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 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. 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 at 310.618.2915. 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 310.618.2915. 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.

Kelli Lee

TORRANCE CIVIL SERVICE COMMISSION
MONDAY, SEPTEMBER 10, 2018
REGULAR MEETING
6:00 P.M.

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

AGENDA

1. **CALL TO ORDER**
   ROLL CALL/MOTION FOR EXCUSED ABSENCE

2. **FLAG SALUTE**

3. **REPORT FROM STAFF ON POSTING OF AGENDA**

4. **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.

5. **CONSENT CALENDAR**
   5A. Approve Civil Service Commission Minutes: August 13, 2018
   (Minutes provided to Commission members only, copies available in the Personnel Building)

   5B. Approve the Examination for Account Clerk.

   5C. Approve the Examination for Wastewater Technician.

6. **ADMINISTRATIVE MATTERS**
   No business to consider

7. **APPEALS**
   No business to consider

8. **HEARING**
   8A. Appeal of Discipline Filed by Bus Operator.
   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.

9. **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.

10. **ADJOURNMENT**

    10A. Adjournment of Civil Service Commission meeting to Monday, September 17, 2018.

ROLL CALL: Lewis, Montoya, Sheikh, Shwarts, Skoll, Wright, Wood

Commission Meeting
September 10, 2018

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR ACCOUNT CLERK

RECOMMENDATION:
Recommendation of the Human Resources Administrator that your Honorable Body approve conducting the Account Clerk examination on an open basis consisting of the following exam components and weights: Application Review (qualifying), Written Test (50%) and Oral Interview (50%). Staff is requesting approval for a one year eligible list.

SALARY:
$20.29 - $21.29 - $22.37 - $23.49 – $24.65 – $25.28 per hour

BACKGROUND/ANALYSIS:
There is no current eligible list for the classification of Account Clerk. There is one vacancy due to a promotion.

The class specification has been reviewed and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications Guidelines section of attached Class Specification.

The previous examinations in 2016 and 2015 were weighted as follows: Application Review (qualifying), Written Test (50%) and Oral Interview (50%). There will be no change in the exam types and weights.

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

KIRSTEN D. ROWE
HUMAN RESOURCES ADMINISTRATOR

By_____
Tina Ortiz
Human Resources Analyst

CONCUR:

_____
Kirsten D. Rowe
Human Resources Administrator

_____
Kelli Lee
Civil Service Manager

Attachment: A) Account Clerk Class Specification

5B

ACCOUNT CLERK

Class Code: 1211

Bargaining Unit: Engineers Association & Torrance Fiscal Employees Association

CITY OF TORRANCE
Revision Date: Jan 1, 2016

SALARY RANGE

$20.29 - $25.28 Hourly
$3,516.93 - $4,381.87 Monthly
$42,203.20 - $52,582.40 Annually

DEFINITION:

Under general supervision, performs clerical work of average difficulty related to keeping or reviewing financial or statistical records; receives and receipts for money; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

An Account Clerk is distinguished from a Senior Account Clerk in that the incumbent is not responsible for assigning or reviewing the work of others. An Account Clerk is distinguished from an Office Assistant in that the incumbents' typing duties are incidental rather than principal to the position and the statistical records kept by Office Assistants do not involve the knowledge and application of basic accounting techniques.

Receives general supervision from a designated manager or supervisor. May receive functional supervision from a Senior Account Clerk; Incumbents have no responsibility for the supervision of others.

Attachment A

EXAMPLES OF ESSENTIAL DUTIES:

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

- Accepts cash, checks and credit card payments for City receivables;
- Receives and receipts for money paid over the counter;
- Keeps records of cash transactions and/or receipts issued;
- Balances cash drawer;
- Opens, verifies, balances, or adjusts accounts such as general ledger, payroll, bonds and grants;
- Prepares or checks invoices, time records, requisitions, purchase orders and similar fiscal documents;
- Maintains various financial records requiring the use of some judgment in choosing from a limited number of alternatives;
- Maintains subsidiary ledgers;
- Compares, schedules, indexes, and files bills, vouchers, warrants, bonds and other records;
- Issues, transfers and cancels bonds;
- Posts, assembles, tabulates and compares financial data;
- Makes arithmetical calculations and checks various statistical or accounting tables and reports;
- Assists in preparing and may type accounting statistical reports, payrolls and schedules;
- Enters transactions into various computer programs in order to record transactions and issue receipts;
- Enters data from a variety of sources into departmental and/or City-wide databases; compiles and verifies data for accuracy and completeness; inputs corrections and updates; and generates reports as scheduled and/or requested;
- Verifies and enters data into computer;
- Interacts with other City employees, vendors and the public to answer questions or refer questions to appropriate source;
- Provides customer service, responds to inquiries from the public, resolves routine problems and provides information about the organization;
- Operates office equipment such as adding machines, calculators, and computers.

