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 15, 2025
ADJOURNED 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 Tuesday, December 09, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 Information Technology Manager – Geographic Information Systems (GIS).

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Information Technology Manager – Geographic Information Systems (GIS) 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 three-month eligible list.

7. ADMINISTRATIVE MATTERS

No Business to Consider.

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. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.
Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (14), in public session as requested by the employee 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. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.
Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (15), in public session as requested by the employee 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, December 22, 2025 at 6:00 p.m. in the Council Chamber.

Commission Meeting
December 15, 2025

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR INFORMATION TECHNOLOGY MANAGER – GEOGRAPHIC INFORMATION SYSTEMS (GIS)

RECOMMENDATION:
Recommendation of the Human Resources Director that your Honorable Body approve conducting the Information Technology Manager – Geographic Information Systems (GIS) 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 three-month eligible list.

BACKGROUND/ANALYSIS:
There is no current eligible list for the classification of Information Technology Manager – Geographic Information Systems (GIS).

The new class specification was approved at the City Council meeting on December 2, 2025 and appropriately reflects the position for the examination process. The examination will be based upon the Knowledge and Abilities listed in the Qualification Guidelines section of the attached class specification.

Similar to other management positions, it is recommended that the exam components be weighted as follows: Application Review (Qualifying) and Oral Interview (100%).

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) Information Technology Manager – Geographic Information Systems (GIS) Class Specification

6A

City of Torrance

INFORMATION TECHNOLOGY MANAGER - GEOGRAPHIC INFORMATION SYSTEM (GIS)

CLASS CODE	1534	**SALARY**	$12,055.00 - $18,374.00 Monthly $144,660.00 - $220,488.00 Annually
BARGAINING UNIT	Executive & Management Employees	**ESTABLISHED DATE**	December 04, 2025
REVISION DATE	December 04, 2025		

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.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

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.

Supervision Exercised/Received

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

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.

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.

QUALIFICATION GUIDELINES

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.

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.

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.

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.

CAREER LADDER INFORMATION

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

ESTABLISHED/REVISED DATE

December 4, 2025

Commission Meeting
December 15, 2025

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

Honorable Members:

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

RECOMMENDATION

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (14), in public session as requested by the employee 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, though the matter was heard earlier on October 27, 2025, then continued to December 15, 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

8A

Commission Meeting
December 15, 2025

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. 4th 1272 (2006). Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session. The deliberation of this matter by the Civil Service Commission will occur in closed session.

RECOMMENDATION

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (15), in public session as requested by the employee 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.

The Civil Service Commission commenced the hearing on October 27, 2025, and continued the hearing to December 15, 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

8B

Commission Meeting
December 15, 2025

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

Brianne Cohen
Civil Service Manager

9A

Commission Meeting
December 15, 2025

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

Brianne Cohen
Civil Service Manager

9B