



## 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, Laura Lohnes at 310.618.2967. Agendas are posted on the City of Torrance Home Page [www.TorranceCA.Gov](http://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 alternate  
Fridays.

# SPECIAL MEETING OF THE CIVIL SERVICE COMMISSION

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

MONDAY, MARCH 5, 2012  
6:00 P.M.

## AGENDA

### CALL TO ORDER

### ROLL CALL

### MOTIONS FOR EXCUSED ABSENCE – Commissioner Stadler, Commissioner Shwartz

### FLAG SALUTE

### REPORT FROM STAFF ON POSTING OF AGENDA

### 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.

### CONSENT CALENDAR

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

1. Ordering of Examination: Fire Fighter
2. Ordering of Examination: Cement Finisher
3. Ordering of Examination: Equipment Attendant
4. Ordering of Examination: Structural Plans Examiner
5. Approval of Minutes for January 23, 2012 (*Minutes provided to Commission members only, copies available in the Personnel Building*)

### ADMINISTRATIVE MATTERS

6. Approval for the revised class specification for Fire Fighter
7. Approval for the revised specification Fleet Services Manager
8. Approval for the revised specification: Fire Prevention Manager

ROLL CALL: Dean, Doty, Montoya, Shwartz, Skoll, Wright, Stadler

9. Follow-Up Request to Investigate Grievance

10. Appeal by David Fowler of Eligibility List for the position of Mechanic

11. In the matter of Anita Foxx: Consider request for continuance by applicant; Consider extending the date of expiration of the eligibility list for Public Safety Dispatcher *nunc pro tunc*; Consider appeal of Anita Foxx's disqualification from the Eligible List for Public Safety Dispatcher (Item is an employment matter to be considered in closed session per California Government Code 54957.)

#### **HEARING**

12. Conduct a public hearing to consider proposed changes to the Civil Service Rules of Order and Adopt a RESOLUTION authorizing the adoption of Rules of Order for use by the Civil Service Commission that are based on the Rules of Order used by the Torrance City Council (continued from January 9, 2012)

#### **ORAL COMMUNICATIONS #2**

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#### **ADJOURNMENT**