



Employee Relations Commission

The Employee Relations Committee is comprised of members of the Civil Service Commission that meets on the second and fourth Mondays of each month at 6:00 p.m. in 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 Library, and the City Clerk's Office. Direct any other questions or concerns to Civil Service Manager at 310.618.2967. Agendas are posted on the City of Torrance Home Page www.TorranceCA.Gov

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.2967. 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 alternative Fridays.

TORRANCE EMPLOYEE RELATIONS COMMITTEE (CIVIL SERVICE COMMISSION) MONDAY, JULY 23, 2018 (Meeting will be held in conjunction with the Civil Service Commission meeting, but not before 6:00 p.m.)

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

A G E N D A

1. **CALL TO ORDER**
ROLL CALL/MOTION FOR EXCUSED ABSENCE
2. **REPORT FROM STAFF ON POSTING OF AGENDA**
3. **ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
4. **CONSENT CALENDAR**
4A. Approve Employee Relations Committee Minutes: May 14, 2018 and July 09, 2018 (*Minutes provided to Commission members only, copies available in the Personnel Building*)
5. **ADMINISTRATIVE MATTERS**
5A. Determine Unit for the New Classification of Fire Recruit.
6. **ORAL COMMUNICATIONS #2**
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
7. **ADJOURNMENT**

ROLL CALL: Lewis, Shwartz, Sheikh

Honorable Chairperson and Members
of the Employee Relations Committee
City Hall
Torrance, California

Honorable Members:

SUBJECT: Determine Unit for the New Classification of Fire Recruit

RECOMMENDATION

The City Manager recommends that your Honorable Body approve the attached Resolution assigning the Fire Recruit to the Police and Fire Trainees Resolution.

BACKGROUND

The Fire Recruit participates in a formal training program through a City of Torrance Fire Recruit Academy; receives comprehensive training in firefighting methods, equipment operation, emergency medical training, station, apparatus and equipment maintenance; and successfully completes Fire Academy to become a Fire Fighter. This is the trainee level classification in the series.

Anticipating approval of the class specification by the Civil Service Commission, a recommendation for unit determination for Fire Recruit is submitted for your approval.

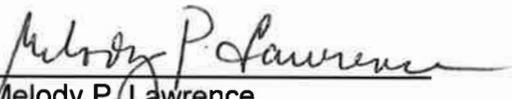
ANALYSIS

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11(f)(2) which states that "the principal criterion shall be whether there is a community of interest among the employees" (Attachment B). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for the Fire Recruit is the Police and Fire Trainees unit.

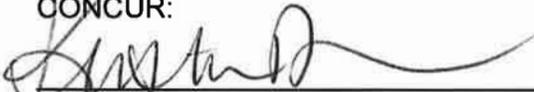
- **Fullest Freedom in the Exercise of Rights**
The Fire Recruit will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level, and therefore share a common interest. They will share common interests within the Police and Fire Trainee Unit, which will assure the Fire Recruit the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.
- **History of Employee Relations in the Unit**
The Police and Fire Trainee Unit has traditionally represented classifications that are similar in nature and level and is therefore appropriate that the Fire Recruit be designated to this unit.
- **Effect on the Efficient Operation to the City**
Designating the Fire Recruit to the Police and Fire Trainee Unit will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that the Fire Recruit will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.
- **Common Skills, Working Conditions, Job Duties, and Educational Requirements**
The Fire Recruit will work in a setting similar to other classifications in the Police and Fire Trainee Unit such as the Police Trainee.
- **Job Duties**
The incumbent in the position will perform duties similar to other classifications in the representation unit, such as the Police Trainee.

- Receives academy instruction in firefighting, hazardous materials handling, rescue techniques, emergency medical procedures, physical fitness techniques, safety procedures, community relations, operation of firefighter equipment.
- Obeys orders of superiors.
- Participates in training and education sessions to include learning Fire Department policies, procedures and other related documents pertaining to fire hazards and fire-fighting techniques.
- Studies fire department rules and regulations, fire hazards and fire-fighting techniques.
- Maintains personal physical fitness by participating in job related physical training.
- Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.
This does not apply as this classification is proposed to be in a single unit.

Respectfully submitted,
KIRSTEN D. ROWE
HUMAN RESOURCES ADMINISTRATOR

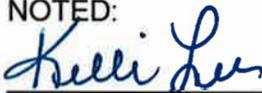
By 
Melody P. Lawrence
Human Resources Manager

CONCUR:


KIRSTEN D. ROWE
Human Resources Administrator


LeRoy J. Jackson
City Manager

NOTED:


Kelli Lee
Civil Service Manager

Attachments:

- Fire Recruit Class Specification
- Torrance Municipal Code Section 14.8.11(f)(2)
- Police and Fire Trainee Unit Classifications
- Resolution

FIRE RECRUIT

Definition

Under immediate supervision, participates in a formal training program through a City of Torrance Fire Recruit Academy; receives comprehensive training in firefighting methods, equipment operation, emergency medical training, station, apparatus and equipment maintenance; and successfully completes Fire academy to become a Fire Fighter.

