

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, AUGUST 11, 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, August 7, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

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

6. CONSENT CALENDAR

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

6A. Approve Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of June 23, 2025 and July 14, 2025.

6B. Accept and File Employee Transition Report for July 2025.

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

6C. Accept and File The 2024-2025 Civil Service Commission Annual Report.

Recommendation of Civil Service Staff that your Honorable Body accept and file the 2024-2025 Civil Service Commission annual report.

6D. Approve the Examination for Housing Supervisor.

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

6E. Approve the Examination for Senior Custodian.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Custodian examination on a promotional basis if four (4) applications are filed and accepted consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%), and Oral Interview (50%), or on an open basis if less than four (4) applications are filed and accepted. Staff is requesting approval for a six-month eligible list.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

8. HEARINGS

No Business to Consider.

9. CLOSED SESSION

No Business to Consider.

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, August 25, 2025 at 6:00 p.m. in the Council Chamber.



June 23, 2025

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

1. CALL TO ORDER

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on Monday, June 23, 2025, in the LeRoy J. Jackson Council Chamber at 3031 Torrance Boulevard.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

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

Absent: Absent Commissioner Sasaki

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

Present for Item 7F: Public Works Engineering Manager Overstreet
Public Works City Engineer Furukawa
Assistant Engineer

*Commissioner Lohnes left the meeting at 6:40 p.m.

**Senior Human Resources Technician Arechiga and Human Resources Technician Pietrantonio left the meeting at 8:21 p.m.

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

2. FLAG SALUTE

The Pledge of Allegiance was led by Chair Herring.

3. REPORT ON THE POSTING OF THE AGENDA

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

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

Senior Human Resources Analyst Chaparro stated that there were supplemental items for 6A, 6B, 6D, 7A, 7B, 7C, 7D, 7E and 7F, which had provided to the Commission.

6A

5. ORAL COMMUNICATIONS #1

A member of the public spoke.

7. ADMINISTRATIVE MATTERS (Considered out of order)

7D. Approve Revised Class Specification for Police Chief

Commissioner Kartsonis disclosed that she and her husband were salaried employees of a company that has contracted with the City and various department to produce videos, including for the Torrance Police Association, but confirmed that she did not think that it was disqualifying conflict of interest and that she could be fair and impartial in this matter.

Senior Human Resources Analyst Alonzo presented the report for the item and noted that a supplemental item had been submitted to address questions received.

A member of the public spoke.

MOTION: Commissioner Lohnes moved to approve Item 7D Revised Class Specification for Police Chief; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

6. CONSENT CALENDAR

6A. Approve the Examination for Air Conditioning/Heating Technician

Pulled for separate consideration

6B. Approve the Examination for Fire Battalion Chief

Approved

6C. Approve the Examination for Fire Captain

Approved

6D. Approve the Examination for Mechanic

Pulled for separate consideration

6E. Approve the Examination for Police Chief

Approved

Commissioner Kohus requested that Items 6A and 6D be pulled for separate consideration.

MOTION: Commissioner Adelsman moved to approve Items 6B, 6C and 6E; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

6A. Approve the Examination for Air Conditioning/Heating Technician

In response to questions from Commissioner Kohus, Principal Human Resources Analyst Melgoza explained that the changes in the Building Code would be made clear and that the job description would be updated.

Administrative Services Manager Milton Sanabria stated that the employees could acquire the knowledge of the building codes from a variety of sources and noted that the City preferred to keep the job description as broad as possible to capture the widest audience.

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

6D. Approve the Examination for Mechanic

In response to a question from Commissioner Kohus, Principal Human Resources Analyst Melgoza confirmed that the information regarding the budget for hand tools would be included in the job posting.

MOTION: Commissioner Kohus moved to approve Item 6D; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

7. ADMINISTRATIVE MATTERS

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

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

A member of the public spoke.

In response to a question from Commissioner Kohus, Fire Marshal Kazandjian explained that a Fire Marshal could be hired without a Fire Marshal certification and obtain the certificate at a later date.

Responding to a question from Commissioner Kohus, Fire Marshal Kazandjian agreed that the education requirements could be clearer, but confirmed that the requirements were verbatim from State law as of July 1, 2024. He added that the candidates could ask for further explanations and noted that the requirements listed were minimums and the candidates would also need experience to perform the duties. He explained the United Program Agencies (UPA) education requirements.

