

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 25, 2025
REGULAR MEETING
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Adelsman, Hamada, Kartsonis, Kohus, Lohnes, Sasaki, Chair Herring

2. FLAG SALUTE:

3. REPORT OF STAFF ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Wednesday, August 20, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Librarian.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Librarian examination on a promotional basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying), Performance Test (30%), and an Oral Interview (70%), 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.

7. ADMINISTRATIVE MATTERS

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

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2025 – 2026,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2025 – 2026,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2025 – 2026.

8. HEARINGS

8A. Conduct Closed Hearing on the Appeal of Discipline of a Torrance Police Officer (5). *Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.*

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a closed hearing to consider the appeal of discipline of a Police Officer (5), unless the employee requests to have the hearing in public session and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

8B. Conduct Hearing on the Appeal of Discipline of a Torrance Police Officer (14). *Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.*

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (14), in closed session unless the employee requests to have the hearing in public session and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

9. CLOSED SESSION

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

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

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

- 1) Appeal of Discipline of a Torrance Police Officer (14).

10. COMMISSION ORAL COMMUNICATION

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, September 8, 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 LIBRARIAN

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Librarian examination on a promotional basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying), Performance Test (30%), and an Oral Interview (70%), 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 the classification of Librarian. There are vacancies due to separations.

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

The previous examinations in 2023 and 2018 were weighted as follows: Application Review (Qualifying) and Oral Interview (100%). Staff conducted an analysis of the previous exam components and it was determined that the knowledge and core competencies that are required for this position can be more effectively assessed using the following weights: Application Review (Qualifying), Performance Test (30%), and an Oral Interview (70%).

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Alonzo
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager



City of Torrance LIBRARIAN

Class Spec Code	1623	Established Date	
Last Revised Date	10/01/1998	Salary Range	\$35.31 - \$44.08 Hourly \$6,120.40 - \$7,640.53 Monthly \$73,444.80 - \$91,686.40 Annually
Bargaining Unit	TLEA	EEO	EEO4-Professionals
Occupational Group	N/A	FLSA	Non-Exempt
Benefit Code	TLEA	Physical Class	N/A

DEFINITION

Under direction, performs professional level library work in a branch library or a specialized library function within the main library and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Librarian is the journey level class in the professional librarian series. The Librarian is distinguished from the Senior Librarian in that the incumbent is not primarily responsible for the supervision of subordinate staff or primarily responsible for the entire operation of a branch library or a specialized library function. The Librarian is distinguished from the Library Assistant II in the level and scope of responsibility exercised and expertise required. Incumbents 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. Work involves frequent interpretation of policies, procedures and guidelines, and may involve development of recommendations consistent with directives, policies and regulations.

Receives direction from the Senior Librarian. May provide functional supervision to new or lower-level employees, but this task is ancillary to the primary focus of the classification.

EXAMPLES OF ESSENTIAL DUTIES ATTACHMENT A

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

- Provides reference and reader's advisory service and instruction in the use of the library to patrons;
- Prepares bibliographies;
- Surveys library holdings and maintains certain subject areas of the materials collection and special collections; makes recommendations for purchase of materials, weeding and replacement as appropriate;
- Selects and orders audiovisual materials;
- Reviews and recommends books and other materials for collection;
- May perform original cataloging of library materials, including determination of subject entries, classification, form of author entry and suitable explanatory notes;
- May present storytelling, booktalks and other special public programs; may conduct class orientations, school visits or tours of the library;
- Prepares oral and written book reviews;
- Develops displays, exhibits, brochures and news releases promoting library materials and services;
- Participates in cooperative projects with outside organizations, schools, libraries, etc.;
- Reconciles cash received by Library department, processes paperwork and forwards to Finance Department;
- Prepares monthly reports and statistics on library use;
- Interacts with patrons in a courteous and professional manner and defuses potentially volatile or sensitive situations to ensure quality customer service.
- Registers patrons; handles reserves and performs other routine library work as necessary;
- May assume responsibility for a Branch library or section of the library in the absence of Senior Librarian;
- May assign, review and coordinate the work of subordinate personnel; assists in training lower-level personnel.

