulations;
- Provides technical advice and makes recommendations regarding safety inspections of chemical users to reduce hazardous materials accidents;
- Establishes and maintains the program for public access to environmental information related to hazardous materials;
- Represents the Torrance Fire Department to various agencies, associations, and organizations on issues associated with hazardous materials;

- Attends City Council and other meetings to provide technical advice and information on Federal, State, County, and City codes, laws, regulations and technical issues related to hazardous materials;
- Coordinates the hazardous materials information program used by the Fire Department's Hazardous Materials Response Team;
- Reviews acutely hazardous materials inquiries and coordinates hazardous material surveys;
- Compile and analyze data and information, prepares related reports and makes recommendations based on codes, standards and Fire Department policies;
- Interprets a variety of codes for the public and makes recommendations for fire protection systems;
- Assists in training of subordinate personnel and fire company personnel on fire prevention matters;
- Attends various Commission meetings to represent the Fire Department regarding compliance with various Federal, State, County, and City codes.

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

Plan Review

- Reviews plans for high-rise, commercial, industrial and manufacturing processes, and removal, installation or modification to underground storage tanks plans to verify proper fire protection systems, exits and code compliance;
- Consults with architects, builders and developers regarding methods, materials, City specifications and problem areas;
- Conducts fire inspections of the more complex hazardous occupancies such as oil refineries and chemical facilities;
- Conducts site inspections and checks plans and specifications of the more complex hazardous operations such as petrochemical operations and electroplating processes, fire protection and extinguishing systems and related occupancies for compliance with fire codes and standards;
- Inspects high-rise buildings and institutional occupancies such (hospitals and jails);
- Conducts plan reviews for underground storage tank systems, periodic inspections and testing of underground storage tank systems;
- Coordinates Fire Department plan check reviews with other City Departments and performs fire plan checks for new development occurring within the City to ensure complete and thorough plan review including but not limited to hydrant spacing, sprinkler water main sizes, fire department access, proper handling and storage of hazardous materials, etc;
- Assists in the evaluation of fire safety conditions and recommends changes to building and fire codes to remain current with use of new materials and methods of construction;
- Performs moderately complex mathematical calculations in the evaluation of fire sprinkler, fire alarms and other fire protection systems.

Hazardous Materials

- Accepts, reviews and approves submittals to the California Environmental Reporting System (CERS) database;
- Conducts business site inspections of hazardous material users to verify and review accuracy of business plans and chemical inventories as submitted by businesses through the CERS website;
- Conducts qualitative analysis of chemical processes; analyzes Risk Management and Prevention Programs to determine their sufficiency;
- Inspects acutely hazardous materials use facilities to ensure compliance with Risk Management and Prevention Programs;

- Advises the public regarding the proper handling of acutely hazardous materials and emergency response to accidents;
- Identifies and categorizes chemicals and other substances or processes which may be hazardous materials to ensure compliance with related Federal, State, County, and City laws and regulations;
- Monitors, interprets and applies Federal, State, County, and City laws and regulations related to storage and handling of hazardous materials.
- Initiates prosecution for violations of hazardous materials laws or regulations;
- Prepares reports and makes recommendations on matters related to hazardous materials;
- Serves as staff to the Chemical Board and may serve as a board member.
- Develops and prepares disclosure surveys of hazardous materials.

INVESTIGATIONS

- Conducts investigations as to the Origin and Cause of fires occurring in the City in compliance with City policy;
- Investigates emergencies such as suspicious fires, incendiary fires, great alarms, explosions, bomb scares in which substantial property has been damaged or destroyed, and/or in which death or injury occurs in coordination with the Police Department to prepare evidence for prosecution;
- Assists prosecutor with arson prosecution as investigator and/or expert witness;
- Works cooperatively with other Fire and/or Law Enforcement Agencies;
- Detects and apprehends persons who have violated or suspected of violating any fire or related laws;
- May participate in the investigation in mutual aid emergencies.

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:

- May perform inspections and coordinate other issues regarding NPDES (National Pollution Discharge Elimination System);
- May perform Public Education duties such as instruction for Emergency Response Team (ERT) academy;
- Attends division and department meetings as required;
- Receives and responds to public inquiries and complaints regarding inspections;
- Serves on various committees;
- Responds to the Emergency Operations Center (EOC) in the event of an emergency;
- Perform related duties as required.

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:

An Associate of Arts/Science degree in Fire Prevention, Fire Science or a related field; and three years of progressively responsible experience in plan review and inspection of buildings and systems for compliance with fire safety standards, preferably in a county or municipal environment or three years of recent experience in the use, handling, storage, disposal or inspection of hazardous materials. A Bachelor's of Arts/Science in Fire Prevention or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

License and/or Certificates

A valid California Class C Drivers' License.