Principal Human Resources Analyst Ortiz confirmed that the job announcement would list the requirements and added that the candidates would be screened based on the department definition of an ideal candidate.

Commissioner Hamada commended staff on the updated Core Competencies.

MOTION: Commissioner Kohus moved to approve Item 7A. Approve Revised Class Specification for Fire Prevention Manager/Fire Marshal; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

7B. Approve Revised Class Specification for Fire Prevention Specialist

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

There was no public comment.

In response to a question from Commissioner Kohus, Principal Human Resources Analyst Ortiz explained that because the particular assignments and knowledge of assignments were listed first, the core competencies were listed after, but were still part of "knowledge of."

MOTION: Commissioner Lohnes moved to approve Item 7B. Approve Revised Class Specification for Fire Prevention Specialist; motion was seconded by Commissioner Kartsonis. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

7C. Approve Revised Class Specification for Fire Prevention Supervisor

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

A member of the public spoke.

MOTION: Commissioner Kohus moved to approve Item 7C. Approve Revised Class Specification for Fire Prevention Supervisor; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

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

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

A member of the public spoke.

MOTION: Commissioner Kohus moved to approve Item 7E. Approve Revised Class Specification for Senior Fire Prevention Specialist; motion was seconded by Commissioner Adelsman. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

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

Senior Human Resources Analyst Chaparro reported that a corrected agenda cover of the closed session had been distributed to the Commission. Civil Service Manager Cohen confirmed that the new cover contained Item 9A: Conference with Legal Counsel-Employment (California Government Code Section 54957(b)(1), which had been omitted on the printed agenda provided, but not from the public agenda which was posted.

Chair Herring stated that the individual had requested a closed session.

Commissioner Lohnes recused herself from the hearing and left the meeting at 6:40 p.m.

There was no public comment.

The Commission recessed from 6:40 p.m. to 6:47 p.m. to close the meeting.

Chair Herring ordered a recess from 8:14 p.m. to 8:21 p.m.

At 8:53 p.m., the Commission recessed to Closed Session 9A.

The Commission met in closed session from 8:53 pm.to 9:15 p.m.

MOTION: Commissioner Kohus moved to grant the appeal of Item 7F. Performance Evaluation filed by Assistant Engineer; motion was seconded by Chair Herring. The motion passed by a roll call vote of 3-2.

Ayes: Commissioners Kartsonis, Kohus and Chair Herring

Noes: Commissioners Adelsman, Hamada

Absent: Commissioner Sasaki

Recused: Commissioner Lohnes

At 9:21 p.m., the Commission reconvened in open session.

Deputy City Attorney Gonzaque announced that the Commission had voted to grant Item 7F: Appeal of Performance Evaluation filed by Assistant Engineer by a vote of 3 to 2.

9. CLOSED SESSION Considered out of order)

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

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

The Commission met in closed session from 8:53 pm.to 9:15 p.m.

At 9:15 p.m. the Commission returned to Administrative Matters: 7F: Hear the Appeal of Performance Evaluation Filed by Assistant Engineer

8. HEARING

No Business to Consider.

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission meeting to Monday, July 14, 2025

MOTION: At 9:23 p.m., Commissioner Adelsman moved to adjourn the meeting to Monday, July 14, 2025 at 6:00 p.m. in the LeRoy J. Jackson Council Chamber and was seconded by Commissioner Kohus. The motion passed by a roll call vote. (Absent Commissioners Lohnes and Sasaki)

DRAFT SUBJECT TO APPROVAL MINUTES

July 14, 2025

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

1. CALL TO ORDER

The Torrance Civil Service Commission convened in a regular meeting at 6:06 p.m. on Monday, July 14, 2025, in the LeRoy J. Jackson Council Chamber at 3031 Torrance Boulevard.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

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

Absent: Absent Commissioner Sasaki

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

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

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Hamada.

3. REPORT ON THE POSTING OF THE AGENDA

Senior Human Resources Analyst Chaparro stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Thursday July 10, 2025.

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

Senior Human Resources Analyst Chaparro stated that there were supplemental items for Items 6C, 6D, 6E and 7B, which had been provided to the Commission.