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 workshops and meetings as required;
- Keeps abreast of changing trends and technology in public library operations;
- Performs related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

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

A Master of Library Science degree from an ALA accredited college or university, or a Bachelor's degree plus twenty-four units of graduate work in Library Science, or a Bachelor's degree plus three years of professional library experience. Assignments as a Cataloger or Youth Services Librarian must have either an academic concentration or experience in that respective field.

License and/or Certificate

None required.

SPECIAL REQUIREMENTS

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

Requires the ability to exert a small amount of physical effort in light work involving stooping and bending, and carrying items weighing up to 10lbs; moving from one area of the office to another; sufficient hand/eye coordination to perform skilled repetitive movements, such as the use of calculators or other office equipment and supplies. May require the ability to climb ladders or step stools, push or pull book carts, lift and carry books or move boxes of materials of considerable weight from one location to another. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Knowledge of

- Principles and practices of public librarianship;
- Cataloging procedures and practices;
- Principles of classification;
- Bibliographies and reference materials;
- Non-print materials, audio-visual procedures and techniques;
- Tools and methods for evaluating and selecting books and other library materials for general audiences, and for youth, if applicable;
- Reading guidance techniques for a public library;
- Withdrawal and weeding of library materials;
- Inter-library systems;
- Library programs appropriate for all segments of the community;

- Automation techniques applicable to library operations;
- Modern office practices and equipment;
- City policies and procedures affecting library operations;
- Public relations and customer service techniques;
- Developments in childhood education and library involvement, if applicable;
- Methods of conducting storytelling, book talks and instruction in library use for youth, if applicable;
- Library services to and materials for children with special needs, if applicable.

Ability to

- Prepare extensive bibliographies;
- Use specialized reference and research materials to respond to research inquiries;
- Prepare and present public library programs for adults and/or youth;
- Prepare and present accurate and timely reports;
- Evaluate books and non-print materials for adults and youth;
- Catalog, classify and assign subject headings, if applicable;
- Establish and maintain effective working relationships with City employees, public officials, private and community organizations, and the public;
- Communicate effectively both orally and in writing;
- Establish rapport and work effectively with children of all ages and ability levels, if applicable;
- Utilize a computer and a variety of office machinery;
- Follow oral and written instructions;
- Learn and utilize new skills and information to improve job performance and efficiency.

CAREER LADDER INFORMATION

Experience gained in this classification may serve to meet the minimum requirements for promotion to Senior Librarian.

ESTABLISHED/REVISED DATE

Revised Date: October 1998

Department Review Date: January 2023

Department Review Date: August 2025

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

Honorable Members:

SUBJECT: APPOINT CIVIL SERVICE COMMISSION CHAIR, CIVIL SERVICE COMMISSION VICE-CHAIR, AND MEMBERS OF EMPLOYEE RELATIONS COMMITTEE FOR FISCAL YEAR 2025 – 2026.

RECOMMENDATION:

Recommendation of Civil Service Staff that:

1. Your Honorable Body appoint a Chair for Fiscal Year 2025 – 2026,
2. The Chair-elect appoints a Vice-Chair for Fiscal Year 2025 – 2026,
3. The Chair-elect appoints members of the Employee Relations Committee for Fiscal Year 2025 – 2026.

BACKGROUND AND ANALYSIS:

Section 13.10.5 of the Torrance Municipal Code (TMC) requires that each fiscal year, members of the Civil Service Commission appoint a Chair to serve for one (1) year and until a successor is appointed.

The practice of your Honorable Body has been that the incoming Chair appoints a Vice-Chair. Additionally, TMC Section 14.8.6 requires the Chair of the Civil Service Commission appoint members of the Employee Relations Committee.

Staff has prepared a history of the previous Commission Chairs, Vice-Chairs/Employee Relations Committee Chairs, and Commissioners appointment dates (Attachment B) to assist the Civil Service Commission in making appointments.

