

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, OCTOBER 27, 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, Herring, Kartsonis, Kohus, Sasaki, Chair Lohnes

**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, October 22, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 Assistant Police Chief.**

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

**6B. Approve the Examination for Auto Parts Storekeeper.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting Auto Parts Storekeeper 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 (40%) and Oral Interview (60%), 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.

**6C. Approve the Examination for Transit Senior Mechanic.**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Transit Senior Mechanic 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 (20%), Performance Test (40%), and Oral Interview (40%), 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**

**7A. Approve Proposed Class Specification for Information Technology Manager – Geographic Information Systems (GIS).**

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Information Technology (IT) Manager – Geographic Information Systems (GIS) and forward it to the City Council for approval.

**8. HEARINGS**

**8A. 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. 4<sup>th</sup> 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. 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.

**8B. Conduct Hearing on the Appeal of Discipline of a Torrance Police Officer (15). *Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. 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 (15), 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 (14).

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

- 1) Appeal of Discipline of a Torrance Police Officer (15).

**10. COMMISSION ORAL COMMUNICATION**

**11. ADJOURNMENT**

**11A.** Adjournment of Civil Service Commission Meeting to Monday, November 10, 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 ASSISTANT POLICE CHIEF**

**RECOMMENDATION:**

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

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Assistant Police Chief.

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

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

Staff is recommending an open examination to expand the pool of Assistant Police Chief candidates to provide the broadest range of candidates who best meet the needs of the City and the Police Department.

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  
**ASSISTANT POLICE CHIEF**

|                        |                                     |                         |  |
|------------------------|-------------------------------------|-------------------------|--|
| <b>CLASS CODE</b>      | 7318                                | <b>SALARY</b>           | \$17,120.00 - \$26,093.00 Monthly<br>\$205,440.00 - \$313,116.00<br>Annually |
| <b>BARGAINING UNIT</b> | Executive & Management<br>Employees | <b>ESTABLISHED DATE</b> | December 20, 2022  |
| <b>REVISION DATE</b>   | December 22, 2022                   |                         |  |

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**DEFINITION**

Under general administrative direction of the Police Chief, plans, organizes, directs, and manages the day-to day operations and personnel within the Police Department; provides highly responsible and complex administrative support and serves as primary advisor to the Police Chief. Takes command responsibilities during highly sensitive incidents and serves as the liaison between the Department and a variety of local, state and federal agencies. Acts for and represents the Police Chief as assigned in specified areas; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

The Assistant Police Chief is directly responsible to the Police Chief for the performance of duties and is responsible for the effective administration of the Police Bureaus consisting of sworn, professional, and support staff engaged in law enforcement work. The Assistant Police Chief is distinguished from the classification of Police Captain in that the Assistant Police Chief may serve as Acting Police Chief, and is not responsible for a specific Bureau. The Assistant Police Chief is distinguished from Police Chief in that the latter 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.

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

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Assists in the overall planning, organization, direction, and coordination of the Police Department operations and personnel utilizing a strategic planning approach to forecast future service for 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.

- Plans, organizes, and directs functions of the Police Department through Bureau Captains, professional and support staff.
- Plans, organizes, directs, and evaluates the performance of Bureau Captains and their assigned staff as well as coaches for improvement and development; establishes appropriate service and staffing levels; allocates resources accordingly.
- Leads and promotes a diverse culture that is reflective of the Department's and City's values and assists the Police Chief in fostering a culture based on performance, responsibility, transparency, and accountability.
- Develops, implements, and monitors programs, goals, and objectives focused on achieving the Department's mission and priorities; ensures compliance of departmental programs and processes with Federal, State, and local mandates, and other applicable requirements; analyzes, or directs the analysis of, proposed legislation, laws, regulations, and other provisions to assess the impact on departmental operations; understands and interprets laws, regulations and legal provisions for departmental management; and evaluates and directs changes to department-wide policies, procedures and practices.
- Participates in the formulation and implementation of departmental strategic plans, goals and objectives to achieve the City's and Department's strategic plan.
- Assists with preparing and developing budgets; monitors and approves expenditures in accordance with policies of sound fiscal management.
- Participates in labor negotiations as required, works with various employee associations to facilitate employee/employer labor relations best practices, reviews, administers, and interprets negotiated memorandums of understanding.
- Directs and supervises internal audits of police operations.
- Conducts regular and frequent critical analyses of police operations including, but not limited to, use of force, administrative investigations, and criminal investigations.
- Plans, directs and implements special projects and assignments as directed by the Police Chief.
- Attends various City, Council, staff and community meetings as required; prepares agenda items, reports and recommendations; and makes public presentations.
- Coordinates Departmental activities with those of other City departments and outside agencies and organizations.
- Participates on internal and external committees, boards, and task forces, as appropriate.

