

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

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.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA  
MONDAY, APRIL 13, 2026  
REGULAR MEETING  
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER  
AT 3031 TORRANCE BL.**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Adelsman, Hamada, Herring, Kartsonis, Kohus, Sasaki,  
Chair Lohnes

**2. FLAG SALUTE:**

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

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, April 9, 2026.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS (Limited up to a 30-minute period)**

*This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 2 minutes per speaker.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approve Civil Service Commission Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of January 26, 2026, February 9, 2026 and February 23, 2026.

**6B. Accept and File Employee Transition Report for February and March 2026.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of February and March 2026.

## 7. ADMINISTRATIVE MATTERS

No Business to Consider.

## 8. HEARINGS

**8A. Conduct Hearing on the Appeal of Discipline of a Torrance Police Officer (14). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 1272 (2006). 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. The deliberation of this matter by the Civil Service Commission will occur in closed session.**

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (14), in public session as requested by the employee and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

## 9. CLOSED SESSION

**9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):**

1) Appeal of Discipline of a Torrance Police Officer (14).

## 10. COMMISSION ORAL COMMUNICATION

## 11. ADJOURNMENT

**11A.** Adjournment of Civil Service Commission Meeting to Monday, April 20, 2026 at 6:00 p.m. in the Council Chamber.



January 26, 2026

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE CIVIL SERVICE COMMISSION**

**1. CALL TO ORDER**

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on Monday, January 26, 2026, in the LeRoy J. Jackson Council Chamber at 3031 Torrance Boulevard.

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

Present: Commissioners Adelsman, Hamada, Kartsonis, Sasaki and Chair Lohnes

Absent: Commissioners Herring and Kohus

Also Present: Deputy City Attorney Gonzague, Counsel for the Commission,  
Senior Human Resources Analyst Chaparro,  
Senior Human Resources Technician Arechiga.

**MOTION:** Commissioner Kartsonis moved to approve excused absences for Commissioners Herring and Kohus; motion was seconded by Commissioner Hamada. The motion passed by a roll call vote. (Absent Commissioners Herring and Kohus)

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Kartsonis.

**3. REPORT ON THE POSTING OF THE AGENDA**

Senior Human Resources Analyst Chaparro stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Wednesday, January 21, 2026.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED AND/OR SUPPLEMENTAL ITEMS**

Senior Human Resources Analyst Chaparro stated that there were no items.

**5. ORAL COMMUNICATIONS #1**

None

**7. ADMINISTRATIVE MATTERS (taken out of order)**

**7A. Approve Revised Class Specification for Central Services Coordinator**

Principal Human Resources Analyst Melgoza presented the report for the item and noted the changes in the class specification. In response to a question from Commissioner Kartsonis on the length of time since last revision, he explained that the previous employee had held the job for over 30 years.

There was no public comment.

**MOTION:** Commissioner Kartsonis moved to approve Item 7A – Revised Class Specification for Central Services Coordinator; motion was seconded by Commissioner Sasaki. The motion passed by a roll call vote. (Absent Commissioners Herring and Kohus)

**7B. Approve Revised Class Specification for Fleet Services Manager**

Principal Human Resources Analyst Melgoza presented the report for the item and noted the changes in the class specification and added that the specification had last been revised in 2012.

In response to a question from Chair Lohnes, Principal Human Resources Analyst Melgoza explained that these changes applied to Fleet Services.

Responding to a question from Chair Lohnes, General Services Manager Mergerdichian clarified that the career ladder of this position did also qualify for Transit and noted that both divisions had automotive repair shops and comparable positions: General Services repaired the City fleet, while Transit repaired buses.

In response to a question from Chair Lohnes, Human Resources Director Khajavi stated that the position was a management position and would not go through the meet and confer process, but confirmed that the changes would also apply to Transit, as they were very general changes. She noted that the vacancy was in General Services, which would be reflected in the job posting.

Responding to a question from Commissioner Kartsonis, Principal Human Resources Analyst Melgoza confirmed that the changes in red were his edits and the changes in blue were the General Services Director's edits, to document their joint review of the specification.

There was no public comment.