5. ORAL COMMUNICATIONS #1

None

7. ADMINISTRATIVE MATTERS (considered out of order)

7A. Appoint Civil Service Commission Chair, Civil Service Vice Chair, and members of the Employee Relations Committee for Fiscal Year 2025-2026

Chairperson Herring requested postponing the appointment until Commissioner Sasaki was present.

MOTION: Commissioner Kohus moved to defer Item 7A: Appoint Civil Service Commission Chair, Civil Service Vice Chair, and members of the Employee Relations Committee for Fiscal Year 2025-2026: motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

Chairperson Herring ordered a recess from 6:10 p.m. to 6:14 p.m. for the Employee Relations Committee meeting.

6. CONSENT CALENDAR

6A. Approve Civil Service Commission Minutes for May 12, 2025, May 19, 2025, and June 9, 2025

Pulled for separate consideration

6B. Accept and File Employee Transition Report for June 2025

Approved

6C. Approve the Examination for Police Lieutenant

Pulled for separate consideration

6D. Approve the Examination for Police Sergeant

Pulled for separate consideration

6E. Approve the Examination for Senior Building Inspector

Pulled for separate consideration

Commissioner Adelsman requested that 6A be removed for separate consideration.

Commissioner Kohus requested that 6C, 6D and 6E be removed for separate consideration.

MOTION: Commissioner Lohnes moved to approve Items 6B; motion was seconded by Commissioner Kohus. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

6A. Approve Civil Service Commission Minutes for May 12, 2025, May 19, 2025 and June 9, 2025

Commissioner Adelsman requested that in the minutes of May 12, 2025, on page 2, in the third line, that her name be removed.

MOTION: Commissioner Adelsman moved to approve Item 6A, with the removal of her name on page 2, line 3 of the May 12, 2025 minutes; motion was seconded by Commissioner Lohnes. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

6C. Approve the Examination for Police Lieutenant

6D. Approve the Examination for Police Sergeant

In response to a question from Commissioner Kohus for both items 6C and 6D, Senior Human Resources Analyst Alonzo explained that if the Department wished to extend the eligible list, they would need to make a request to Civil Service with increments of a month, and up to two years total.

Civil Service Manager Cohen clarified that the request to extend the eligible list would go to the Civil Service staff.

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

6E. Approve the Examination for Senior Building Inspector

In response to a question from Commissioner Kohus, Human Resources Analyst Stewart stated that the two previous examinations for the position had not produced a sufficient pool of applicants and an open recruitment was recommended. She explained that she and a subject matter expert had reviewed the test and a job analysis and determined that the position could be more effectively assessed using the following weights: Application Review (Qualifying), Performance Test/ Work Sample (30%) and an Oral Interview (70%). She noted that only two of the seven applicants in 2025 had advanced to the written test.

MOTION: Commissioner Kohus moved to approve Item 6E: Approve the Examination for Senior Building Inspector; motion was seconded by Commissioner Kartsonis. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

7. ADMINISTRATIVE MATTERS

7B. Approve Revised Class Specification for Lead Maintenance Worker

Senior Human Resources Analyst Alonzo presented the report for the item and noted that the specification had been revised to reflect the current functions of the position.

Commissioner Adelsman requested a method to better indicate the changes on the supplemental materials from the original document.

Civil Service Manager Cohen confirmed that staff could look into the issue.

Commissioner Kohus noted that the heading on the first page of the supplemental was dated July 2025, but that the subsequent pages were dated June 2025.

Senior Human Resources Analyst Alonzo confirmed that she would make the correction to the date.

There was no public comment.

MOTION: Commissioner Kohus moved to approve Items 7B: Approve Revised Class Specification for Lead Maintenance Worker; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

8. HEARING

No Business to Consider.

9. **CLOSED SESSION**

No Business to Consider.