#### **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.*

- Builds and maintains relationships with diverse community groups.
- Attends leadership and police management training to stay abreast of industry best practices.
- Develops processes to ensure business continuity in the event of a disaster.
- Performs related duties as required.

## **QUALIFICATION GUIDELINES**

### **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 eight years of progressively responsible supervisory and administrative experience in a comparable sized police department, four years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.

### **License or Certificate**

Must possess and maintain a valid California Class C Drivers' License. Must possess POST Advanced and Management certificates.

### **Knowledge of**

- Policies, principles, and practices of police administration and services, including but not limited to, operations, services, 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 and 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.
- 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.

### **Ability to**

- Plan, direct, and oversee the operations and personnel of the Police Department.
- Plan, organize, assign, coordinate and manage the activities of professional and support staff, and outside contractors and vendors.
- Understand, interpret and apply laws, regulations, policies and professional practices; clearly articulate complex concepts, laws, regulations and processes.
- Analyze complex matters, identify and evaluate alternative solutions, project consequences of proposed actions, recommend an appropriate course or action, and implement recommendations in support of goals.
- Develop and administer a departmental budget.
- Present proposals and recommendations effectively in public meetings.

- Develop and implement effective techniques for facilitating and improving policing programs.
- Exercise independent judgment and initiative.
- Establish and maintain effective working relationships with the City Council, public officials, other law enforcement personnel, staff, private and community organizations, and others encountered in the course of work.
- Operate a variety of office equipment including computers and associated computer software applications.
- Operate a motor vehicle safely.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.

## **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 Police Chief.

## **ESTABLISHED/REVISED DATE**

Department Review Date: October 2025

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR AUTO PARTS STOREKEEPER**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Auto Parts Storekeeper 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 (40%) and Oral Interview (60%), 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 Auto Parts Storekeeper. There is currently one (1) vacancy due to a resignation.

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

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

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By 

Rebecca Hernandez  
Human Resources Analyst

CONCUR:



Hedieh Khajavi  
Human Resources Director

NOTED:



Brianne Cohen  
Civil Service Manager

Attachment: A) Auto Parts Storekeeper Class Specification

**6B**



City of Torrance  
**STOREKEEPER, AUTO PARTS**

|                        |   |                         |   |
|------------------------|---|-------------------------|---|
| <b>CLASS CODE</b>      | 1150  | <b>SALARY</b>           | \$27.10 - \$34.61 Hourly<br>\$4,697.33 - \$5,999.07 Monthly<br>\$56,368.00 - \$71,988.80 Annually |
| <b>BARGAINING UNIT</b> | Torrance Municipal Employees<br>(AFSCME Local 1117) | <b>ESTABLISHED DATE</b> | February 01, 1982   |

**DEFINITION**

Under supervision, locates and purchases required auto, truck, and vehicular related equipment replacement parts and assemblies; maintains records of parts nomenclature and sources of supply; and does related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

Distinguished from Senior Storekeeper in that the incumbent is not responsible for the daily supervision of warehouse operations. Distinguished from Storekeeper in that the incumbent is not responsible for receiving, checking, storing, issuing and maintaining inventories of non-vehicular related equipment, materials and supplies.

**EXAMPLES OF ESSENTIAL DUTIES**

- Makes personal, telephone, and written inquiries to establish best sources of supply for required automotive, truck, and equipment replacement parts and assemblies;
- Locates and purchases such parts and assemblies to meet daily maintenance requirements of City Garage operation;
- Maintains a parts catalog system listing essential nomenclature about such parts by manual or data information systems; interviews sales and company representatives regarding availability of parts, prices, and sources of supply;
- Maintains a listing of factory service bulletins affecting changes in parts and assemblies;
- Receives and inspects shipments of ordered parts; maintains records of shipments and processes certifications of receipt, billing statements, and payment vouchers;
- Sends City parts truck to pick up ordered parts;
- May drive parts pick-up truck when necessary;
- May stock parts and run inventory when necessary.