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:

- Attends meetings, workshops and seminars as appropriate;
- Serves on various committees as appropriate;
- Performs related duties as required.

MINIMUM QUALIFICATION GUIDELINES:

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

High school graduation or equivalent, preferably including or supplemented by courses in accounting or financial record keeping and two years of experience in one or more of the following areas: accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control; **OR** Associates degree, preferably including or supplemented by courses in accounting or financial record keeping and 1 years of experience in one or more of the following areas: accounts payable, accounts receivable, payroll, trial balance, journal voucher preparation, ledger control; **OR** Bachelor's degree in Accounting or Finance.

License and/or Certificates
None.

Knowledge of

- Practices of financial record keeping including elementary accounting;
- General office practices and familiarity with the operation of fiscal office equipment;
- English usage, grammar, spelling and punctuation;
- Customer relations and public relations techniques, including telephone and online customer etiquette;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- City and Department Mission including strategic goals and objectives;
- Standard office procedures and practices;
- General City operations.

Ability to

- Carry out assigned work without close supervision;
- Make arithmetic calculations quickly and accurately;
- Type accurately;
- Maintain accurate, clear financial and statistical records;
- Maintain attention to detail in a work environment of frequent interruptions;
- Apply, interpret and explain City and Department administrative rules and regulations affecting operations;
- Interact with a wide variety of clientele while retaining a professional work environment;
- Exercise judgment and tact in dealing with the customers in difficult situations;
- Communicate effectively with individuals from diverse socioeconomic, educational and cultural backgrounds;
- Shift priorities as departmental workload demands require;
- Effectively operate a computer and other standard office equipment;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information

- Communicate clearly, both orally and in writing;
- Follow oral and written directions;
- Establish and maintain effective working relationships with other employees, vendors and the public;
- Learn and use automated financial accounting systems and data processing applications;
- Learn and effectively apply the policies and procedures of assigned work unit;
- Learn City departmental operations in order to direct service requests to the appropriate source

SPECIAL REQUIREMENTS:

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

Physical Requirements
On a daily basis, the essential duties of this classification require the ability to sit for extended periods of time in front of a computer screen; to walk to provide customer service and perform other office duties; to reach for files and other lightweight objects; to hear and verbally exchange information with the public, staff and others on the phone and in the office; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to see sufficiently to perform assignments; and to effectively use a telephone, computer keyboard and other office equipment. Frequently, the essential duties of this classification require the ability to stoop and kneel; and occasionally, to climb stairs and to lift, carry push and pull objects weighing up to 15 pounds.

Work Environment
Essential duties of this classification are primarily performed in a dynamic controlled temperature office environment that may include frequent interruptions and/or a high level of public contact.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet the minimum requirements for promotion to Senior Account Clerk.

ESTABLISHED/REVISED DATE:

Revised Date: January 2016

Commission Meeting
September 10, 2018

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR WASTEWATER TECHNICIAN

RECOMMENDATION:
Recommendation of the Human Resources Administrator that your Honorable Body approve conducting the Wastewater Technician examination on a promotional basis consisting of the following exam components and weights: Written Test (20%), Performance Test (50%) and Oral Interview (30%).

SALARY:
$23.12 - $24.29 - $25.49 - $26.76 per hour

BASIS: There is no current eligible list for the classification of Wastewater Technician. There are two (2) vacancies due to transfer and retirement. Staff is requesting approval for a 6-month eligibility list.

Staff recommends conducting the examination for Wastewater Technician on a promotional basis provided that a minimum of eight (8) applications are filed and accepted from City employees. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open basis.

The class specification has been reviewed and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached class specification.

The previous examination in 2016 was weighted as follows: Performance Test (70%) and Oral Interview (30%). A written test component (weighted 20%) is added for this recruitment process to ensure candidates possess the knowledge, skills, and abilities required of the position.

