

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, FEBRUARY 23, 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 Wednesday, February 18, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 the Examination for Public Works Director.

Recommendation of the Human Resources Director that your Honorable Body recommend to the City Council to approve conducting the Public Works Director examination on an open basis, consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

7. ADMINISTRATIVE MATTERS

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

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Public Works Director and forward it to the City Council for approval.

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. 4th 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, March 2, 2026 at 6:00 p.m. in the Council Chamber.



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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR PUBLIC WORKS DIRECTOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body recommend to the City Council to approve conducting the Public Works Director examination on an open basis, consisting of the following exam components and weights: Application Review (Qualifying) and an Oral Interview (100%). Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS:

There is no current eligible list for the classification of Public Works Director. The current Public Works Director has announced his intent to retire effective May 2026, creating a need to conduct an examination.

The Human Resources Director is recommending an open examination to expand the pool of Public Works Director candidates to provide the broadest range of candidates who best meet the needs of the City and the Public Works Department. Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. Both internal and external candidates will be encouraged to apply and participate in the examination process.

Similar to other Department Head examinations, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

Anticipating approval by your Honorable Body tonight, and the City Council at their meeting on February 24, 2026, the revised Class Specification will appropriately reflect the position for the examination process.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By Anaid Navarro
Anaid Navarro
Principal Human Resources Analyst

CONCUR:

Hedieh Khajavi
Hedieh Khajavi
Human Resources Director

NOTED:

Brianne Cohen
Brianne Cohen
Civil Service Manager

6A

Public Works Director

Definition

Under general administrative direction, plans, organizes, directs, and integrates departmental functions which include: Administration (departmental support services and customer service); Engineering (design, construction, and management of the Capital Improvement Program, including traffic engineering); Street Operations (streets, sidewalks, and alleys); Traffic and Lighting; Streetscape (public right-of-way trees and landscaped areas); Sanitation (storm drains, sewer collection systems, solid waste and recycling, street sweeping, and illegal dumping abatement); and the Torrance Municipal Water System (water supply and distribution, water resources, and water quality). Provides executive oversight of the Traffic Commission and Water Commission. Represents the Department to City management, the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Public Works Director is directly responsible to the City Manager for the performance of duties. Distinguished from division managers in that the incumbent is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over division managers, professional, supervisory, and support staff.

Examples of Essential Duties

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

- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards.
- With managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities.
- Directs, plans, and organizes, through subordinate staff, the operation and maintenance of streets, highway and traffic and lighting systems; sewer and storm drain facilities; municipal water systems; streetscape (curb, gutter, sidewalks, street trees and roadway landscape areas); sanitation and wastewater collection and disposal.
- Directs, plans, and organizes, through subordinate staff, the design and construction of public works infrastructure and coordination of capital improvement programs.
- Manages and directs the development of a five (5) year Capital Improvement Program (CIP) of public infrastructure projects.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.

- Provides leadership and works with managers to develop and retain highly competent and customer service oriented staff through selection, compensation, training, and management practices which support the City's mission and values.
- Directs the development of and monitors performance against the annual department budget.
- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Integrates the efforts and results of managers in the Public Works Department.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required.
- Participates on external committees, boards, and task forces as appropriate.

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:

- Conducts, attends, and/or participates in meetings as required.
- Receives, responds to, and resolves difficult and sensitive inquiries and complaints.
- Performs related duties as required.

Minimum Qualification Guidelines

Knowledge of:

- Operational characteristics, services and activities of a comprehensive engineering program.
- Civil Engineering principles and practices as applied to the field of municipal public works, design, construction, operation and maintenance.
- Principles and practices of public administration, including purchasing, preparation and administration of departmental budget.
- Procedures and methods for the construction of public works projects.
- Functions of public streets, sanitation and water operations.
- Management and supervisory principles and practices.
- High quality customer service methodology and principles.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Applicable Federal, State and local regulations.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Core Competencies

- Decision Making - Choosing optimal courses of action in a timely manner.
- Delegating - Sharing responsibility, authority, and accountability.
- Handling Conflict - Managing interpersonally strained situations.
- Influencing - Affecting or changing others' positions and opinions.
- Leadership - Guiding and encouraging others to accomplish a common goal.
- Leveraging Technology - Applying technology for improvements in organizational efficiency and effectiveness.