Possession of or ability to obtain:

California Penal Code 832 certificate;

California State Fire Marshal (CSFM) Fire Investigator certificate;

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate; and
International Code Council (ICC) Underground Storage Tank (UST) Inspector certificate.

The following certifications are desirable:

Certified Stormwater Inspector – Municipal Certificate;

ICC Fire Inspector I or II;

ICC Fire Plans Examiner;

CSFM Fire Inspector I or II; and/or

CSFM Community Risk Educator.

Knowledge of

- Fire prevention principles and procedures;
- Fire investigation principles and procedures;
- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings;
- Fire sprinkler designs, plans and hydraulic calculations;
- Principles and practices of plan review;
- Characteristics of a variety of chemicals and flammable, explosive and similar materials;
- Principles and techniques of structure and building inspection;
- Federal, State, County, and City safety codes related to fire prevention including but not limited to California Fire Code, California Building Code, and State Administrative Code;
- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies;
- Mechanical principles;
- Principles of combustion;
- Building materials and construction practices;
- Federal, State, County, and City codes and ordinances, rules and regulations affecting inspection operations;
- General City operations;
- English grammar and methods of report writing and data analysis.

Ability to

- Read, understand and interpret building construction plans and specifications, and applicable Federal, State, County, and City codes, regulations and laws;
- Interpret and apply Federal, State, County, and City codes, laws, and regulations pertaining to hazardous materials;
- Perform moderately complex mathematical computations quickly and accurately;

- Analyze data, recognize problems and make decisions;
- Write complete and accurate inspection reports;
- Positively influence community residents and business people toward a desired course of action;
- Quickly assess a situation, make decisions and take appropriate action under stressful and emergency conditions;
- Handle calls, questions and complaints in an appropriate manner;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Maintain confidentiality and exercise sound judgment;
- Deal tactfully and effectively with the public;
- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public;
- Work as a team member in evaluating alternative courses of action and making recommendations to solve problems related to hazardous materials issues;
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws;
- Learn and utilize new skills and information to improve job performance and efficiency;

In addition to the above, incumbents assigned to the specific areas listed below are also expected to have the ability to do the following:

Plan Review

- Analyze and compile technical information on fire protection and safety code violations;
- Detect and determine proper corrective action for fire hazards found at various buildings and installations;
- Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems;
- Interpret basic architectural, mechanical, plumbing, and electrical plans and drawings.

Hazardous Materials

- Evaluate practices, facilities, and equipment for the handling, use, and storage of hazardous materials according to appropriate standards, codes and general health and safety criteria;
- Read and interpret piping and instrument diagrams and process flow diagrams;
- Conduct field and office investigations and inspections to insure compliance with hazardous materials codes, laws, and regulations;
- Collect, compile, analyze, and interpret hazardous materials data and data on chemical processes.

SPECIAL REQUIREMENTS

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.

Required to work 4/10 schedule.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet the minimum requirements for promotion to Fire Prevention Manager.