Respectfully submitted,

KIRSTEN D. ROWE
HUMAN RESOURCES ADMINISTRATOR

By _____
Julie DeZiel
Senior Human Resources Analyst

CONCUR:

_____
Kirsten D. Rowe
Human Resources Administrator

_____
Kelli Lee
Civil Service Manager

Attachment: A) Wastewater Technician Class Specification

5C

WASTEWATER TECHNICIAN

Class Code: 5708

Bargaining Unit: Torrance Municipal Employees (AFSCME Local 1117)

CITY OF TORRANCE
Established Date: Mar 1, 2009

SALARY RANGE

$23.12 - $26.76 Hourly
$4,007.47 - $4,638.40 Monthly
$48,089.60 - $55,660.80 Annually

DEFINITION:

Under general supervision, performs a variety of routine duties to assist with the servicing, cleaning, maintenance, inspection and repair of the City's wastewater collection systems; learns to safely operate a sewer vacuum truck, video truck and a variety of manual and power driven equipment, devices and tools; cleans and ensures maintenance of all assigned vehicles, equipment and tools; and performs related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Wastewater Technician is the journey level classification in the Wastewater Technician series. Incumbents in this classification are distinguished from the Maintenance Worker by the ability to perform the full range of assigned duties and tasks under general supervision, the safe operation of assigned tools and equipment, and a greater complexity of work assignments. Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets.

Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

EXAMPLES OF ESSENTIAL DUTIES:

ATTACHMENT A

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

- Reads sewer and storm drain system maps to locate manholes, sewer lines and connections;
- Uses a variety of hydro-jet equipment to clean and maintain the City's sewer systems and storm drain facilities;
- Uses a variety of manual and power driven equipment, devices and tools to clean, repair and replace pumps and valves at sewer lift and storm drain pumping stations;
- Locates breaks in sewer line and storm drain pipes; excavates and shores trenches; repairs, replaces or installs new sewer and/or storm drain pipes as appropriate;
- Safely operates large trucks, backhoes, skip loaders and a variety of manual and power-driven equipment, devices and tools; tows equipment to job sites;
- Inspects assigned equipment daily to ensure safe and reliable operation;
- Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew;
- Responds to routine questions from the public relative to clogged drains or system breaks and refers unresolved complaints to supervisor for resolution;
- Prepares a variety of routine reports and maintains a variety of system, equipment and work activity logs and records;
- Responds to various sewer maintenance emergencies and may be subject to call out during non-work hours.

Example 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 provide training to less-experienced staff or Maintenance Workers;
- May set flow and sample meter devices;
- Performs other job-related duties as required.

MINIMUM QUALIFICATION GUIDELINES:

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

A minimum of one (1) year of responsible experience performing inspection, construction, maintenance and servicing of wastewater collection comparable to the work performed by a Maintenance Worker assigned to Wastewater which includes completion of required training and attainment of required proficiency, licenses and certifications.

Licenses and/or Certificates
Possess and maintain a valid Class B California Driver's License with appropriate endorsements; and forklift certification prior to the completion of the probationary period.

Knowledge of

- Methods, practices, equipment, tools, and materials used in the inspection, cleaning, maintenance and repair of wastewater collection systems;
- Safety practices applicable to biohazard conditions and wastewater collection systems cleaning, maintenance and repair;
- Pumps and valves used in sewer lift pumping stations;
- Basic methods and use of hand and power tools, materials and equipment used in public works maintenance and construction work;
- Safe work methods and pertinent safety regulations;
- Basic safety and first aid practices;
- Effective public service techniques.

Ability to

- Safely and effectively operate all types of specialized wastewater collection system maintenance equipment;
- Perform heavy physical labor safely for extended periods;
- Work in confined spaces;
- Wear specialized breathing apparatus;
- Safely and properly set up work sites on public streets;
- Prepare and maintain a variety of routine system, equipment and work activity reports and records;
- Follow and understand oral and written instructions, including wastewater collection system maps, work orders, safety and operating manuals and a variety of policies, procedures, rules and regulations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Perform heavy and sustained manual labor;
- Effectively follow oral and written instructions;
- Learn and effectively perform work methods specific to the maintenance of wastewater collection systems;
- Follow work safety procedures and practices;
- Safely and effectively operate a variety of hand and power tools and equipment;
- Operate vehicles while observing legal and defensive driving practices;
- Complete basic time and activity records and reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work.

SPECIAL REQUIREMENTS:

Incumbents may be subject to call-out during non-working hours; may be required to wear breathing apparatus to safely perform duties of the job and may perform work in confined spaces.

Physical Requirements
On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, and crouch, to reach, to sit and stand for long periods of time; to walk; to lift, push, pull and carry objects weighing up to 75 pounds and/or weighing up to 200 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

Work Environment
Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is performed on a daily basis in an atmosphere of constant noise, around moving objects and vehicles, on ladders and scaffolding, and below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, chemicals, treated water, and untreated sewage, and must work in confined spaces. On a less frequent basis, incumbents perform duties around machinery with moving parts, with hands in water and may be exposed to electrical energy.

CAREER LADDER INFORMATION:

If incumbent possesses a class B California driver license, experience gained as a Wastewater Technician level may serve to meet minimum qualifications for transfer to the classification of Equipment Operator or Sanitation Equipment Operator or promotion to Public Works Supervisor.

Established Date: March 2009