



## 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 Acting Civil Service Manager, Viet Hoang 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 310.618.2968. 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, JANUARY 28, 2008  
6:00 P.M.**

## AGENDA

### **CALL TO ORDER**

### **ROLL CALL**

### **FLAG SALUTE**

### **ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**

### **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 Inactive Status: Keith Lee
3. Ordering of Examination: Police Records Supervisor
4. Ordering of Examination: Graphics Designer

### **WRITTEN COMMUNICATIONS**

5. Approval of the Revised Class Specification for Systems Analyst
6. Reclassification of Information Technology Analyst to Systems Analyst
7. Appointment of a Vice-Chair for the Civil Service Commission, and One Member for the Employee Relations Committee
8. Training Session on the Brown Act
9. Training Session on the Disciplinary Hearing Process

### **ORAL COMMUNICATIONS #2**

### **ADJOURNMENT**

**ROLL CALL: Dean, Rizzardi, Shwartz, Skoll, Stadler, Wood, Doty**