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, DECEMBER 8, 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 Thursday, December 4, 2025.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS

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

6. CONSENT CALENDAR

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

6A. Approve Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of October 27, 2025.

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

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

6C. Approve the Examination for Paramedic (Premium Pay Assignment).

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Paramedic Premium Pay Assignment examination consisting of a Written Exam (40%) and an Oral Interview (60%). Staff is requesting approval for a two-year eligible list.

6D. Approve the Examination for Police Services Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Services Supervisor examination on a promotional basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying) and an Oral Interview (100%), or on an open basis if less than eight (8) applications are filed and accepted. Staff is requesting approval for a six-month eligible list.

6E. Approve the Examination for Senior Environmental Quality Officer.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Environmental Quality Officer 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 (6) 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, December 15, 2025 at 6:00 p.m. in the Council Chamber.

October 27, 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 6:01 p.m. on Monday, October 27, 2025, in the LeRoy J. Jackson Council Chamber at 3031 Torrance Boulevard.

ROLL CALL/MOTION FOR EXCUSED ABSENCE

Present: Commissioners Adelsman, Hamada, Herring, Kartsonis, Sasaki and Acting Chair Kohus

Absent: Absent Chair Lohnes

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

*Deputy City Attorney Litvin and Deputy City Attorney Gonzaque left the meeting at 6:05 p.m.

Also Present for Item 8A:
**Attorney Bent (arrived at 6:07 p.m.)
Attorney Yu,
Attorney Grether
Appellant

Also Present for Item 8B:
**Attorney Bent,
Attorney Yu,
Attorney Botkor,
Appellant

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

2. FLAG SALUTE

The Pledge of Allegiance was led by Commissioner Hamada.

3. REPORT ON THE POSTING OF THE AGENDA

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Thursday, October 22, 2025.

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

Civil Service Manager Cohen stated that there were no items.

5. ORAL COMMUNICATIONS #1

None

6. CONSENT CALENDAR

6A. Approve the Examination for Assistant Police Chief

6B. Approve the Examination for Auto Parts Storekeeper

6C. Approve the Examination for Transit Senior Mechanic

MOTION: Commissioner Kartsonis moved to approve the Consent Calendar, Items 6A through 6C; motion was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (Absent Chair Lohnes)

7. ADMINISTRATIVE MATTERS

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

Human Resources Analyst Stewart presented the report for the item and noted the changes in the class specification.

There was no public comment.

MOTION: Commissioner Sasaki moved to approve Item 7A - Proposed Class Specification for Information Technology Manager - Geographic Information Systems (GIS); motion was seconded by Commissioner Hamada. The motion passed by a roll call vote. (Absent Chair Lohnes)

Acting Chair Kohus ordered a recess from 6:05 p.m. to 6:11 p.m.

*Deputy City Attorney Litvin and Deputy City Attorney Gonzaque left the meeting at 6:05 p.m.

8. HEARING

8A. 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.

At 6:11 p.m. the Commission convened the appeal in open session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

MOTION: Commissioner Hamada moved to continue the hearing to Monday, December 15, 2025; motion was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (Absent Chair Lohnes)

At 6:21 p.m. the hearing was adjourned to Monday, December 15, 2025.

8B. Appeal of Discipline of a Torrance Police Officer (15).

(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.

At 6:22 p.m. the Commission convened the appeal in open session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

Commissioner Kartsonis stated her disclosure.

MOTION: Commissioner Sasaki moved to continue the hearing to Monday, December 15, 2025; motion was seconded by Commissioner Herring. The motion passed by a roll call vote. (Absent Chair Lohnes)

At 6:26 p.m. the hearing was adjourned to Monday, December 15, 2025.

In response to a question from Commissioner Hamada regarding her concerns in conducting an open session hearing, Civil Service Manager Cohen stated that staff would be able to address any security concerns before the hearings began.

9. CLOSED SESSION

Civil Service Manager Cohen stated that Items 9A and 9B could be withdrawn as they were not required for the agenda items.