**MOTION:** Commissioner Sasaki moved to approve Item 7B - Revised Class Specification for Fleet Services Manager; motion was seconded by Commissioner Kartsonis. The motion passed by a roll call vote. (Absent Commissioners Herring and Kohus)

**6. CONSENT CALENDAR**

**6A. Approve the Examination for Central Services Coordinator**

**6B. Approve the Examination for Fleet Services Manager**

**MOTION:** Commissioner Hamada moved to approve Items 6A and 6B: Approve the Examination for Central Services Coordinator and Approve the Examination for Fleet Services Manager; motion was seconded by Commissioner Adelsman. The motion passed by a roll call vote. (Absent Commissioners Herring and Kohus)

**8. HEARING**

No Business to Consider

9. **CLOSED SESSION**

No Business to Consider

10. **COMMISSION ORAL COMMUNICATIONS**

None

11. **ADJOURNMENT**

11A. **Adjournment of Civil Service Commission meeting to Monday, February 9, 2026**

**MOTION:** At 6:15 p.m., Commissioner Sasaki moved to adjourn the meeting to Monday, February 9, 2026 at 6:00 p.m. in the LeRoy J. Jackson Council Chamber and was seconded by Commissioner Kartsonis. The motion passed by a roll call vote. (Absent Commissioners Herring and Kohus)

DRAFT SUBJECT TO APPROVAL

February 9, 2026

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE CIVIL SERVICE COMMISSION**

**1. CALL TO ORDER**

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on Monday, February 9, 2026, in the LeRoy J. Jackson Council Chamber at 3031 Torrance Boulevard.

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

Present: Commissioners Adelsman, Herring, Kartsonis, Kohus and Chair Lohnes

Absent: Commissioner Hamada and Sasaki

Also Present: \*Deputy City Attorney Litvin, Counsel for the Commission,  
Civil Service Manager Cohen,  
Senior Human Resources Analyst Chaparro,  
Human Resources Technician Pietrantonio.

Present for Items 8A: Attorney Bent, Attorney Grether, Attorney Yu, Police Lieutenant Moreno and Julian Vazquez

**MOTION:** Commissioner Herring moved to approve excused absences for Commissioners Hamada and Sasaki; motion was seconded by Commissioner Adelsman. The motion passed by a roll call vote. (Absent Commissioners Hamada and Sasaki)

\*Deputy City Attorney Litvin left the meeting at 6:03 p.m.

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Kohus.

**3. REPORT ON THE POSTING OF THE AGENDA**

Senior Human Resources Analyst Chaparro stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Wednesday, February 4, 2026.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED AND/OR SUPPLEMENTAL ITEMS**

Senior Human Resources Analyst Chaparro stated that there were no items.

**5. ORAL COMMUNICATIONS #1**

None

**6. CONSENT CALENDAR**

**6A. Approve Civil Service Minutes for November 10, 2025, December 8, 2025, December 15, 2025, December 22, 2025 and January 12, 2026.**

- 6B. **Accept and File Employee Transition Report for December 2025 and January 2026.**
- 6C. **Approve the Examination for Information Technology Analyst – Applications and Analytics**
- 6D. **Approve the Examination for Information Technology Analyst –Infrastructure**
- 6E. **Approve the Examination for Systems Analyst – Applications and Analytics**
- 6F. **Approve the Examination for Systems Analyst – Cybersecurity**
- 6G. **Approve the Examination for Systems Analyst – Infrastructure**

**MOTION:** Commissioner Kohus moved to approve the Consent Calendar; motion was seconded by Commissioner Kartsonis. The motion passed by a roll call vote. (Absent Commissioners Hamada and Sasaki)

**7. ADMINISTRATIVE MATTERS**

No Business to Consider

**8. HEARING**

**8A. Conduct Hearing on the Appeal of Discipline of a Torrance Police Officer (14).** *(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 1272 (2006)). 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.*

At 6:03 p.m. the Commission convened the appeal in open session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

Deputy City Attorney Litvin left the meeting at 6:03 p.m.

Chair Lohnes stated that the hearing would be conducted in open session, as requested by the employee.

Members of the public spoke.

Chairperson Lohnes ordered a recess from 6:24 p.m. to 6:37 p.m.

Chairperson Lohnes ordered a recess from 7:18 p.m. to 7:28 p.m.

Chairperson Lohnes ordered a recess from 7:58 p.m. to 8:07 p.m.

Chairperson Lohnes ordered a recess from 8:58 p.m. to 9:13 p.m.

Chairperson Lohnes concluded the hearing at 9:51 p.m. and stated that the hearing would continue on February 23, 2026.