**QUALIFICATION GUIDELINES**

**Education and Experience**

Two years of experience involving identifying, ordering, and maintaining stock on automotive, truck, or vehicular related equipment parts and assemblies for either a parts warehouse, supply store, automotive, truck or equipment repair center, or dealership.

Mathematics background as usually obtained in high school.

**License and/or Certificates**

A valid Class 3 California Driver's license.

**Knowledge of**

- Automotive, truck, and vehicular related equipment replacement parts and assemblies;
- Parts procurement principles and practices, market conditions, and shipping and billing procedures;
- Sources of supply for standard automotive, truck, and equipment parts and assemblies, parts trade names and brands, current prices and pricing practices;
- Methods of receiving, storing, issuing, and maintaining records on automotive, truck, and equipment parts and assemblies.

**Ability to**

- Conduct inquiries and locate the best sources of supply for required automotive, truck, and equipment parts and assemblies;
- Communicate effectively both orally and in writing;
- Read, comprehend and communicate technical information related to the ordering and purchasing of automotive, truck, and equipment replacement parts and assemblies;
- Check numbers between invoices and bills of lading;
- Maintain and process accurate shipment and billing records;
- Make calculations using arithmetic in determining such things as percentages and price extensions;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative working relationships with others.

Established Date: February 1982

**ESTABLISHED/REVISED DATE**

Established Date: February 1982

Dept. Review Date: July 2022

Dept. Review Date: October 2025

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR TRANSIT SENIOR MECHANIC**

**RECOMMENDATION:**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Transit Senior Mechanic 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 (20%), Performance Test (40%), and Oral Interview (40%), 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 Transit Senior Mechanic. There is one (1) vacancy due to a resignation.

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

The previous examination in July 2022 was weighted as follows: Application Review (Qualifying), Written Test (20%), Performance Test (40%) and Oral Interview (40%). There will be no change to the exam types and weights.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Rebecca Hernandez  
Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Transit Senior Mechanic Class Specification

6C



City of Torrance  
**TRANSIT SENIOR MECHANIC**

|                        |   |                         |   |
|------------------------|---|-------------------------|---|
| <b>CLASS CODE</b>      | 5519  | <b>SALARY</b>           | \$38.05 - \$44.06 Hourly<br>\$6,595.33 - \$7,637.07 Monthly<br>\$79,144.00 - \$91,644.80 Annually |
| <b>BARGAINING UNIT</b> | Torrance Municipal Employees<br>(AFSCME Local 1117) | <b>ESTABLISHED DATE</b> | November 01, 2021   |
| <b>REVISION DATE</b>   | March 04, 2022                                      |                         |   |

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### DEFINITION

Under direction, performs skilled advanced journey level mechanical work in the diagnosis, maintenance and repair of Transit vehicles; assists other mechanics in more complex assignments; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from a Senior Mechanic in that an incumbent performs maintenance and repairs on primarily Transit vehicles. Distinguished from a Transit Mechanic in that an incumbent performs advanced level mechanical work. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval. This classification is distinguished from the classification of Fleet Services Supervisor who has full supervisory responsibility for the performance of crews engaged in the work of their division.

### SUPERVISION EXERCISED/RECEIVED

Supervision is received from the Fleet Services Supervisor. Senior Transit Mechanics may provide technical direction to lower level classifications.

### EXAMPLES OF ESSENTIAL DUTIES

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

- Diagnoses of vehicle malfunctions, determines probable cause, and recommends necessary remedial action to Transit Fleet Services Supervisor for prioritization and assignment.
- Repairs or removes and replaces dysfunctional components of major coach systems including, but not limited to, wheelchair lifts and air-conditioning units.
- Removes and replaces entire engine packages.
- Overhauls and tunes diesel and gasoline engines.
- Performs acceptance testing and pre-service preparations to newly acquired motor coaches.
- Operates brake lathe machine and performs brake reline overhauls.