**Attorney Bent left the meeting at 6:30 p.m.

10. COMMISSION ORAL COMMUNICATIONS

None

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission meeting to Monday, November 10, 2025

MOTION: At 6:31 p.m., Commissioner Adelsman moved to adjourn the meeting to Monday, November 10, 2025 at 6:00 p.m. in the LeRoy J. Jackson Council Chamber and was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (Absent Chair Lohnes)

Commission Meeting
December 8, 2025

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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR NOVEMBER 2025

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

BACKGROUND/ANALYSIS:
The Employee Transition Report for November 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 November 2025

6B

EMPLOYEE TRANSITION REPORT
NOVEMBER 2025

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

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Custodian	General Services	Senior Custodian	General Services
Equipment Attendant	General Services	Mechanic	General Services
Fire Engineer	Fire	Fire Captain	Fire
Fire Fighter	Fire	Fire Captain	Fire
Fire Prevention Specialist	Fire	Senior Fire Prevention Specialist	Fire
Librarian	Community Services	Senior Librarian	Community Services
Maintenance Worker	Community Services	Lead Maintenance Worker	Community Services
Maintenance Worker	Public Works	Sanitation Equipment Operator	Public Works
Maintenance Worker	Public Works	Tree Trimmer	Public Works
Police Lieutenant	Police	Police Captain	Police
Police Recruit	Police	Police Officer	Police
Police Recruit	Police	Police Officer	Police
Police Recruit	Police	Police Officer	Police
Program Leader	Community Services	Custodian	General Services

NEW HIRES

TITLE	DEPARTMENT
Assistant Booking Manager	General Services
Custodian	General Services
Custodian	General Services
Customer Services Representative	General Services
Human Resources Technician	Transit
Instructor I	Community Services
Library Technician	Community Services
Library Technician	Community Services
Maintenance Worker	Community Services
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Mechanic	General Services
Police Captain	Police
Police Services Officer	Police
Program Leader	Community Services
Program Specialist	Community Services
Sanitation Equipment Operator	Public Works
Staff Assistant (ICO)	City Manager's Office
Staff Assistant (ICO)	City Manager's Office
Staff Assistant (ICO)	City Manager's Office

ATTACHMENT A

NEW HIRES CONT.

Staff Assistant (ICO)	City Manager's Office
Staff Assistant (ICO)	City Manager's Office
Theater Technician	General Services
Theater Technician	General Services
Theater Technician	General Services
Theater Technician	General Services
Theater Technician	General Services

Commission Meeting
December 8, 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PARAMEDIC (PREMIUM PAY ASSIGNMENT)

RECOMMENDATION:
Recommendation of the Human Resources Director that your Honorable Body approve conducting the Paramedic Premium Pay Assignment examination consisting of a Written Exam (40%) and an Oral Interview (60%). Staff is requesting approval for a two-year eligible list.

BACKGROUND/ANALYSIS
There is an eligible list which expires on April 29, 2026. However, all candidates on the eligible list have been assigned to Paramedic training and therefore this eligible list has been exhausted.

Premium pay for Fire Fighters assigned to Paramedic training shall receive a premium per Section 3.2A1 of the Torrance Fire Fighters Association (TFFA) Memorandum of Understanding.
This request for examination is to develop an eligible list to assign Firefighters to Paramedic training, which also receive a premium pay upon assignment. Per section Appendix A of the Torrance Fire Fighters Association (TFFA) Memorandum of Understanding, assignment to a premium pay assignment shall be made from a list established by competitive selection through Civil Service.

The examination will be based upon existing codes and ordinances, recommended good practices, technical knowledge of the job subject, and departmental rules and practices.

The previous examinations in 2024 was weighted as follows: Written (40%) and Panel Interview (60%). There will be no change to the exam type and weight.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By _____
Tina Ortiz
Principal Human Resources Analyst

CONCUR:

_____
Hedieh Khajavi
Human Resources Director

NOTED:

_____
Brianne Cohen
Civil Service Manager

6C

Attachment: A) Torrance Fire Fighters Association Resolution 2024-02 Section 3.2A1 and Appendix A

ARTICLE 3 - SPECIAL COMPENSATION PROVISIONS

SECTION 3.1 LONGEVITY PAY

A. Employees in the Torrance Fire Fighters Association prior to September 11, 2022 covered by this agreement shall receive longevity pay in the following manner:

1. Commencing with the first day of the 8th year of service, 5% above base pay.
2. Commencing with the first day of the 16th year of service, a total of 10% above base pay.
3. Commencing with the first day of the 20th year of service, a total of 12.5% above base pay.
4. Commencing with the first day of the 25th year of service, a total of 20% above base pay.

