



**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 Laura Lohnes 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 310.618.2939. 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.

EMPLOYEE RELATIONS COMMITTEE (CIVIL SERVICE COMMISSION)

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

**MONDAY, NOVEMBER 26, 2012
6:00 P.M.**

AGENDA

Meeting will be held in conjunction with the Civil Service Commission meeting, but not before 6:00 p.m.

CALL TO ORDER

ROLL CALL

ORAL COMMUNICATIONS

1. Approval of Minutes: April 23, 2012
2. Unit determination for the New Classification of Human Resources Administrator

ORAL COMMUNICATIONS

ADJOURNMENT

ROLL CALL: Montoya, Skoll, Dean