10. **COMMISSION ORAL COMMUNICATIONS**

None

11. **ADJOURNMENT**

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

MOTION: At 6:31 p.m., Commissioner Adelsman moved to adjourn the meeting to Monday, July 28, 2025 at 6:00 p.m. in the LeRoy J. Jackson Council Chamber and was seconded by Commissioner Hamada. The motion passed by a roll call vote. (Absent Commissioner Sasaki)

DRAFT SUBJECT TO APPROVAL

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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR JULY 2025

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

The Employee Transition Report for July 2025 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga
Senior Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for July 2025

**EMPLOYEE TRANSITION REPORT
JULY 2025**

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Management Assistant	City Manager's Office	Staff Assistant	City Manager's Office
Police Records Technician	Police	Administrative Assistant II	City Clerk's Office
Program Leader	Community Services	Facilities Operations Attendant	General Services
Program Leader	Community Services	Program Specialist	Community Services
Sanitation Equipment Operator	Public Worker	Water System Operator I	Public Works
Senior Business Manager	General Services	Sanitation Services Manager	Public Works
Staff Assistant	Police	Administrative Analyst	Police

INTERNAL TRANSFERS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Maintenance Worker	Public Works	Maintenance Worker	Public Works

NEW HIRES

TITLE	DEPARTMENT
Administrative Assistant I	Public Works
Administrative Assistant I	Public Works
Administrative Assistant II	Community Services
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Instructor I	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services

NEW HIRES CONT.

Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Management Aide	City Clerk's Office
Plans Examiner	Community Development
Program Specialist	Community Services
Program Specialist	Community Services
Public Safety Dispatcher	Police
Public Safety Dispatcher	Police
Recreation Supervisor	Community Services
Relief Bus Operator	Transit
Sanitation Equipment Operator	Public Works
Transit Service Attendant	Transit
Waste Management Coordinator	Public Works

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

Honorable Members:

SUBJECT: ACCEPT AND FILE THE 2024-2025 CIVIL SERVICE COMMISSION ANNUAL REPORT.

RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the 2024-2025 Civil Service Commission annual report.

BACKGROUND/ANALYSIS:

Section 13.10.7 (d) of the Torrance Municipal Code (TMC) states that "The Commission shall make an annual report to the City Council of its activities for the previous year and shall make such other reports as it shall deem necessary or proper."

The Annual Report for July 2024 through June 2025 is attached for your consideration.

Respectfully submitted,



By _____

Jennica Chaparro
Senior Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) 2024-2025 Civil Service Commission Annual Report



**City of Torrance
CIVIL SERVICE COMMISSION**

**ANNUAL REPORT
for July 2024 to June 2025**

Purpose of the Commission

The Civil Service Commission is a seven-member governing body with authority over Civil Service positions. The Commission approves testing plans to fill positions for City employment; reviews new and revised classifications (job descriptions); and serves as an appellant board on matters regarding the employee selection process, appeals of below standard performance evaluations, and disciplinary actions. A sub-committee of the Commission, the Employee Relations Committee (ERC), assigns newly created positions to employee representation units.

The Civil Service Commission is regularly scheduled to meet on the second and fourth Monday of each month at 6:00 p.m. 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. The meetings for July 2024 to June 2025 were held in LeRoy J. Jackson Council Chambers.

Membership of the Commission

The following Commission members served on the Civil Service Commission between July 2024 to June 2025:

MEMBER	OFFICE	APPOINTED OR REAPPOINTED
Cinda Herring	Chair	2024
David Zygielbaum (resigned 11/25/24)	Vice Chair / ERC Chair (through 11/25/24)	2022
Hana Sasaki	Vice Chair / ERC Chair (appointed 4/28/25)	2021
Marianne Hamada	Member	2021
Jean Adelsman	Member	2023
Julie Kohus	Member / ERC Member	2023
Laura Lohnes	Member / ERC Member	2024
Mia Kartsonis	Member	2025

Meetings

The Civil Service Commission met on the following dates:

- | | | |
|--------------------|-------------------|----------------|
| July 8, 2024 | November 18, 2024 | March 5, 2025 |
| July 22, 2024 | November 25, 2024 | March 10, 2025 |
| August 5, 2024 | December 9, 2024 | March 24, 2025 |
| August 12, 2024 | January 6, 2025 | March 31, 2025 |
| August 26, 2024 | January 13, 2025 | April 14, 2025 |
| September 9, 2024 | January 27, 2025 | April 28, 2025 |
| September 23, 2024 | February 10, 2025 | May 12, 2025 |
| September 30, 2024 | February 14, 2025 | May 19, 2025 |
| October 7, 2024 | February 24, 2025 | June 9, 2025 |
| October 14, 2024 | March 3, 2025 | June 23, 2025 |

The Employee Relations Committee met on the following dates: July 22, 2024, December 9, 2024, February 10, 2025, and April 28, 2025.