Employees hired into the Torrance Fire Fighters Association on or after September 11, 2022 covered by this agreement shall receive longevity pay in the following manner:

1. Commencing with the first day of the 8th year of service, 5% above base pay.
2. Commencing with the first day of the 16th year of service, a total of 10% above base pay.

B. All longevity pay advancements shall be effective on the anniversary date of the required years of continuous service (unpaid leaves or inactive status in excess of ten (10) working shifts, except for extended military leave, shall be deducted in computing total service) as a regular employee of the City of Torrance or total years of service as a full-time regular employee with the City of Torrance Fire Department, whichever provides the longer term of service.

SECTION 3.2 PREMIUM PAY

Employees assigned to work requiring specified duties which require skills and abilities not contemplated in the employee's normal assignments in the areas described in this section shall receive premium pay only while so assigned.

Premiums requiring licenses/certificates will be implemented upon the start of the assignment to specified duties that require licenses/certifications. Assignments and reassignments shall be made by the Fire Chief subject to the approval of the City Manager according to workload and skills required, and subject to any special provisions specified in this section for any particular assignment. All premium pay, and whether it is reported to CalPERS and included in an employee's PERSable compensation, shall be determined by CalPERS as prescribed under Title 2 CCR Section 571. Any changes made by CalPERS regarding requirements for premium reporting shall initiate meet and confer.

Removal of employees for disciplinary reasons, or reasons of incompetence, or abolishing positions because of budgetary requirements shall be preceded by notice to employee organization representatives with the intent of precluding unfair actions.

A. Paramedic Operations

It shall be the responsibility of the TFD to provide employees licensed as paramedics with the necessary means and time to fulfill all paramedic licensing and accreditation requirements. Requirements include, but are not limited to, those as defined by state, county, local, and any other governing body, that dictates the minimum requirements for education and employment as a paramedic.

If a paramedic does not complete the necessary minimum requirements for education and employment as a paramedic, and such failure is due to the TFD not fulfilling its obligation to provide the necessary means and time to fulfill all paramedic licensing requirements, then unless the employee elects not to participate in the paramedic program any longer, the employee shall not lose any compensation regardless of the employee's status as a paramedic.

If a paramedic does not complete the necessary minimum requirements for education and employment as a paramedic, and such failure is due to the employee, thereby delaying his/her licensing or accreditation, the employee's paramedic premium shall be discontinued until proof of licensure and accreditation are provided to the TFD.

For accountability, the TFD shall create a system for the express purpose of tracking and monitoring the TFD's Paramedic CE Program. The system shall serve to provide documentation to show that both the TFD and employee fulfilled or did not fulfill their respective obligations described herein.

In the event that the TFD requires an employee to attend events off-duty in an effort to meet and maintain licensing or accreditation requirements, the TFD shall compensate the employee.

1. **Firefighter** Firefighters assigned to paramedic training shall receive a premium of 5% when training begins. Upon receiving paramedic license, Los Angeles County accreditation and after being permanently assigned as a paramedic, Firefighter paramedics shall receive a premium of 19%. Such employees shall have been qualified and certified as Paramedics as shown in attached Appendix A.

   Licensed and Los Angeles County accredited Firefighter paramedics new to the City of Torrance who have received the paramedic training prior to employment with the Torrance Fire Department will begin receiving the 19% paramedic premium upon permanent assignment as a paramedic.

2. **Fire Engineer/Fire Captain**
   A. Torrance Fire Department Engineers and Fire Captains holding a paramedic license shall receive the 10% premium, unless the individual opts out.
   B. Active Torrance Fire Department Paramedic Firefighters will receive the Paramedic in Rank premium upon promotion to Fire Engineer and upon promotion to Fire Captain, unless the individual opts out.
   C. Firefighters, Fire Engineers, and Fire Captains who have never been assigned as a Torrance Fire Department Paramedic Firefighter or have opted out of the Paramedic in Rank must possess current Los Angeles County paramedic accreditation, and successfully pass a competency examination. This exam will be offered on a quarterly basis.