- Managing Change - Addressing key factors that influence successful organizational change.
- Managing Performance - Ensuring superior individual and group performance.
- Oral & Written Communication - Communicate effectively in dialogue and in writing.
- Organizational Systems Thinking - Comprehending the organization as a system of integrated and interdependent functions.
- Political & Organizational Savvy - Working skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Presentation Skill - Formally delivering information to groups.
- Professional & Technical Expertise - Applying technical subject matter to the job.
- Professional Impact - Presenting oneself as a positive representative of the organization.
- Professional Integrity & Ethics - Displaying honesty, adherence to principles, and personal accountability.
- Relationship Building - Establishing rapport and maintaining mutually productive relationships.
- Strategic Perspective - Evaluating immediate actions in context of achieving long range objectives.

License and Certificate

Must possess and maintain a valid California Class C Driver's License.

Registration as a licensed Civil Engineer in the State of California is highly desirable.

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:

Bachelor's degree from a college or university in Civil Engineering or a related field; **or**

Registration as a licensed Civil Engineer in the State of California; **and**

Ten (10) years of progressively responsible experience in the administration and management of a comprehensive Public Works/City Engineering program which includes at least five (5) years of experience at the management level.

Master's degree in Civil Engineering, Public or Business Administration or a related field is desirable.

Special Requirements

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, to use standard office equipment, such as computers and cellular phones. Tasks require color and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Requires operation of a motor vehicle for site visits and to attend off-site meetings and trainings.

Work may be required on evenings and weekends as needed.

Career Ladder Information

Experience gained in this classification may serve to meet the qualifications guidelines for City Manager.

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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR PUBLIC WORKS DIRECTOR

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve the revised class specification for Public Works Director and forward it to the City Council for approval.

BACKGROUND/ANALYSIS:

The class specification for Public Works Director was last revised in 2004. Staff conducted a comprehensive review of the classification and determined that revisions were necessary to reflect the Department's current organizational structure and operational responsibilities.

The following revisions were made:

- The **Definition Section** was updated to reflect the Department's current functional areas, including Administration, Engineering, Street Operations, Traffic and Lighting, Streetscape, Sanitation, and the Torrance Municipal Water System. References to functions that are no longer under the Public Works Department were removed. Executive oversight of the Traffic Commission and Water Commission was also clarified.
- The **Supervision Exercised/Received, Examples of Essential Duties, and Examples of Other Duties Sections** were revised to ensure alignment with current operational practices and organizational structure.
- The former "**Ability to**" **Section** was replaced with a **Core Competencies Section**. Core competencies are utilized to identify the leadership, management, and technical capabilities required for success in the classification and are aligned with the City's Standards.
- The **Special Requirements Section** was updated for clarity and consistency with current format standards.
- A **Career Ladder Information Section** was added for consistency with other executive-level classifications.

These revisions ensure the class specification accurately reflects the current duties and expectations of the Public Works Director while maintaining the established minimum qualifications for the position.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Anaid Navarro
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Revised Class Specification for Public Works Director
B) Existing Class Specification Public Works Director
C) Organizational Chart of the Public Works Department

7A

Public Works Director

Definition

Under general administrative direction, plans, organizes, directs, and integrates departmental functions which include: Administration (departmental support services and customer service); Engineering (design, construction, and management of the Capital Improvement Program, including traffic engineering); Street Operations (streets, sidewalks, and alleys); Traffic and Lighting; Streetscape (public right-of-way trees and landscaped areas); Sanitation (storm drains, sewer collection systems, solid waste and recycling, street sweeping, and illegal dumping abatement); and the Torrance Municipal Water System (water supply and distribution, water resources, and water quality). Provides executive oversight of the Traffic Commission and Water Commission. Represents the Department to City management, the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Public Works Director is directly responsible to the City Manager for the performance of duties. Distinguished from division managers in that the incumbent is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over division managers, professional, supervisory, and support staff.

Examples of Essential Duties

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

- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards.
- With managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities.
- Directs, plans, and organizes, through subordinate staff, the operation and maintenance of streets, highway and traffic and lighting systems; sewer and storm drain facilities; municipal water systems; streetscape (curb, gutter, sidewalks, street trees and roadway landscape areas); sanitation and wastewater collection and disposal.
- Directs, plans, and organizes, through subordinate staff, the design and construction of public works infrastructure and coordination of capital improvement programs.
- Manages and directs the development of a five (5) year Capital Improvement Program (CIP) of public infrastructure projects.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.

- Provides leadership and works with managers to develop and retain highly competent and customer service oriented staff through selection, compensation, training, and management practices which support the City's mission and values.
- Directs the development of and monitors performance against the annual department budget.
- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Integrates the efforts and results of managers in the Public Works Department.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required.
- Participates on external committees, boards, and task forces as appropriate.