- Disassembles, cleans, inspects, and rebuilds engine systems and their mechanical and electrical components.
- Leads employees by assigning and reviewing work and providing training.
- Examines damaged vehicles/equipment to determine extent of repairs needed and prepares estimates of cost to repair;
- Installs, maintains, troubleshoots and repairs communications and electronic equipment used on Transit vehicles and amenities;
- Moves parts and components with approved hoists, lifts and dollies to perform maintenance and repair of Transit vehicles.
- Conducts vehicle safety inspections.
- Repairs minor damage to interior or exterior of coach including, but not limited to, torn seats, broken windows and windshields, minor dents, and cosmetic paint damage
- Responds to road failure situations and performs necessary repairs to return motor coaches to the operating division.
- Maintains, supports, and promotes a safe work environment while complying with all safety rules, policies, and procedures.
- Maintains paper and electronic records of repairs and maintenance; enters repair orders and maintains records of time spent, materials and parts used and type of work performed in an automated system.
- Maintains parts inventory and computer inventory records.
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace; disposes of hazardous waste in accordance with City guidelines.
- Disposes of recyclable parts or materials in accordance with City guidelines.
- Repairs damage and performs incidental routine repairs to maintain the appearance of Transit vehicles.
- Locates, adjusts, replaces, rebuilds and repairs components for computerized or microprocessor based systems and mechanical components.
- Fabricates and installs special electronic testing systems.
- Keeps current with new technology by participating in various training.

#### **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 drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- May maintain field reports, and work orders.
- Performs other related duties

#### **QUALIFICATION GUIDELINES**

##### **EDUCATION AND EXPERIENCE:**

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

Four years of experience as a heavy equipment or automotive mechanic with at least two years as a bus mechanic. Successful completion of a six-month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to two years non-bus experience performing repair, maintenance, and troubleshooting of transit vehicles utilizing digital electronics and microprocessors

##### **LICENSE OR CERTIFICATE:**

A valid Class B California driver's license is required.

Successful completion of ASE certification tests (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI); or ASE-Certified Master Transit Bus Technician is highly desirable.

### **Knowledge of**

- Methods, materials, equipment and procedures utilized in the maintenance and repair of Transit vehicles and all their major systems including diesel, gasoline or alternative fuels engines, electrical systems, electronic systems, fueling systems and other systems found in transit and other vehicles.
- Overhaul procedures related to transmissions, brakes and rear axles;
- Techniques and procedures of mechanical tune-up, emission control devices, general repair and maintenance practices;
- Lubrication and preventive maintenance.
- Operations of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment including computer aided and electronic diagnostic tools;
- Procedures for handling and disposing of hazardous waste;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Methods, materials, equipment and procedures utilized in the installation and maintenance of analog and digital electronic equipment and electrical systems found on Transit vehicles and equipment;
- Computerized diagnostic equipment including hand held and Microsoft Office based software;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Effective customer service techniques;
- City and Department Mission including strategic goals and objectives;
- General City operations.

### **Ability to**

- Diagnose and make appropriate adjustments and/or repairs to systems and components of diesel and alternative fuel powered vehicles and equipment;
- Learn and repair alternate bus propulsion systems such as compressed natural gas engines (CNG) and Hybrid high voltage systems;
- Troubleshoot, maintain and repair all vehicle and equipment systems including but not limited to mechanical, electrical, hydraulic and pneumatic components;
- Use computer aided diagnostic equipment requiring the use of some independent judgment to diagnose and determine cause of mechanical problems;
- Read and interpret diagnostic codes, maintenance manuals, electrical diagrams, vehicle emission control standards and related specification manuals;
- Use tools and equipment proficiently such as brake lathe, engine scan tool, battery, starter, cooling system and voltage testers;
- Operate a motor coach safely and properly;
- Operate various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Read design specifications, parts and repair manuals, and blueprints;
- Assess and resolve technical equipment problems and breakdowns;
- Install, maintain and repair electronic and computerized systems and equipment of fare collection equipment and systems, including but not limited to electronic fare boxes, video surveillance systems and

other related equipment.;

- Safely operate a variety of hand and power tools;
- Read and understand electronic schematic diagrams, electrical and mechanical drawings and equipment specifications;
- Prepare work orders and keep records of service performed using automated tracking and inventory system;
- Establish and maintain effective working relationships with co-workers;
- Meet competing deadlines;
- Follow verbal and written instructions and procedures;
- Communicate effectively both orally and in writing;
- Provide effective customer service.