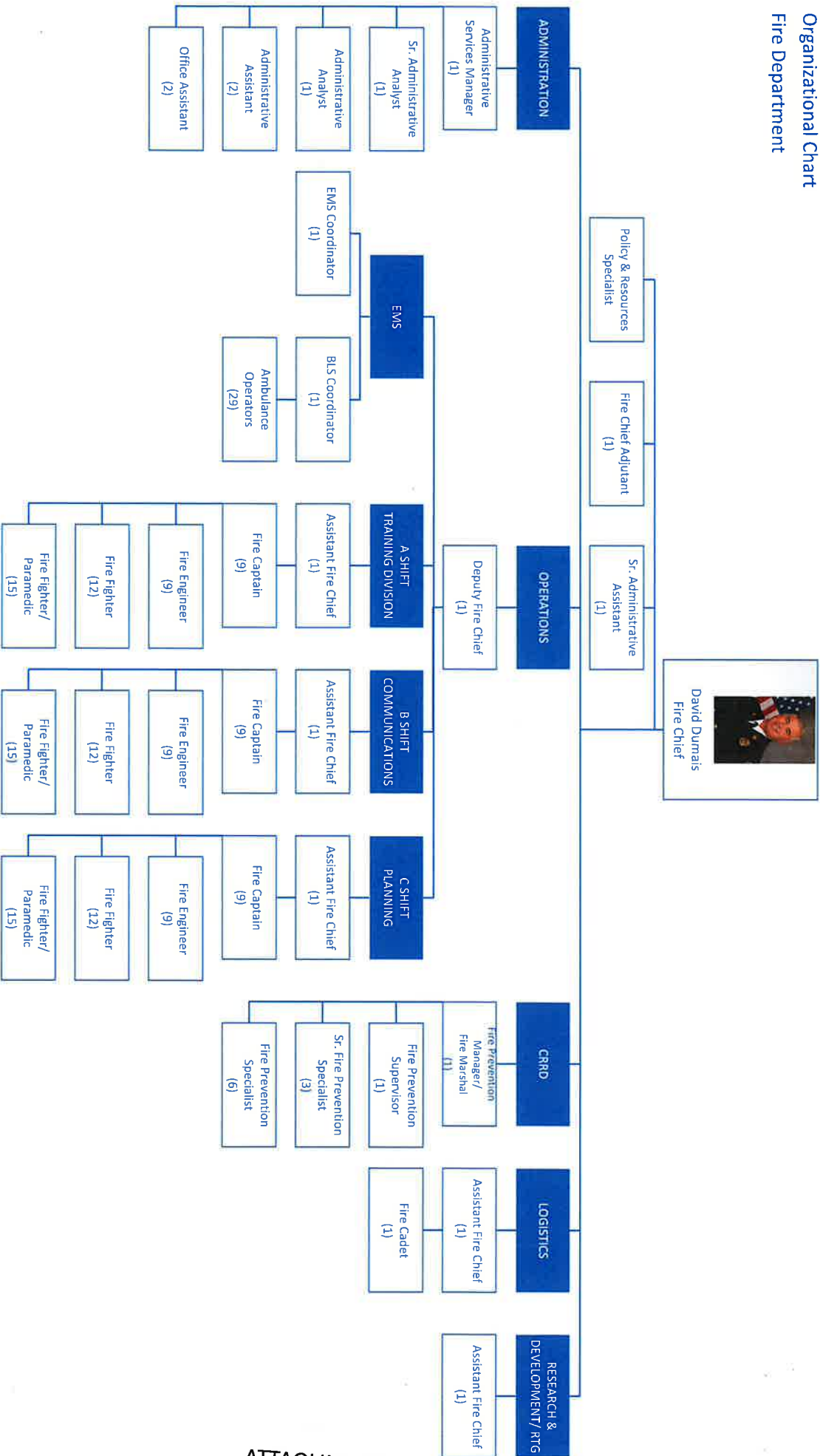
ESTABLISHED/REVISED DATE

Revised Date: January 2014

Revised Date: May 2018

Department Review: August 2021

CITY OF TORRANCE
Organizational Chart
Fire Department



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

Honorable Members:

SUBJECT: Hear the Appeal of Performance Evaluation Filed by Assistant Engineer.
Consideration of public employee performance 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.

RECOMMENDATION:

Recommendation of the Civil Service Manager that your Honorable Body hear the appeal of the performance evaluation filed by an Assistant Engineer.

BACKGROUND AND ANALYSIS:

Torrance Municipal Code Section 14.22.6 allows employees to appeal performance evaluations in which the overall rating is less than standard (Attachment A). For annual performance appraisals for Civil Service employees (Attachment B), established procedures allow an employee to submit a written request to the Department Head for reconsideration of any specific item or the overall rating within ten (10) business days of receiving the evaluation.

Upon receipt of the request, the Department Head has ten (10) business days to either uphold the original rating or direct that a new rating be prepared and must notify the employee of the decision. If no change is made to the rating, the employee may, within ten (10) business days, submit a written appeal to the Civil Service Commission for reconsideration of the overall rating. Pursuant to Torrance Municipal Code Section 14.22.6, only evaluations with an overall rating below the midpoint are eligible for appeal to the Civil Service Commission.

An Assistant Engineer submitted an appeal of their performance evaluation for the period of January 8, 2024, to January 7, 2025 (Attachment C). The Department Head upheld the original evaluation with a rating of unsatisfactory (Attachment D). The Assistant Engineer submitted a timely appeal which is now before the Civil Service Commission for reconsideration of the overall rating (Attachment E).

Your Honorable Body has procedures for performance evaluation appeals. Both the employee and the department involved in this matter were formally notified of these procedures by email and mail on June 5, 2025 (Attachment F). The procedures are as follows:


1. The department will present first and have up to thirty (30) minutes for justification for the rating given.
2. The employee or his/her representative will then have forty (40) minutes to present his/her reasons for the appeal and to reply to the Department's presentation.
3. The department will then have ten (10) minutes for final rebuttal.
4. The Commission will then discuss and make a determination on the performance evaluation appeal.

In performance appeals, witnesses are not heard and only the employee and/or their representative may address the Commission. Similarly, the department may have up to two representatives address the matter.

In its letter to the employee and the department, the Civil Service Office provided both parties with a deadline of June 18, 2025, by noon to submit any supporting documents. The employee submitted materials by the deadline (Attachment G). No materials were submitted by the department.