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:

- Conducts, attends, and/or participates in meetings as required.
- Receives, responds to, and resolves difficult and sensitive inquiries and complaints.
- Performs related duties as required.

Minimum Qualification Guidelines

Knowledge of:

- Operational characteristics, services and activities of a comprehensive engineering program.
- Civil Engineering principles and practices as applied to the field of municipal public works, design, construction, operation and maintenance.
- Principles and practices of public administration, including purchasing, preparation and administration of departmental budget.
- Procedures and methods for the construction of public works projects.
- Functions of public streets, sanitation and water operations.
- Management and supervisory principles and practices.
- High quality customer service methodology and principles.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Applicable Federal, State and local regulations.
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Core Competencies

- Decision Making - Choosing optimal courses of action in a timely manner.
- Delegating - Sharing responsibility, authority, and accountability.
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- Managing Change - Addressing key factors that influence successful organizational change.
- Managing Performance - Ensuring superior individual and group performance.
- Oral & Written Communication - Communicate effectively in dialogue and in writing.
- Organizational Systems Thinking - Comprehending the organization as a system of integrated and interdependent functions.
- Political & Organizational Savvy - Working skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Presentation Skill - Formally delivering information to groups.
- Professional & Technical Expertise - Applying technical subject matter to the job.
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- Professional Integrity & Ethics - Displaying honesty, adherence to principles, and personal accountability.
- Relationship Building - Establishing rapport and maintaining mutually productive relationships.
- Strategic Perspective - Evaluating immediate actions in context of achieving long range objectives.

License and Certificate

Must possess and maintain a valid California Class C Driver's License.

Registration as a licensed Civil Engineer in the State of California is highly desirable.

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:

Bachelor's degree from a college or university in Civil Engineering or a related field; **or**

Registration as a licensed Civil Engineer in the State of California; **and**

Ten (10) years of progressively responsible experience in the administration and management of a comprehensive Public Works/City Engineering program which includes at least five (5) years of experience at the management level.

Master's degree in Civil Engineering, Public or Business Administration or a related field is desirable.

Special Requirements

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

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, to use standard office equipment, such as computers and cellular phones. Tasks require color and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Requires operation of a motor vehicle for site visits and to attend off-site meetings and trainings.

Work may be required on evenings and weekends as needed.

Career Ladder Information

Experience gained in this classification may serve to meet the qualifications guidelines for City Manager.

Public Works Director

Definition

Under general administrative direction, plans, organizes, directs, and integrates departmental functions which include: operations and maintenance for the Streets, Sanitation, Traffic and Lighting, and Airport functions; Street systems and Municipal Water systems; design and construction of public works infrastructure, and the coordination of capital improvement programs. Represents the Department to City management, the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Public Works Director is directly responsible to the City Manager for the performance of duties. Distinguished from division managers in that the incumbent is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over division managers, professional and supervisory positions and office support personnel.

Examples of Essential Duties

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

- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards.
- With managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities.
- Directs, plans, and organizes, through subordinate staff, the operation and maintenance of streets, highway and traffic and lighting systems; sewer and storm drain facilities; municipal water systems; airport operation facilities; streetscape (curb, gutter, sidewalks, street trees and roadway landscape areas); sanitation and wastewater collection and disposal.
- Directs, plans, and organizes, through subordinate staff, the design and construction of public works infrastructure and coordination of capital improvement programs.
- Manages and directs the development of a five (5) year Capital Improvement Program (CIP) of public infrastructure projects.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent and customer service oriented staff through selection, compensation, training, and management practices which support the City's mission and values.
- Directs the development of and monitors performance against the annual department budget.

- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Integrates the efforts and results of managers in the Public Works Department.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required.
- Participates on external committees, boards, and task forces as appropriate.

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:

- Performs related duties as required.

Minimum Qualification Guidelines

Knowledge of:

- Operational characteristics, services and activities of a comprehensive engineering program.
- Civil Engineering principles and practices as applied to the field of municipal public works, design, construction, operation and maintenance.
- Principles and practices of public administration, including purchasing, preparation and administration of departmental budget.
- Procedures and methods for the construction of public works projects.
- Functions of public streets, sanitation and water operations.
- Management and supervisory principles and practices.
- High quality customer service methodology and principles.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Applicable Federal, State and local regulations.
- General City operations.