APPENDIX A
EXAMINATIONS FOR PREMIUM POSITIONS

A. GENERAL

1. Assignment to premium pay positions shall be made from appropriate assignment lists established by competitive selection.

2. Assignment lists will expire at the end of two years from date of establishment.

3. Unless otherwise indicated, the selection process shall consist of a written portion and an oral evaluation portion.

4. The written portion shall be weighted at 40% and the oral portion at 60%.

5. A passing grade must be achieved in each portion of the selection process.

6. The entire selection process shall be conducted by the Civil Service Commission, with monitoring by the Fire Department and the employee representation unit.

7. The scope of the examinations may include existing codes and ordinances, recommended good practices, technical knowledge of the job subject, departmental rules and practices, related skills, self-expression, personal records, educational achievements, personal appearance, and the ability to exercise good judgment under adverse conditions.

8. Wherever practical, the written portion of the examination shall be multiple choice type questions.

9. Oral raters from outside agencies may be utilized in order to gain expertise for certain positions where deemed necessary by the Fire Chief.

10. Members of the oral boards shall be appointed by the Fire Chief.

11. In the event that less than three (3) applications are received for any one of those premium positions normally filled from an eligibility list developed through a written and oral selection process as described in the Appendix, assignments shall be made by the Department Head based upon a review of employee applications and/or employment records. The decision of the Department Head is final and is not grievable.

B. PARAMEDICS

1. Assignments to premium pay positions for paramedics is dependent upon their certification upon completion of a training period conducted by an outside authorized agency.

2. The selection of paramedic trainees will be conducted in the manner outlined in the general provisions.

C. HAZARDOUS MATERIALS RESPONSE TEAM

1. The selection process for hazardous materials response team assignment may include a practical examination.

D. TEMPORARY STAFF ASSIGNMENTS

1. Employees assigned to temporary staff assignments shall be assigned by the Fire Chief.

2. The justification of assignments shall be based solely upon the judgment of the Fire Chief.

E. MAINTENANCE OF ELIGIBILITY LISTS

Development of a required eligibility list for a premium pay position will be initiated 90 days prior to an anticipated vacancy in such a position.

Commission Meeting
December 8, 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR POLICE SERVICES SUPERVISOR

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Police Services Supervisor examination on a promotional basis if eight (8) applications are filed and accepted consisting of an Application Review (Qualifying) and an Oral Interview (100%), 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 Police Services Supervisor.

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

The previous examinations in 2024 and 2022 were weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By _____
Kelsie B. Alonzo
Senior Human Resources Analyst

CONCUR:

_____ P.P.
Hedieh Khajavi
Human Resources Director

NOTED:

Brianne Cohen
Brianne Cohen
Civil Service Manager

Attachment: A) Police Services Supervisor Class Specification

6D

City of Torrance

POLICE SERVICES SUPERVISOR

CLASS CODE	1124	**SALARY**	$37.20 - $49.89 Hourly $6,448.00 - $8,647.60 Monthly $77,376.00 - $103,771.20 Annually
BARGAINING UNIT	Torrance Professional & Supervisory Association	**ESTABLISHED DATE**	December 01, 2010
REVISION DATE	May 23, 2023		

DEFINITION

Under general direction, plans, directs and supervises the operations of the Community Affairs, Jail, Property Room, Police Records, and Traffic, sections of the Police Department, and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

The Police Services Supervisor is distinguished from the Police Sergeant or Police Lieutenant in that the incumbents are civilian and are primarily responsible for administrative functions of an assigned 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 such as Police Services Officer, Police Records Technician, Police Cadets, 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 an assigned section.
- Supervises staff; including 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.
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Participates in the development of related goals, objectives, policies, and procedures.
- Implements and maintains operational procedures consistent with established practices and Government/Penal Code requirements.

- Determines section training needs, develops, implements and coordinates training programs for assigned personnel and oversees training of new staff.
- Institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency.
- 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.
- Responds to inquiries and provides assistance to department personnel regarding section activities and procedures.
- Acts as a liaison to other law enforcement agencies regarding section related responsibilities; and keeps superiors informed of events that may have an impact on the department or City.
- Completes assigned routine and administrative tasks such as preparing work schedules and completing payroll documents.
- 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.
- Responds to emergency calls during work and after normal working hours.
- Manages inventory and obtains/compiles bids for goods or services.