Pursuant to Torrance Municipal Code Section 14.22.6, your Honorable Body has the authority to review and determine appeals of below-standard evaluations. The matter is presented for your final consideration and decision.

Respectfully submitted,

By 

Jennica Chaparro
Senior Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment:

- A. Torrance Municipal Code Section 14.22.6
- B. City of Torrance Employee Appraisal Review form for Civil Service employees
- C. Assistant Engineer's performance evaluation January 08, 2024 to January 07, 2025 (COMMISSIONER ONLY)
- D. Department Head response to Assistant Engineer's appeal (COMMISSIONER ONLY)
- E. Assistant Engineer's appeal to Civil Service Commission dated April 21, 2025 (COMMISSIONER ONLY)
- F. Letter from Civil Service to Employee and Department scheduling appeal and outlining Commission's procedures, dated June 05, 2025 (COMMISSIONER ONLY)
- G. Materials submitted by Assistant Engineer (COMMISSIONER ONLY)

ARTICLE 22 - EFFICIENCY RATINGS

14.22.6 APPEALS.

(Added by O-3348)

Any employee who receives a performance rating which is below the mid-point shall have the right of appeal. Appeals shall be filed in accordance with the procedure approved by the Civil Service Commission.

City of Torrance Employee Appraisal Review

Employee Name: _____ I.D. # _____ Review Period: _____ to: _____
 Position: _____ Department: _____

Work Performance Standards	EXCEEDS MEETS BELOW	Work Performance Standards	EXCEEDS MEETS BELOW
Quantity of Work:		Personal Relations:	
Amount of work performed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Getting Along with fellow employees	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Completion of work on schedule	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Meeting and handling the public	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Quality of Work:		Personal appearance	<input type="checkbox"/> <input type="checkbox"/>
Accuracy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Adaptability:	
Neatness of work product	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Performance in new situations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Thoroughness	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Performance in emergencies	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Oral expression	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Performance with minimum instructions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Written expression	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Supervisory Ability:	
Work Habits:		Planning and delegating	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Observance of working hours	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Training and instructing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Attendance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Disciplinary control	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Observance of rules and regulations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Evaluating performances	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Observance of safety rules	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Leadership	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Compliance with work instructions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Decision making	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Orderliness in Work	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fairness and impartiality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Application to duties	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Approachability	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Overall Rating

Overall Rating Should be Consistent with Job Factor Ratings
 See comments on next page

Unsatisfactory
 Below Standard
 Standard
 Above Standard
 Outstanding

00000	
Rater Name (type or print)	Rater ID#
This review has been discussed with me.	
Rater Signature	Date
Employee Signature	Date
Reviewer Signature	Date
Department Head Signature	Date

ATTACHMENT B

City of Torrance Employee Appraisal Review

Page 2

Employee Name: _____ I.D. # _____

Comments to support overall rating

Type comments here . . .

Accomplishments of performance goals/objectives established during last evaluation period

Type comments here . . .

Employee performance goals/objectives for the next evaluation period (objectives should be concrete and specific)

Type comments here . . .

Rater Initial: _____

Employee Initial: _____

APPEAL PROCEDURE

Within ten (10) business days after receipt or mailing of a copy of the performance report, the employee may file a written request with the Department Head for reconsideration of any specific item or items, including the overall rating. The Department Head, within ten (10) business days from the request for review is filed, shall either approve the rating as originally prepared or direct a new rating to be prepared and shall notify the employee of the decision.

If no change in the rating has been made by the end of the ten (10) day period, and if the employee still feels it to be incorrect, he/she may file within ten (10) business days a written request to the Civil Service Commission for reconsideration of the overall rating by the Commission. Per Section 14.22.6 only evaluations in which the overall rating is below the mid-point can be appealed to the Civil Service Commission.

COMPLETING THE APPRAISAL REVIEW

Overall Rating: This represents a judgment of the total work performance for the entire rating period. Indicate the rating by placing an "X" in the appropriate space. Justification must be provided in the comments section to substantiate the rating.

OUTSTANDING: Total work performance is definitely superior and well above the standards of performance required for the position.

ABOVE STANDARD: Total work performance is definitely above the standards of performance required for the position.

STANDARD: Total work performance meets the standards of performance required for the position. Improvement may be needed in some aspects of performance.

BELOW STANDARD: Total work performance is below the standards of performance required for the position. Definite improvement is needed.

UNSATISFACTORY: Total work performance is inadequate and definitely inferior to the standards of performance required for the position.

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) Hear the Appeal of Performance Evaluation Filed by Assistant Engineer.

Respectfully submitted,



Brianne Cohen
Civil Service Manager