Ability to:

- Plan, organize, assign, coordinate and manage the activities of professional and support staff and outside contractors.
- Develop, implement and administer goals, objectives and practices for public works and engineering programs and services.
- Analyze complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and administer a large departmental budget.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Interpret and apply Memorandums of Understanding, City ordinances, and administrative
- Present proposals and recommendations clearly and logically in public meetings.
- Communicate effectively orally and in writing.
- Develop and evaluate management practices and procedures.
- Exercise sound, expert, independent judgment within general policy guidelines.

- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

License and Certificate

Possession of an appropriate valid California driver's license.

Registration as a licensed Civil Engineer in the State of California is highly desirable.

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:

Bachelor's degree from a college or university in Civil Engineering or a related field; **or**

Registration as a licensed Civil Engineer in the State of California; **and**

Ten (10) years of progressively responsible experience in the administration and management of a comprehensive Public Works/City Engineering program which includes at least five (5) years of experience at the management level.

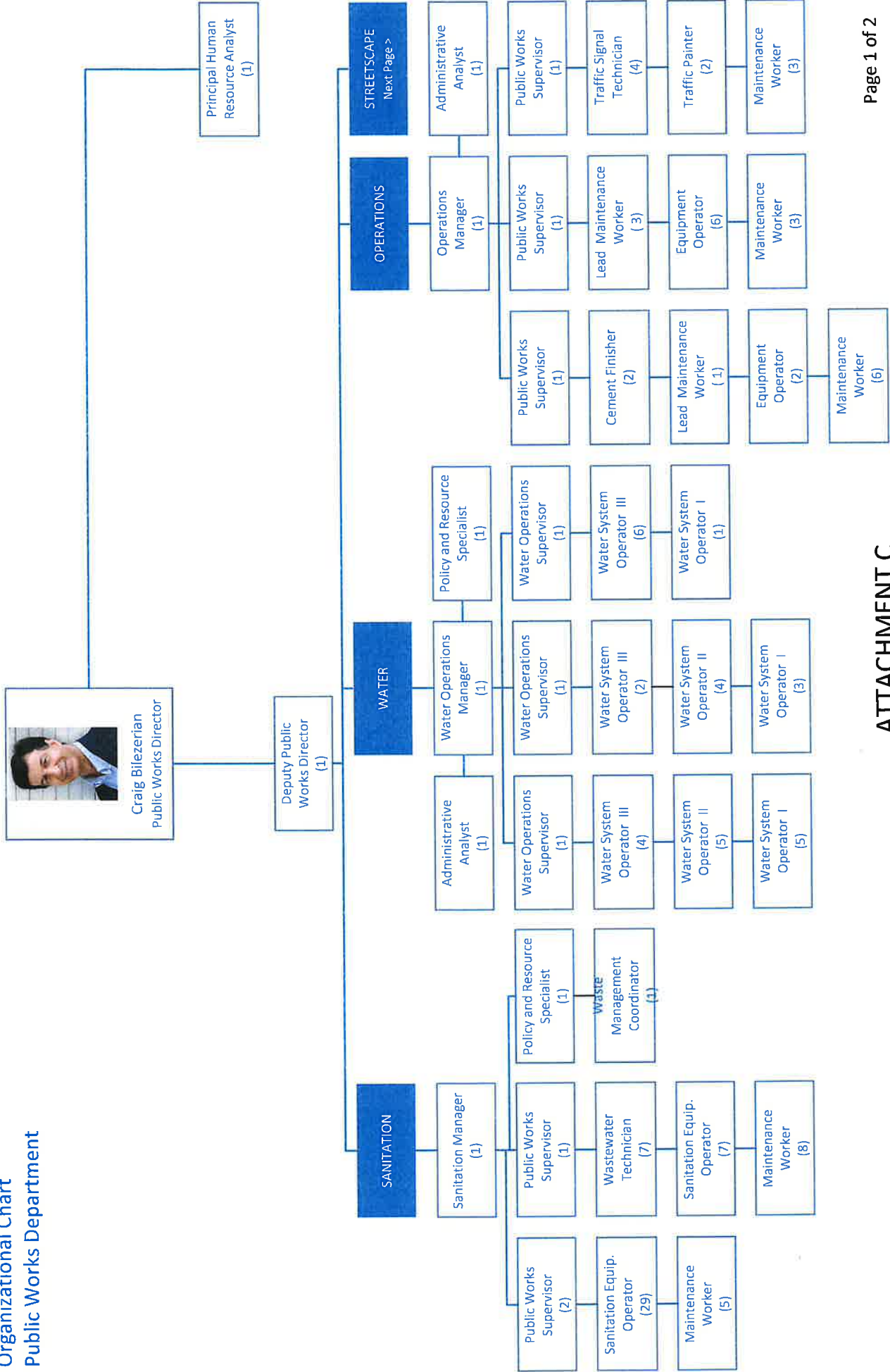
Master's degree in Civil Engineering, Public or Business Administration or a related field is desirable.