Distinguishing Characteristics

This is the trainee level classification in the series. This class is distinguished from the Fire Fighter in that the incumbent is in a formal training program to complete a Fire recruit academy. Assignments are given in general terms and are subject to periodic review while in progress and upon completion.

Supervision Exercised/Received

The Fire Recruit reports directly to academy training staff, higher level Fire supervisory or management staff.

Examples of Duties

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

- Receives academy instruction in firefighting, hazardous materials handling, rescue techniques, emergency medical procedures, physical fitness techniques, safety procedures, community relations, operation of firefighter equipment.
 - Obeys orders of superiors.
 - Participates in training and education sessions to include learning Fire Department policies, procedures and other related documents pertaining to fire hazards and fire-fighting techniques.
 - Studies fire department rules and regulations, fire hazards and fire-fighting techniques.
 - Maintains personal physical fitness by participating in job related physical training.
 - Observes and interacts with fire personnel in the performance of firefighting and medical emergency duties.
 - Cleans and services fire-fighting equipment, inspects and tests equipment carried on fire trucks.
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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:

- May operate motor-driven equipment including fire apparatus, automobiles and rescue and supply trucks.
 - Performs training, administrative or related duties as required.
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Qualification Guidelines

Knowledge of:

- Basic functions of a modern fire department;
- Basic concepts of fire science;
- Tool and fire equipment usage and maintenance including fire extinguishers, fog nozzles, and similar equipment;
- First aid methods and basic emergency medical procedures;
- Safety practices related to fire-fighting and fire prevention techniques;
- English usage, spelling, grammar and punctuation;
- Effective customer service techniques;
- Working knowledge of a personal computer, other standard office equipment and software applications used by assigned department.

Ability to:

- Attend, participate and successfully complete the training academy to learn firefighting methods, rescue techniques, equipment operation and maintenance, and defensive driving;
- Demonstrate mechanical aptitude as required to operate fire-fighting equipment;
- Perform mathematical calculations;
- Communicate clearly and concisely both orally and in writing;
- Understand and carry out oral and written directions;
- Establish and maintain effective and cooperative working relationships with City employees and the general public;
- Remain calm in emergencies;
- Learn and apply applicable Federal, State and local laws, codes, ordinances, and departmental policies and procedures pertaining to fire safety and enforcement;
- Learn concepts of fire science;
- Learn to safely operate and utilize fire equipment including fire extinguishers, fog nozzles, and similar equipment and utilize defensive driving techniques to safely operate fire apparatus;
- Learn to raise, lower, and climb ladders;
- Learn salvage and overhaul operations;
- Learn first aid and basic emergency medical procedures;
- Learn the organization, chain of command, and rules and regulations of the Fire Department;
- Learn maintenance procedures and practices.

Licenses and Certifications:

Possession of or ability to attain a valid State of California Class C driver license. Current EMT-1 certification.

Possession of a valid Los Angeles County Paramedic license is highly desirable.

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:

High school graduation or equivalent supplemented by college-level coursework and/or specialized training in fire science.

Completion of a State of California Fire Academy and/or industrial, wildland or military fire-fighting experience is highly desirable.

Lateral Entry: Fire Cadet for the Torrance Fire Department and completion of an accredited California paramedic program.

Special Requirements:

Must be 21 years of age prior to hire date

Work is performed both inside and outside in seasonal climate and weather conditions. Elevated heights, slippery surfaces, oily conditions, dust, dirt, smoke, heat, hazardous substances, chemicals, and odors are conditions frequently encountered. Physical demands include heavy lifting and carrying of fire equipment while working in required protective clothing. Work requires manual dexterity to assemble fittings and perform hose and ladder placement evolutions. Bending, stooping, running, squatting, pulling and climbing are also required. May be required to work in adverse conditions and life threatening emergencies.

May be assigned to work a 24-hour shift schedule in the event of an emergency.

Career Ladder Information:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Firefighter.

TORRANCE MUNICIPAL CODE

SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.

2) In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:

- i) which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
- ii) the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
- iii) the effect of the unit on the efficient operation of the City and sound employer- employee relations;
- iv) the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
- v) the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

Positions Represented by the Police and Fire Trainee Unit

Police Trainee

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF THE
CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE CLASSIFICATION
OF FIRE RECRUIT TO THE POLICE AND FIRE TRAINEE UNIT

WHEREAS, the Employee Relations Committee is responsible for the assignment of all job classifications to an appropriate employee representation unit; and

WHEREAS, the Human Resources Department has created a new Civil Service job classification of Fire Recruit; and

WHEREAS, the City Manager has recommended the classification of Fire Recruit be assigned to the Police and Fire Trainee Unit; and

WHEREAS, the Fire Recruit shares a number of common duties and working conditions with current members of the Police and Fire Trainee Unit; and

WHEREAS, membership in the Police and Fire Trainee Unit will afford the Fire Recruit the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Fire Recruit to the Police and Fire Trainee Unit.

INTRODUCED, APPROVED AND ADOPTED this _____ day of July 2018.

Chair, Employee Relations Committee

ATTEST:

Kelli Lee
Civil Service Manager

APPROVED AS TO FORM:

PATRICK Q. SULLIVAN
CITY ATTORNEY

By _____