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

Community Affairs

- Coordinates community events and programs;
- Oversees the Volunteer Program; recruits and trains qualified volunteers for various assignments; tracks and evaluates the contribution of volunteers;
- Facilitates the implementation of new volunteer activities and assignments;
- Maintains liaison with other volunteer-utilizing programs in the community and assists in community-wide efforts to recognize and promote volunteering;
- Organizes and assists with programs and activities that create opportunities for department members and community members, including youth, to interact in a positive setting;
- Develops methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe;
- Assists in reviewing the use of department social media to report back on the resources being used, the effectiveness of the content, and trends.

Jail

- Assists the Services Division Commander to manage the overall operations of the Jail Facility;
- Supervises and monitors the daily operation of the City's Type I Jail Facility;
- Ensures compliance with policies, procedures and regulations as established by the department, the jail manual, the Penal Code, California Standards and Training for Corrections (S.T.C.) operations and training mandates, and other applicable law enforcement codes and regulations;
- Assists in the care and custody of prisoners; monitors jail bookings; photographs and fingerprints prisoners; ensures the proper transfer of in-custodies, and the transfer of appropriate paperwork to other agencies;
- Trains, supervises, and evaluates Police Services Officers in the proper procedures for handling prisoners;
- Maintains accurate records of jail operations;
- Oversees the maintenance of the jail facility and equipment within, including but not limited to routine maintenance of the Livescan and Data Master Breathalyzer systems; coordinates the security, maintenance,

and cleanliness of the jail;
- Reviews crime reports taken at the front desk for legal elements, accuracy, and completeness;
- Responds to complaints and conducts initial investigations;
- Recommends improvements to the jail operations and jail manual as appropriate.

Property

- Supervises daily operation of the Property Room;
- Oversees the maintenance of the property facility and equipment within;
- Monitors safety and security of the Property Room and staff;
- Ensures compliance with applicable Federal, State, and Local laws and ordinances;
- Supervises the destruction of narcotics. drugs, and firearms not returned to the owners;
- Prioritizes and assigns work to staff; resolves procedural and work related problems;
- Recommends improvements to Property Room operations.
- Supervises Motor Transport and Court Liaison personnel.

Police Records

- Supervises the daily operation of the Records Division relative to coding, data entry, maintenance, retrieval, purging, sealing, scanning and storing of police records and reports such as crime, arrest, and accident reports;
- Makes recommendations for recordkeeping policies, procedures and systems to improve operations and ensure compliance with new and existing laws;
- Trains staff on proper systems and procedures to ensure compliance with laws, court decisions, rules and regulations relating to the use and confidentiality of police records;
- Approves release or inspection of police reports and monitors collection of fees at public counter;
- Responds to non-routine questions and information requests;
- Compiles or verifies statistical information/reports generated from computerized system;
- Complies with court orders for subpoenaed records;
- Tests and monitors automated recordkeeping programs to ensure accuracy.

Traffic

- Directs and assigns work relating to the Parking Enforcement and crossing guard functions;
- Determines need for services;
- Inspects workstations to observe and evaluate performance;
- Handles public relations, post storage hearings and investigates claims and complaints;
- Maintains time records and logs; prepares a variety of reports;
- May occasionally perform the duties of Police Services Officer (Parking Enforcement) or Crossing Guard;
- Supervises and coordinates special events such as the Armed Forces Day Celebration & Parade and the Fourth of July Celebration.
- Reviews, comments, approves, and/or denies all permits for Special Events, Street Use, and Filming within the City limits.
- Receives and reviews special requests and/or complaints from various platforms including internal and external emails, Accela, and the City's Interactive Communications Officers; assigns work based on need.

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:

- Requests criminal filings and appears in court when required;
- Attends division, department, and community meetings as required;

- Performs special assignments and related duties as required.

QUALIFICATION GUIDELINES

Education and Experience

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

Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a law enforcement environment or similar agency that has provided the knowledge, skills, and abilities necessary in the specific area of assignment.

One year of supervisory or lead work experience is preferred.