## **SPECIAL REQUIREMENTS**

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

Must provide own mechanic hand tools, up to one inch, to perform job duties. Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain. Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

## **CAREER LADDER INFORMATION**

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Fleet Services Supervisor.

## **ESTABLISHED/REVISED DATE**

Established Date: November 2021

Dept. Review Date: July 2022

Dept. Review Date: October 2025

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

Honorable Members:

**SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR INFORMATION  
TECHNOLOGY MANAGER – GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Information Technology (IT) Manager – Geographic Information Systems (GIS) and forward it to the City Council for approval.

**BACKGROUND**

The Information Technology Department is undergoing a reorganization and has added a new GIS division to the department. The Information Technology (IT) Manager – Geographic Information Systems (GIS) will plan, organize, and manage the activities of the division and will be responsible for overseeing the implementation of the City's GIS program. The proposed class specification for Information Technology (IT) Manager – Geographic Information Systems (GIS) is submitted for your review and approval.

**ANALYSIS**

The Information Technology Manager – Geographic Information Systems (GIS) will oversee the planning, development, implementation, integration, and support of the City's GIS program, including enterprise systems, geospatial data, and location intelligence services. This position provides expert professional advice and internal consulting to departments to maximize the value of GIS technologies for informed decision-making and efficient operations.

The **Examples of Duties** section reflects principal job duties such as:

- Plans, assigns, coordinates, and manages daily operations of the GIS Division through supervisors and technical staff.
- Develops and implements division policies, procedures, and standards for GIS governance, data management, and system use.
- Develops strategic plans, roadmaps, and priorities for the City's GIS program.
- Establishes and enforces GIS standards, best practices, and change management procedures.
- Oversees the administration of the Esri Enterprise environment, including ArcGIS Pro, ArcGIS Enterprise with Portal, ArcGIS Online, and related applications.
- Directs and performs database administration activities, including SQL Server, queries, stored procedures, indexes, optimization, and database maintenance routines.
- Manages GIS data warehouses, spatial databases, and integration with other enterprise applications.
- Oversees development of custom GIS applications, dashboards, web services, and integrations with other enterprise systems.

- Guides staff in developing ETL processes, stored procedures, and scripts to support geospatial workflows and data quality.
- Manages complex GIS projects, including requirements gathering, design, implementation, and deployment.

The **Qualification Guidelines** section reflects the Knowledge, Abilities, and Core Competencies required for performing the duties of the position such as:

#### **Knowledge of**

- Principles, practices, and techniques of GIS program and systems management.
- Administration of Esri Enterprise environments (ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise with Portal).
- Database administration and development, including SQL queries, stored procedures, indexes, triggers, optimization, and data warehousing.
- Programming and scripting languages relevant to GIS: Python (ArcPy), JavaScript (ArcGIS API for JavaScript), Arcade, .NET, SQL/SQL Agent, PowerShell.
- Project management methods (PMI, Agile, and ITIL) and change/release management processes.
- GIS governance, standards, and best practices for data quality, content management, and integration.
- Geospatial analysis techniques, data visualization, and business intelligence tools.

#### **Ability to**

- Lead and manage GIS professionals and projects across the City.
- Develop long-range GIS and database strategies, roadmaps, and priorities.
- Administer enterprise databases and optimize performance through queries, stored procedures, and maintenance routines.
- Design and implement GIS solutions and automations using Python and JavaScript.
- Manage enterprise-level GIS systems and integrations.
- Communicate complex GIS, database, and programming concepts to technical and non-technical audiences.

#### **Core Competencies**

- Action & Results Focus – Showing initiative and being focused on accomplishment.
- Critical Thinking and Problem Solving – Analytically and logically evaluating information, issues, and problems.
- Decision Making – Exercising discretion and judgment in choosing courses of action.
- Gathering and Analyzing Data – Fact finding, analyzing and interpreting quantitative and/or qualitative data.
- Innovation – Being resourceful, imaginative, and creative.
- Leadership – Promoting the goal and showing the way.