Summary of Annual Activities

The Civil Service Commission held 30 meetings, during which a total of 40 examinations were approved.

Administrative Matters

The Civil Service Commission approved the revised class specification for the following classifications: Deputy City Clerk I, Park Services Manager, Fire Prevention Manager/Fire Marshal, Fire Prevention Specialist, Fire Prevention Supervisor, Police Chief, and Senior Fire Prevention Specialist.

The Civil Service Commission approved the title change for Assistant Building Regulations Manager to Building Official and approved the revised class specification for Building Official.

The Civil Service Commission approved the title change for Administrative Assistant to Administrative Assistant I/II and approved the revised class specification for Administrative Assistant I/II.

The Civil Service Commission approved the proposed class specification for Information and Technology Manager – Public Safety, Engineering Services Manager, Senior Planner, Waste Management Coordinator, and Accounting Supervisor.

The Civil Service Commission approved the reclassification of one incumbent to Senior Administrative Assistant, and one incumbent to Deputy Fire Chief.

The Civil Service Commission appointed the Civil Service Commission Chair, Civil Service Commission Vice-Chair, and Members of the Employee Relations Committee for Fiscal Year 2024-2025.

The Civil Service Commission appointed the Civil Service Commission Vice-Chair and Members of Employee Relations Committee for Remainder of Fiscal Year 2024-2025.

Appeals

The Civil Service Commission heard an appeal of removal from the eligible list for Maintenance Worker on February 14, 2025, and granted the appeal.

The Civil Service Commission heard a protest of the eligible list for the position of Fire Engineer on February 24, 2025, and denied the protest.

The Civil Service Commission heard a protest of the eligible list for Associate Engineer on June 9, 2025, and approved the protest.

The Civil Service Commission heard a protest of the eligible list for Recreation Supervisor on June 9, 2025, and denied the protest.

An appeal of a performance evaluation of an Assistant Engineer was approved on June 23, 2025.

Hearings

Appeals of discipline of three (3) Police Officers were denied on the following dates: October 07, 2024, January 13, 2025, and March 31, 2025.

An appeal of discipline of a Police Officer was upheld on April 28, 2025.

An appeal of discipline of a Reprographics Specialist was upheld to the level of discipline determined by the Committee of the Civil Service Commission on March 5, 2025.

There are four (4) ongoing appeals of discipline for Police Officers. One (1) hearing for a Police Officer has been continued to a date to be determined. One (1) hearing for a Police Officer has been delegated to a hearing officer. Two (2) hearings for Police Officers are scheduled to continue August 25, 2025. Additionally, there is an ongoing appeal of discipline of a Police Sergeant, which has been delegated to a hearing officer.

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR HOUSING SUPERVISOR

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Housing Supervisor. There is one (1) current vacancy in the Community Development Department.


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

The previous examination in 2022 was weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). There will be no change in 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 

Leallani Stewart
Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director

NOTED:



Brianne Cohen
Civil Service Manager

Attachment: A) Housing Supervisor Class Specification

6D



City of Torrance
HOUSING SUPERVISOR

Class Spec Code	3446	Established Date	06/14/2022
Last Revised Date	06/22/2022	Salary Range	\$43.85 - \$53.32 Hourly \$7,600.67 - \$9,242.13 Monthly \$91,208.00 - \$110,905.60 Annually
Bargaining Unit	TPSA	EEO	EEO1-Officials & Managers
Occupational Group	N/A	FLSA	Non-Exempt
Benefit Code	TPSA	Physical Class	N/A

DEFINITION

Under direction, plans, organizes, and directs the operations of the Housing programs; supervises the work of subordinate staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from the Division Manager in that the incumbent does not have responsibility for the operation of an entire departmental division and is primarily responsible for administrative functions of an assigned section. Distinguished from Housing Specialist in that the incumbent is responsible for supervision of the entire section. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies, and regulations.