Respectfully Submitted,



By _____

Jennica Chaparro
Senior Human Resources Analyst

CONCUR:



Brianne Cohen
Civil Service Manager

TORRANCE MUNICIPAL CODE SECTIONS 13.10.5 AND 14.8.6

13.10.5 APPOINTMENT OF A CHAIRMAN.

At the first meeting of the Commission in every fiscal year, the members shall appoint one (1) of their number as Chairman who shall hold office for one (1) year and until his successor is appointed.

14.8.6 EMPLOYEE RELATIONS COMMITTEE.

There is hereby established a three (3) member standing committee of the Civil Service Commission to be known as the Employee Relations Committee.

- a) The Committee shall be appointed by the Chairman of the Civil Service Commission but shall not include the Chairman.
- b) The Committee shall elect a Chairman and shall meet, after proper public notice, as required by the provisions of this Article or at the call of the Committee Chairman.
- c) Each of the parties involved in any dispute before the Committee shall have the right to preemptorily challenge one (1) Committee member, who shall then be removed from the Committee while the Committee is considering the pending matter.
- d) The Chairman of the Civil Service Commission shall appoint a temporary replacement for the challenge committee member to serve while the committee is considering the pending matter.

Civil Service Commission and Employee Relations Committee Chair History

<u>Fiscal Year</u>	<u>Commission Chair</u>	<u>Vice Chair/ERC Chair</u>
2022-2023	Adelsman	Hamada
2023-2024	Hamada	Herring
2024-2025	Herring	Zygielbaum (through 11/25/24)
2024-2025	Herring	Sasaki (appointed 4/28/25)

<u>Office</u>	<u>Commissioner</u>	<u>First Appointment</u>	<u>Current Term Begins</u>	<u>Current Term Expires</u>
Member	Adelsman	07/01/19	07/01/23	06/30/27
Member	Herring	12/01/20	07/01/24	06/30/28
Member	Hamada	07/01/21	07/01/25	06/30/29
Member	Sasaki	07/01/21	07/01/25	06/30/29
Member	Kohus	10/11/22	07/01/23	06/30/27
Member	Lohnes	10/11/22	07/01/24	06/30/28
Member	Kartsonis	03/25/25	03/25/25	06/30/26

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

Honorable Members:

SUBJECT: CONDUCT CLOSED HEARING ON THE APPEAL OF DISCIPLINE OF A TORRANCE POLICE OFFICER (5). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.

RECOMMENDATION

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a closed hearing to consider the appeal of discipline of a Police Officer (5), unless the employee requests to have the hearing in public session and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

BACKGROUND/ANALYSIS:

On September 30, 2022, Civil Service staff received an appeal of discipline for Police Officer (5). Under the provisions of Torrance Municipal Code Section 14.47.9, upon written request filed by an employee who has been disciplined under this Article, the Civil Service Commission shall set a date for and hold a hearing.

The Civil Service Commission commenced the hearing on October 10, 2022, and continued the hearing to May 22, 2023, August 28, 2023, November 27, 2023, January 22, 2024, July 8, 2024, September 23, 2024, January 27, 2025, April 28, 2025, and August 25, 2025.

Respectfully submitted,

Brianne Cohen

Brianne Cohen
Civil Service Manager

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

Honorable Members:

SUBJECT: CONDUCT HEARING ON THE APPEAL OF DISCIPLINE OF A TORRANCE POLICE OFFICER (14). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.

RECOMMENDATION

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (14), in closed session unless the employee requests to have the hearing in public session and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

BACKGROUND/ANALYSIS:

On April 09, 2025, Civil Service staff received an appeal of discipline for Police Officer (14). Under the provisions of Torrance Municipal Code Section 14.47.9, upon written request filed by an employee who has been disciplined under this Article, the Civil Service Commission shall set a date for and hold a hearing.

The Civil Service Commission commenced the hearing on April 14, 2025, and continued the hearing to August 25, 2025.

Respectfully submitted,



Brianne Cohen
Civil Service Manager

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

Honorable Members:

SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION

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

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

- 1) Appeal of Discipline of a Police Officer (5).

Respectfully submitted,



Brianne Cohen
Civil Service Manager

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

Honorable Members:

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Respectfully submitted,



Brianne Cohen
Civil Service Manager