



## Civil Service Commission

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 7:00 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. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Human Resources office, Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Civil Service Manager Stacey Lewis at 310.618.2968. Agendas are posted on the City of Torrance Home Page [www.torrnet.com](http://www.torrnet.com).

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.2939. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

**HOURS OF OPERATION**  
**Monday through Friday from**  
**7:30 a.m. to 5:30 p.m.**  
**Offices are closed alternate**  
**Fridays.**

# CIVIL SERVICE COMMISSION

**CITY COUNCIL CHAMBERS  
CITY HALL  
3031 TORRANCE BOULEVARD  
TORRANCE, CALIFORNIA 90503**

**MONDAY, MARCH 28, 2005  
7:00 P.M.**

## AGENDA

### **CALL TO ORDER ROLL CALL FLAG SALUTE**

### **CONSENT CALENDAR**

Disposed of by a combined motion unless separate consideration is requested by Commission or audience.

1. Motion to Accept and File Affidavit of Posting
2. Request for Excused Absence: Commissioner Tom Brewer
3. Approval of Minutes: December 13, 2004
4. Approval of Minutes: February 14, 2005
5. Approval of Minutes: February 28, 2005
6. Ordering of Examination: Library Assistant I
7. Ordering of Examination: Library Assistant II
8. Ordering of Examination: Police Records Administrator
9. Ordering of Examination: Public Works Supervisor (Concrete)

### **WRITTEN COMMUNICATIONS**

10. Approval of the Proposed Class Specification for Senior Fire Prevention Officer

### **ORAL COMMUNICATIONS**

### **ADJOURNMENT**

**ROLL CALL: Barrantes, Brewer, Doty, Herring, McPhail, Mitchell, Shwarts**