Receives direction from higher level staff. Provides direction to lower level staff in the Housing Series and support staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Organizes, plans, and oversees the day-to-day operations of the Housing programs, including but not limited to, Section 8 Housing Choice Voucher Program, Emergency Housing Voucher (EHV) Program, VA Supportive Housing (HUD-VASH) Program, and other special housing programs; prioritizes work for timeliness; monitors work for consistency and quality;
- Supervises staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed.
- Develops and makes recommendations for policies, procedures, and systems to improve operations and ensures compliance with new and existing laws.
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Coordinates workflow activities with other City Departments and state and federal agencies.
- Ensures operations are maintained within established budget, and directs the allocation of resources to accomplish objectives.
- Receives and responds to difficult customer service inquiries and complaints and assists department personnel regarding section activities and procedures.
- Demonstrates continuous effort to streamline and improve Housing operations, streamline workflow processes, and work cooperatively and jointly to provide quality seamless customer service.
- Reviews and interprets codes and ordinances and recommends changes, additions, and implementation procedures.
- Supervises administrative duties such as data entry, record keeping, and filing; maintains strict confidentiality of all protected information concerning consumers, staff, and volunteers in accordance with the confidentiality agreement and all State and Federal regulations.
- Ensures regular maintenance and needed improvements are made to the Housing Unit's handouts, application forms, and online services in support of the Housing Unit and Department functions.
- Maintains a variety of statistical records; checks and tabulates statistical data; prepares simple statistical reports.
- Completes assigned routine and administrative tasks such as preparing work schedules, completing payroll documents, and preparing reports.

- Reviews filed reports and citations prepared to ensure completeness and accuracy, directs necessary corrections, and refers reports to higher-level personnel.
- Observes and enforces strict adherence to safety regulations and safe work practices.
- Institutes necessary legal action for violations of State and City regulations.
- Monitors program compliance with federal law and regulations; monitor application procedures and processes; recommend revisions to City ordinances related to housing assistance; analyze and implement federal, state, and local guidelines related to the Housing Programs.

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:

- Participates in Housing Boards, community meetings, and taskforces geared towards creating policies that benefit our clients.
- Maintains Housing Assistance capacity, improvement, and the expansion of the programs.
- Performs internal file audits of Housing files (Section 8, EHV, & HUD-VASH).
- Supervises maintenance of waiting list for prospective residents, including the opening of list, as needed.
- Performs related duties as assigned.

QUALIFICATION GUIDELINES

Education and Experience

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

Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a housing assistance program, with at least one year in a supervisory or lead capacity. An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in public administration, business administration, social services, or a closely related field, is desirable.

License and/or Certificates

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

Knowledge of

- Principles of supervision, training, and employee relations.
- Procedures, rules, regulations, and terminology and codes as related to Housing Services.
- Housing needs and social and economic problems of low and moderate-income households including rental market, lease negotiations, legal considerations, and management requirements.
- Rental property leasing and management principles.
- Department of Housing and Urban Development (HUD) Tenant Based rental housing assistant programs (Section 8, EHV, & HUD-VASH).
- Federal and state housing programs and regulations, including tenant eligibility requirements.
- Federal Housing Quality Standards.
- Program eligibility, must be able to answer difficult questions about income, criminal background checks, and verifying applicant employment.
- Budget preparation principles.
- Basic English, grammar, spelling, punctuation, vocabulary, and arithmetic.
- Report writing techniques;
- Effective interviewing techniques;
- Computer equipment and software applications related to assignment
- English usage, spelling, grammar and punctuation.
- Public relations and customer service techniques, including telephone etiquette.
- Safe work practices, procedures, and regulations.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances.
- Supervise and motivate personnel in a high stress environment.
- Respond to questions from Section 8 staff, residents, and landlords regarding information on status of rent, and mediates problems between tenants and owners.
- Promote cooperative teamwork and customer service values among employees.
- Ensure all Housing requirements and deadlines are met.
- Deal constructively with conflict and develop effective resolutions.
- Quickly assess a situation and take appropriate action under stressful and emergency conditions.

- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.
- Communicate tactfully and effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints.
- Act independently and exercise sound judgment within established guidelines.
- Analyze, interpret and implement laws, codes, ordinances and administrative rules and regulations.
- Compose, compile, and maintain correspondence, special studies, statistical analyses, and reports.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with subordinates, coworkers, management, other city employees, public officials, employees from other agencies, and the general public.
- Operate computer equipment and software applications related to assignment;
- Learn and utilize new skills and information to improve job performance and efficiency.

SPECIAL REQUIREMENTS

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

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions. Physical demands include the ability to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Must be available to work evenings or weekends for special assignments.

CAREER LADDER INFORMATION

Experience gained in this classification in addition to training and coursework may serve to meet the minimum requirements for promotion to Principal Planner.

ESTABLISHED/REVISED DATE

Reviewed Date August 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR CUSTODIAN

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Custodian examination on a promotional basis if four (4) applications are filed and accepted consisting of the following exam components and weights: Application Review (Qualifying), Written Test (50%), and Oral Interview (50%), or on an open basis if less than four (4) applications are filed and accepted. Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Senior Custodian. Current vacancy is 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 2024 was weighted as follows: Application Review (Qualifying), Written 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:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Senior Custodian Class Specification



City of Torrance
CUSTODIAN, SENIOR

CLASS CODE	5732	SALARY	\$28.82 - \$31.79 Hourly \$4,995.47 - \$5,510.27 Monthly \$59,945.60 - \$66,123.20 Annually
BARGAINING UNIT	Torrance Municipal Employees (AFSCME Local 1117)	ESTABLISHED DATE	August 01, 1987
REVISION DATE	October 24, 2023		

DEFINITION

Under supervision, supervises and inspects the work of custodial staff in the cleaning and maintenance of City buildings; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from Custodian in that the Senior Custodian is responsible for supervision of subordinates.
Distinguished from Facilities Services Supervisor in that the Senior Custodian does not have over all responsibility for the Custodial Services of the General Services Department.

May lead the work of custodians.

EXAMPLES OF ESSENTIAL DUTIES

- Schedules, assigns, inspects and evaluates the work of custodial personnel engaged in cleaning, maintaining, and securing City buildings;
- Maintains proper level of supplies and issues to custodial personnel for completing assigned tasks;
- Maintains records regarding employee time and supply and equipment inventory;
- Responsible for building security and efficient and economical use of custodial supplies and materials;
- Makes minor adjustments or repairs to equipment and furniture;
- Trains and disciplines subordinates;
- May perform custodial and maintenance work in an assigned location/area;
- In the absence of the Facility Services Supervisor, may assume tasks and responsibilities performed by that classification.

QUALIFICATION GUIDELINES

Education and Experience

Two years of experience in custodial work maintaining buildings in clean, orderly and secure condition. The ability to read, understand, and provide direction on the use of cleaning materials and equipment in a safe

manner.

License and/or Certificates

A valid Class C California Driver's License.

Knowledge of

- Methods, equipment and supplies used in the cleaning of buildings;
- Proper procedures in lifting or moving heavy objects;
- Hazards and safety precautions related to custodial work.

Ability to

- Plan schedules and ensure scheduled work is done effectively;
- Assign, inspect and evaluate the work of subordinates and train and discipline subordinates;
- Develop and maintain cooperative working relationships with those contacted in the course of work;
- Estimate quantity and types of materials and supplies needed;
- Understand and carry out oral and written instructions;
- Clean and care for surfaces of building walls, floors, and installed equipment of many types;
- Follow label directions on cleaning products in order to use properly and safely;
- Operate and maintain a variety of custodial equipment;
- Make minor adjustments and repairs to furniture and equipment.

SPECIAL REQUIREMENTS

Requires the ability to exert a moderate amount of physical effort to perform cleaning activities within meeting rooms, administrative offices, eating areas, restrooms, offices, libraries, stock rooms, and Police Station. Incumbents are regularly exposed to fumes and odors, restroom odors, cleaning solutions/solvents, food odors, trash odors, and potentially bodily fluids from public restrooms.

CAREER LADDER INFORMATION

Experience gained in the classification of Senior Custodian may serve to meet the minimum qualifications for promotion to Facilities Services Supervisor.

ESTABLISHED/REVISED DATE

Revised Date: August 1987

Reviewed Date: October 2023

Reviewed Date: August 2025