Special Requirements

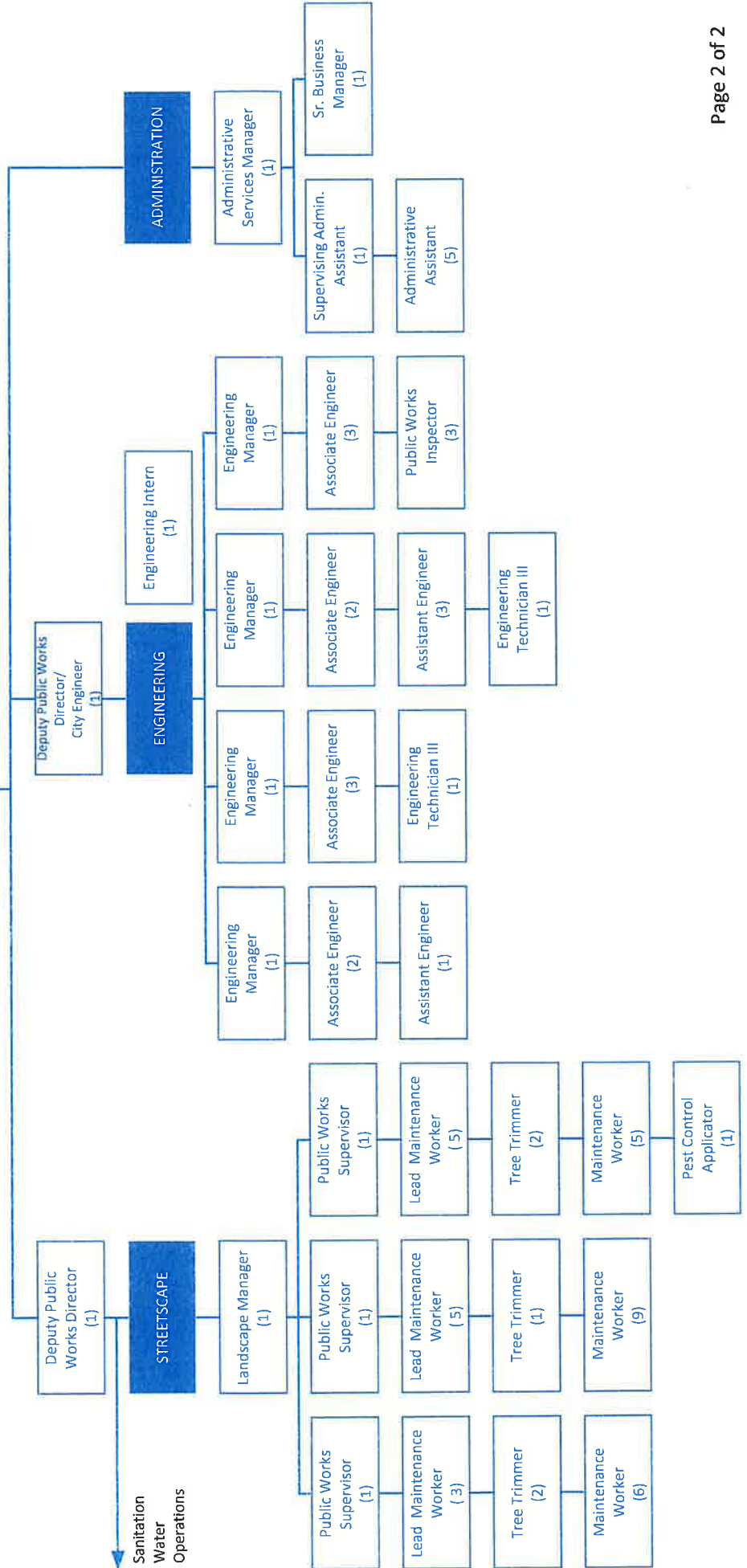
Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; may require the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

CITY OF TORRANCE
 Organizational Chart
 Public Works Department



CITY OF TORRANCE
Organizational Chart
Public Works Department



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. 4th 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, and March 30, 2026, as needed.

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>

ATTACHMENT A

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