An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field, is desirable.

License and/or Certificates

Must possess and maintain a Class C California Driver's License.

Complete a basic supervisory course within one year of appointment.

Incumbents assigned to Police Records must complete within one (1) year of appointment:
Police Officer Standards and Training (POST) Records Supervisor Course and Public Records Act Course, CLETS Basic Course, and the CLETS Train and Trainer Course.

Incumbents assigned to Jail must possess:
Corrections Officer Core Course (as described in Section 1020).
STC or POST Supervisory Core Course (as described in Section 181, Title 15, CCR) *within one (1) year of appointment.*

Knowledge of

- Principles of supervision, training and employee relations;
- Police procedures, rules, regulations and terminology and law enforcement codes as related to assigned functions;
- Computerized law enforcement and public safety information systems;
- Modern office equipment including computers and applicable software applications;
- Municipal codes, police policy and procedures, penal code, vehicles codes, health and safety codes and business and professional code;
- Basic English, grammar, spelling, punctuation, vocabulary, and arithmetic;
- Courtroom and hearing practices;
- Report writing techniques;
- Effective interviewing techniques;
- Effective safety principles and practices;
- City policies and procedures affecting departmental operations;

- City, Department, and Division mission, including strategic goals and objectives;
- General City operations

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

Police Records

- Penal, government and other laws and codes pertaining to the management, reporting and dissemination of criminal and related records and other information.
- County and municipal ordinances and procedures relating to records, warrants, and public counter functions.
- Office practices, procedures, and clerical techniques involved in classifying, indexing, processing, filing, retrieving, and controlling a large volume of records and reports.
- State mandated file purging requirements relative to police records.
- Laws pertaining to privacy and security of criminal history records and laws governing the release of crime report information under the Public Records Act to specific public agencies and the general public;
- Uses of automated data or word processing equipment utilized in records systems.

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;
- Analyze and interpret laws, codes, ordinances and administrative rules and regulations;
- Inspire confidence in subordinate personnel and new employees in training;
- Promote cooperative team work and customer service values among employees;
- 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 effectively with, and respond to, a demanding and diverse public in answering questions, policies, and handling complaints;
- Act independently, exercise sound judgment within established guidelines and maintain confidentiality.
- Understand and interpret rules, regulations and laws related to assigned function;
- Deal tactfully and effectively with the public;
- Interpret, apply and explain section related laws, codes, regulations, and policies;
- 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 those contacted in the course of work;
- Operate modern office equipment, computers and software applications;
- Implement and adhere to City and department rules, regulations and policies that govern assigned services and operations;
- 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:

Must be able and willing to work rotating shifts and holidays.

Requires the ability to drive to specific locations; work outdoors and possible exposure to variable weather conditions. Frequently required to walk, stand, stoop, kneel and use arms, legs, and back to lift and or move up to 50 pounds. Requires back and leg coordination to stoop, kneel, crouch, bend and crawl. Requires use of arms to reach and carry and use of hands to operate, finger and handle objects and controls. Requires sound and visual perception and discrimination, as well as oral communications ability.

Tasks are regularly performed without exposure to adverse environmental conditions. Requires the ability to accurately perceive sounds.

CAREER LADDER INFORMATION

Experience gained in this classification in addition to training and course work may serve to meet the minimum requirements for promotion to Administrative Services Manager.

ESTABLISHED/REVISED DATE

Established Date: December 2010
Revised Date: May 2023
Department Review Date: June 2024
Department Review Date: December 2025

Commission Meeting
December 8, 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR SENIOR ENVIRONMENTAL QUALITY OFFICER

RECOMMENDATION:
Recommendation of the Human Resources Director that your Honorable Body approve conducting the Senior Environmental Quality Officer 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 (6) month eligible list.

BACKGROUND/ANALYSIS:
There is no current eligible list for the classification of Senior Environmental Quality Officer. 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 examinations in 2008 and 2005 were weighted as follows: Application Review (Qualifying), Writing Exercise (20%), and Oral Interview (80%). Staff conducted an analysis of previous exam components, and it was determined that the knowledge and abilities required for this position can be assessed using the following weighting: Application Review (Qualifying) and Oral Interview (100%). The oral interview will assess the candidates' professional and technical expertise, interpersonal and decision-making skills, and oral communication skills.