The **License or Certificate** section reflects the following requirements:

Must possess and maintain a valid California Class C driver's license.

Certifications in GIS (Esri Enterprise Administration, ArcGIS Pro Professional, Spatial Data Infrastructure), database administration, project management, or programming technologies (e.g., Python, JavaScript) are highly desired.

The **Experience and Education Section** describes the required experience and certification for the position as follows:

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


Graduation from an accredited college or university with a bachelor's degree in Geography, Computer Science, Information Technology, or a related field and seven (7) years of progressively responsible GIS administration, program management, database administration, and application development experience, including three (3) years of supervisory and project management experience in a government or business environment.

The **Special Requirements** section reflects the essential duties of this position including the physical demands and/or working conditions.

The **Career Ladder** section provides information about career movement for the classification.

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) Proposed Class Specification Information Technology Manager – Geographical Information Systems (GIS)  
                      B) Organizational Chart of the IT Department

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## **INFORMATION TECHNOLOGY MANAGER – GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

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### **Definition**

Under direction, plans, organizes, and manages the activities of the Geographic Information Systems (GIS) Division in the Information Technology Department. Responsible for overseeing the planning, development, implementation, integration, and support of the City's GIS program, including enterprise systems, geospatial data, and location intelligence services. Provides expert professional advice and internal consulting to departments to maximize the value of GIS technologies for informed decision-making and efficient operations.

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### **Distinguishing Characteristics**

This classification is distinguished from the Information Technology Director in that the incumbent is not responsible for managing the entire department. Distinguished from the GIS Administrator in that the incumbent has responsibility for division-wide leadership, supervision, and strategic management of the GIS program, including planning, budget, and policy direction. Work is performed within a broad framework of policy and requires creativity, resourcefulness, and technical expertise in GIS technologies, database administration, programming, and program management.

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### **Supervision Exercised/Received**

Receives general direction from the Information Technology Director and supervises subordinate GIS staff, including GIS Administrators, Analysts, and technical personnel.

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### **Examples of Essential Duties**

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

- Plans, assigns, coordinates, and manages daily operations of the GIS Division through supervisors and technical staff.
- Provides day-to-day leadership to ensure a high-performance, customer service-oriented work environment
- Develops and implements division policies, procedures, and standards for GIS governance, data management, and system use.
- Manages staff performance, coaching, training, and professional development.
- Develops strategic plans, roadmaps, and priorities for the City's GIS program.
- Establishes and enforces GIS standards, best practices, and change management procedures.
- Provides vision and direction for expanding GIS capabilities and integration with enterprise applications.
- Oversees the administration of the Esri Enterprise environment, including ArcGIS Pro, ArcGIS Enterprise with Portal, ArcGIS Online, and related applications.

- Directs and performs database administration activities, including SQL Server, queries, stored procedures, indexes, optimization, and database maintenance routines.
- Manages GIS data warehouses, spatial databases, and integration with other enterprise applications.
- Ensures platform security and oversees user, role, and permissions management.
- Provides leadership in GIS-related programming and automation using Python, JavaScript, Arcade, .NET, and SQL.
- Oversees development of custom GIS applications, dashboards, web services, and integrations with other enterprise systems.
- Guides staff in developing ETL processes, stored procedures, and scripts to support geospatial workflows and data quality.
- Manages complex GIS projects, including requirements gathering, design, implementation, and deployment.
- Coordinates GIS initiatives across City departments and external agencies; manages vendor contracts, budgets, and project deliverables.
- Leads development of GIS dashboards, reports, and analytical tools to support transparency and data-driven decision-making.
- Oversees advanced spatial analysis, data modeling, and visualization to meet operational and policy needs.
- Develops and delivers training, publications, and presentations to expand GIS knowledge and adoption across the City.
- Represents the City in professional organizations, conferences, and community forums on GIS-related matters.
- Coordinates with other departments to optimize GIS solutions and data sharing.
- Participates in City emergency response, disaster recovery, and EOC operations as required.

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### **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:*

- Assists in establishing GIS components of departmental and citywide disaster recovery plans.
- May perform duties of subordinates as needed.
- Participates in interdepartmental committees and special teams.
- Performs related duties as required.