**9. CLOSED SESSION**

Civil Service Manager Cohen confirmed that Item 9A could be withdrawn, as it was not required for the agenda item.

**10. COMMISSION ORAL COMMUNICATIONS**

None

**11. ADJOURNMENT**

**11A. Adjournment of Civil Service Commission meeting to Monday, February 23, 2026**

**MOTION:** At 9:53 p.m., Commissioner Adelman moved to adjourn the meeting to Monday, February 23, 2026 at 6:00 p.m. in the LeRoy J. Jackson Council Chamber and was seconded by Commissioner Kohus. The motion passed by a roll call vote. (Absent Commissioners Hamada and Sasaki)

DRAFT SUBJECT TO APPROVAL

February 23, 2026

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE CIVIL SERVICE COMMISSION**

**1. CALL TO ORDER**

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on Monday, February 23, 2026, in the LeRoy J. Jackson Council Chamber at 3031 Torrance Boulevard.

**ROLL CALL/MOTION FOR EXCUSED ABSENCE**

Present: Commissioners Adelsman, Hamada, Herring, Kartsonis, Kohus, Sasaki and Chair Lohnes

Absent: None

Also Present: \*Deputy City Attorney Litvin, Counsel for the Commission,  
Civil Service Manager Cohen,  
Senior Human Resources Technician Arechiga.

Present for Item 8A: Attorney Bent, Attorney Grether, Attorney Yu, Police Lieutenant Moreno, and Julian Vazquez

\*Deputy City Attorney Litvin left the meeting at 6:05 p.m.

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Kohus.

**3. REPORT ON THE POSTING OF THE AGENDA**

Civil Service Manager Cohen stated that the agenda for the Civil Service Commission was posted on the Public Notice Board and on the City's website on Wednesday, February 18, 2026.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED AND/OR SUPPLEMENTAL ITEMS**

Civil Service Manager Cohen stated that there were no items.

**5. ORAL COMMUNICATIONS #1**

None

**7. ADMINISTRATIVE MATTERS (Considered Out of Order)**

**7A. Approve the Revised Class Specification for Public Works Director**

Principal Humans Resources Analyst Navarro presented the report for the item.

There was no public comment.

**MOTION:** Commissioner Kohus moved to approve the Administrative Matters, Item 7A: Approve the Revised Class Specification for Public Works Director; motion was seconded by Commissioner Herring. The motion passed by a roll call vote.

6. **CONSENT CALENDAR**

6A. **Approve the Examination for Public Works Director**

**MOTION:** Commissioner Sasaki moved to approve the Consent Calendar; motion was seconded by Commissioner Herring. The motion passed by a roll call vote.

8. **HEARING**

8A. **Conduct Hearing on the Appeal of Discipline of a Torrance Police Officer (14).** *(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 1272 (2006)). 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.*

At 6:05 p.m. the Commission convened the appeal in open session. The court reporter's notes of the hearing are hereby incorporated into these minutes.

Deputy City Attorney Litvin left the meeting at 6:05 p.m.

Chair Lohnes stated that the hearing would be conducted in open session, as requested by the employee.

Members of the public spoke.

Chairperson Lohnes ordered a recess from 7:10 p.m. to 7:23 p.m.

Chairperson Lohnes ordered a recess from 8:28 p.m. to 8:42 p.m.

Chairperson Lohnes concluded the hearing at 10:18 p.m. and stated that the hearing would continue on March 2, 2026.

9. **CLOSED SESSION**

Civil Service Manager Cohen confirmed that Item 9A could be withdrawn, as it was not required for the agenda item.

10. **COMMISSION ORAL COMMUNICATIONS**

None

11. **ADJOURNMENT**

11A. **Adjournment of Civil Service Commission meeting to Monday, March 2, 2026**

**MOTION:** At 10:19 p.m., Commissioner Herring moved to adjourn the meeting to Monday, March 2, 2026 at 6:00 p.m. in the LeRoy J. Jackson Council Chamber and was seconded by Commissioner Adelsman. The motion passed by a roll call vote.

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

**Honorable Members:**

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR FEBRUARY AND MARCH 2026**

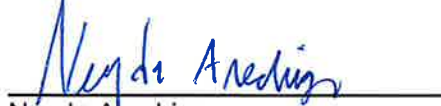
**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the months of February and March 2026.