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) Senior Environmental Quality Officer Class Specification

6E

City of Torrance

ENVIRONMENTAL QUALITY OFFICER, SENIOR

CLASS CODE	3300	**SALARY**	$43.42 - $50.28 Hourly $7,526.13 - $8,715.20 Monthly $90,313.60 - $104,582.40 Annually
BARGAINING UNIT	Engineers Association & Torrance Fiscal Employees Association	**REVISION DATE**	March 01, 1990

DEFINITION

Under supervision, performs complex professional zoning, land use, and environmental enforcement work; interprets and explains codes and regulations; performs administrative and/or training duties as assigned; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

Distinguished from Environmental Quality Administrator in that an incumbent is not responsible for the supervision and management of the Environmental Quality Division. Distinguished from the Environmental Quality Officer in that the incumbent performs the more complex and sensitive duties requiring greater independent judgment and decision-making and is responsible for administrative and/or training tasks.

EXAMPLES OF ESSENTIAL DUTIES

- Conducts the more complex, sensitive, or lengthy environmental zoning, and land use studies related to enforcement and which involve office and field research, coordination with other agencies and analysis and interpretation of data;
- Prepares comprehensive reports regarding enforcement on environmental issues, land use hazardous waste, airport noise, and other topics to be submitted to commissions and City Council, including preparation of charts and graphic materials, and makes related oral presentations;
- Participates in administrative hearings and appeals before commissions and City Council by preparing and defending departmental positions both orally and in writing;
- Reviews acoustical reports submitted by consultants for accuracy, completeness, and conformance to standards; conducts first level of adjudication on environmental cases;
- Recommends prosecution when appropriate and assists the City Attorney's Office in preparing cases, including coordinating with State and County agencies on oil spills and other hazardous waste matters;
- Reviews recommendations for prosecution submitted by Environmental Quality Officers for completeness and oversees the Officer testifying and gives input into the performance evaluation of Environmental Quality Officers; prepares and presents the Division/Department budget;
- Responds to inquiries from the public over the telephone, in person, and in writing.

QUALIFICATION GUIDELINES

Education and Experience

Two years of responsible experience which includes two of the following areas: 1] code/regulation/rule enforcement, 2] aircraft noise abatement, 3] animal control, 4] oil and energy matters, 5]public contact resolving conflicts, 6] public relations, or 7]general administrative experience in a public agency to include analysis, report writing, and budget preparation.

A Master's Degree in a related field [below] may be substituted for one year of this requirement.

Also required is one additional year of responsible professional experience reviewing building related permit applications and inspecting properties, investigating complaints, and enforcing environmental codes and ordinances [i.e. at the level of Environmental Quality Officer].

Graduation from a college or university with a major in Environmental studies, planning, Civil Engineering, Architecture, Public Administration, Business Administration, Political Science, English or a related field or current permanent employment as an Environmental Quality Officer in the City of Torrance as of January 9, 1990.

License and/or Certificates

A valid class C California Driver's License.

Knowledge of

- Fundamental principles and practices of City zoning, planning, and environmental administration;
- Federal, state, and local environmental and planning legislation and regulations;
- Techniques of investigation [including interviewing and fact-finding and enforcement;
- Basic math to include practical application of percentages, fractions, proportions, square footage, and angles;
- Environmental and zoning administration, trends, goals, and objectives.

Ability to

- Collect, analyze, and interpret environmental and zoning data;
- Read, interpret, and explain environmental and zoning codes, laws, and regulations and persuade others to accept a specific action;
- Make field and office investigations and inspections to insure compliance with regulations;
- Read and interpret plans, specifications, and drawings;
- Operate equipment such as sound level measuring equipment, cameras, and audio-visual equipment;
- Make effective written and oral presentations to commissions, committees, and City Council;
- Interact firmly yet diplomatically with the public in order to assure compliance with regulations;
- Train/instruct others in performing Environmental Division duties and gives input into the performance evaluation process;
- Establish and maintain effective working relationships with a variety of people including City personnel, state and federal agencies, developers, and the public.

ESTABLISHED/REVISED DATE

Revised Date: March 1990
Department Review Date: November 2025