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### **Qualification Guidelines**

#### **Knowledge of**

- Principles, practices, and techniques of GIS program and systems management.
- Administration of Esri Enterprise environments (ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise with Portal).

- Database administration and development, including SQL queries, stored procedures, indexes, triggers, optimization, and data warehousing.
- Programming and scripting languages relevant to GIS: Python (ArcPy), JavaScript (ArcGIS API for JavaScript), Arcade, .NET, SQL/SQL Agent, PowerShell.
- Project management methods (PMI, Agile, and ITIL) and change/release management processes.
- GIS governance, standards, and best practices for data quality, content management, and integration.
- Geospatial analysis techniques, data visualization, and business intelligence tools.
- Systems design, network protocols, identity management, and integrations.
- Principles of effective public administration, budgeting, purchasing, and recordkeeping.
- Principles and practices of effective leadership, supervision, and staff development.
- City and Department Mission including strategic goals and objectives.
- General City operations.
- Applicable local, State, and Federal laws and regulations.

### **Ability to**

- Lead and manage GIS professionals and projects across the City.
- Develop long-range GIS and database strategies, roadmaps, and priorities.
- Administer enterprise databases and optimize performance through queries, stored procedures, and maintenance routines.
- Design and implement GIS solutions and automations using Python and JavaScript.
- Manage enterprise-level GIS systems and integrations.
- Apply project management practices to ensure timely, effective, and cost-conscious outcomes.
- Communicate complex GIS, database, and programming concepts to technical and non-technical audiences.
- Prepare clear, concise reports, proposals, and presentations.
- Establish and maintain effective working relationships with City staff, public officials, contractors, and community stakeholders.

### **Core Competencies**

- Action & Results Focus – Showing initiative and being focused on accomplishment.
- Critical Thinking and Problem Solving – Analytically and logically evaluating information, issues, and problems.
- Decision Making – Exercising discretion and judgment in choosing courses of action.
- Gathering and Analyzing Data – Fact finding, analyzing and interpreting quantitative and/or qualitative data.
- Informing – Obtaining and sharing information.
- Innovation – Being resourceful, imaginative, and creative.
- Leadership – Promoting the goal and showing the way.
- Leveraging Technology – Applying technology for improvements in efficiency and effectiveness.
- Managing Performance – Taking responsibility for improving the effectiveness of others.
- Oral Communication – Engaging effectively in dialogue.
- Professional/Technical Expertise – Mastery of the technical job content.

- Project Management – Ensuring that projects are on-time, on-budget, and on-specifications.
  - Relationship Building – Establishing rapport and maintaining working relationships.
  - Strategic View – Maintaining the big picture and long-range objectives as a guide for decisions.
  - Writing – Getting ideas across in writing.
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## **Education and Experience**

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

Graduation from an accredited college or university with a bachelor's degree in Geography, Computer Science, Information Technology, or a related field and seven (7) years of progressively responsible GIS administration, program management, database administration, and application development experience in a government or business environment, including three (3) years of supervisory and project management experience; or an equivalent combination of training and experience.

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## **License and/or Certificates**

Must possess and maintain a valid California Class C driver's license.

Certifications in GIS (Esri Enterprise Administration, ArcGIS Pro Professional, Spatial Data Infrastructure), database administration, project management, or programming technologies (e.g., Python, JavaScript) are highly desired.

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## **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 sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer keyboard. Tasks require sound and visual perception and discrimination, as well as oral communication ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Work is primarily performed indoors in an office setting; requires the ability to operate a motor vehicle as driving City vehicles to various locations is expected. Work involves frequently changing work priorities and the ability to meet deadlines. Position will require attendance at off-site meetings and conferences. Work may be required in the evenings and weekends as needed.