**BACKGROUND/ANALYSIS:**

The Employee Transition Report for February and March 2026 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga  
Senior Human Resources Technician

CONCUR:



for Brianne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for February and March 2026

**EMPLOYEE TRANSITION REPORT  
FEBRUARY AND MARCH 2026**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

**INTERNAL PROMOTIONS**

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Ambulance Operator	Fire	Fire Recruit	Fire
Environmental Quality Officer	Community Development	Senior Environmental Quality Officer	Community Development
Police Officer	Police	Police Sergeant	Police
Police Officer Recruit	Police	Police Officer	Police
Police Officer Recruit	Police	Police Officer	Police
Police Officer Recruit	Police	Police Officer	Police
Police Officer Recruit	Police	Police Officer	Police
Police Sergeant	Police	Police Lieutenant	Police
Program Specialist	Community Services	Instructor I	Community Services
Program Specialist	Community Services	Senior Program Specialist	Community Services
Relief Bus Operator	Transit	Bus Operator	Transit

**NEW HIRES**

TITLE	DEPARTMENT
Account Clerk	Finance
Administrative Analyst	Community Services
Administrative Analyst	Finance
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit

**NEW HIRES CONT.**

Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Auto Parts Storekeeper	Transit
Building Inspector	Community Development
Building Inspector	Community Development
Custodian	General Services
Custodian	General Services
Engineering Technician III	Public Works
Equipment Attendant	General Services
Facilities Operations Attendant	General Services
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Fire Recruit	Fire
Information Technology Manager	Information Technology
Intern I	Information Technology
Legal Assistant II	City Attorney's Office
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Maintenance Worker	Public Works
Management Aide	City Clerk's Office
Management Aide	City Manager's Office
Management Aide	City Manager's Office
Management Aide	Community Services
Management Aide	Community Services
Management Aide	Finance
Management Aide	Finance
Management Aide	Human Resources
Mechanic	General Services
Permit Technician I	Community Development
Police Cadet	Police
Police Officer	Police
Police Officer	Police
Police Officer Recruit	Police
Police Officer Recruit	Police
Police Officer Recruit	Police
Police Officer Recruit	Police

**NEW HIRES CONT.**

Police Records Technician	Police
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Program Specialist	Community Services
Public Safety Dispatcher	Police
Sanitation Equipment Operator	Public Works
Senior Program Specialist	Community Services
Senior Program Specialist	Community Services
Senior Program Specialist	Community Services
Theater Technician	General Services
Transit Equipment Attendant	Transit
Transit Equipment Attendant	Transit

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

**Honorable Members:**

**SUBJECT: CONDUCT HEARING ON THE APPEAL OF DISCIPLINE OF A TORRANCE POLICE OFFICER (14). Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 1272 (2006). 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. The deliberation of this matter by the Civil Service Commission will occur in closed session.**

**RECOMMENDATION**

Recommendation of the Civil Service Manager that the Civil Service Commission conduct a hearing to consider the appeal of discipline of a Police Officer (14), in public session as requested by the employee and that the Civil Service Commission's deliberation of this matter shall occur in closed session.

**BACKGROUND/ANALYSIS:**

On April 09, 2025, Civil Service staff received an appeal of discipline for Police Officer (14). Under the provisions of Torrance Municipal Code Section 14.47.9, upon written request filed by an employee who has been disciplined under this Article, the Civil Service Commission shall set a date for and hold a hearing.

Counsel for the employee confirmed the request for an open hearing at the pre-hearing conference on July 31, 2025.

The Civil Service Commission commenced the hearing on April 14, 2025, and continued the hearing to August 25, 2025, then November 3, 2025, though the matter was heard earlier on October 27, 2025, then continued to December 15, 2025. The hearing is scheduled to continue on January 12, February 9, February 23, March 2, March 9, April 13, April 20, May 18, June 8, and July 13.

Respectfully submitted,



Brianne Cohen  
Civil Service Manager

Attachment A: Hearing Exhibits (Available via Electronic Link)

Hearing exhibits for the appeal of discipline of a Torrance Police Officer (14) are accessible via the following link: <https://bit.ly/PO14Exhibits>

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

**Honorable Members:**

**SUBJECT: CIVIL SERVICE COMMISSION CLOSED SESSION**

The Civil Service Commission will meet in Closed Session for the following purpose:

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

- 1) Appeal of Discipline of a Police Officer (14).

Respectfully submitted,

*Brianne Cohen*

Brianne Cohen  
Civil Service Manager