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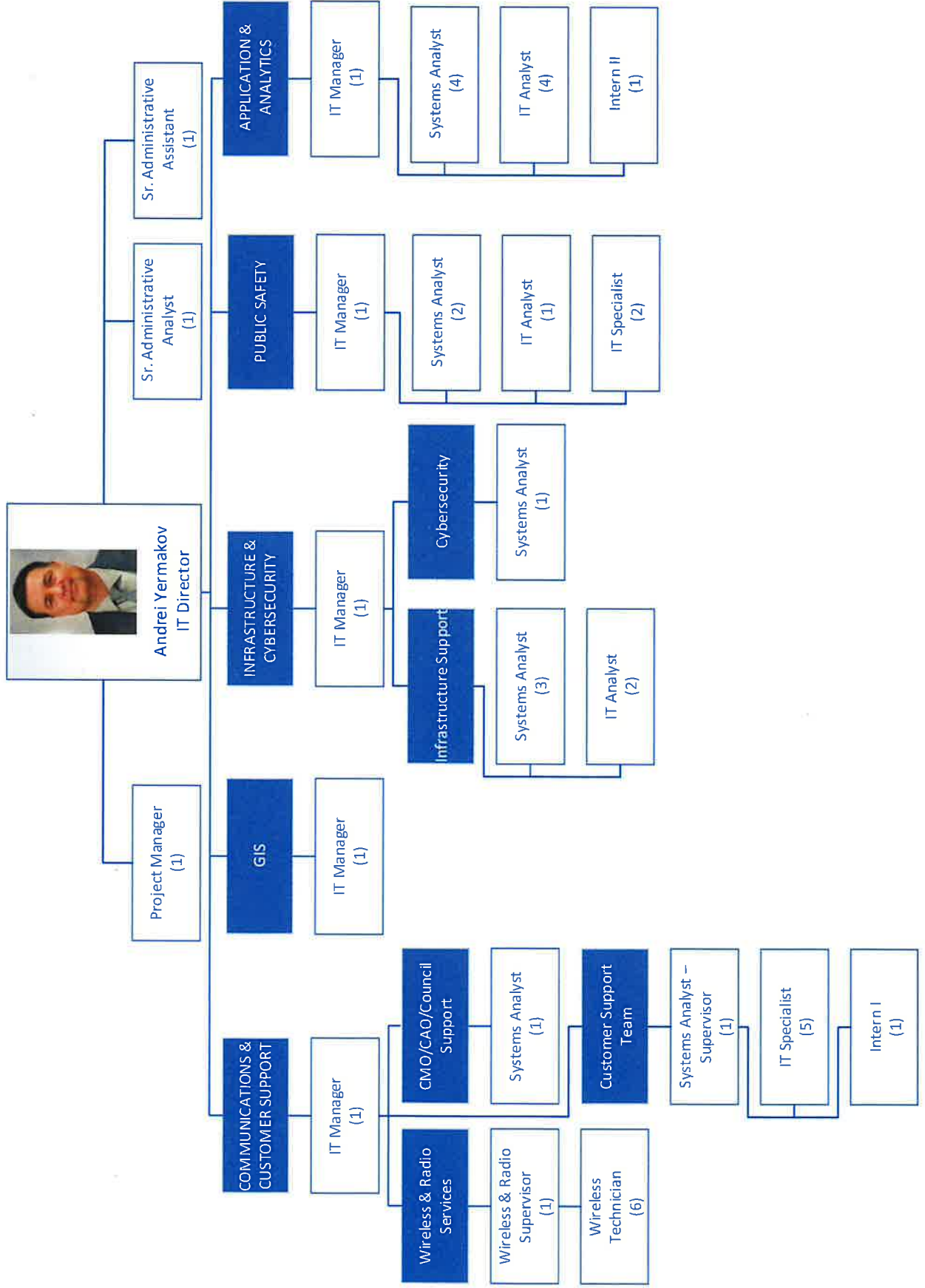
**Career Ladder Information**

Experience and/or education gained in this classification may serve to meet the qualification guidelines for Information Technology Director.

# CITY OF TORRANCE

## Organizational Chart

### Communications & Information Technology



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. 4<sup>th</sup> 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. 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, then November 3, 2025. The matter is placed on the agenda this evening for the parties to provide an update.

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 (15). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. 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 (15), 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 October 13, 2025, Civil Service staff received an appeal of discipline for Police Officer (15). 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.

Respectfully submitted,

*Brianne Cohen*

Brianne Cohen  
Civil Service Manager

**8B**

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 (14).

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 (15).

Respectfully submitted,



Brianne Cohen  
Civil Service Manager