

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, MARCH 2, 2026  
ADJOURNED 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 25, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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 Assistant City Librarian.**

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

**6B. Approve the Examination for City Librarian.**

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

**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, March 9, 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 ASSISTANT CITY LIBRARIAN**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Assistant City Librarian examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and 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 Assistant City Librarian.

The class specification has been reviewed by the Community Services Department and appropriately reflects the position for the examination process.

The previous examination in 2019 was weighted as follows: Application Review (Qualifying), Performance Test (40%), and Oral Interview (60%). Staff conducted an analysis of the previous exam components and it was determined that the knowledge and core competencies that are required for this position can be more effectively assessed using the following weights: Application Review (Qualifying) and Oral Interview (100%).

Staff is recommending an open examination to expand the pool of Assistant City Librarian candidates to provide the broadest range of candidates who best meet the needs of the City and the Community Services Department.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By  \_\_\_\_\_  
Kelsie B. Alonzo  
Senior Human Resources Analyst

CONCUR:

 \_\_\_\_\_  
Hedieh Khajavi  
Human Resources Director

NOTED:

 \_\_\_\_\_  
Brianne Cohen  
Civil Service Manager



City of Torrance  
**ASSISTANT CITY LIBRARIAN**

|                        |                                     |                         |   |
|------------------------|-------------------------------------|-------------------------|---|
| <b>CLASS CODE</b>      | 1630                                | <b>SALARY</b>           | \$9,958.00 - \$15,180.00 Monthly<br>\$119,496.00 - \$182,160.00<br>Annually |
| <b>BARGAINING UNIT</b> | Executive & Management<br>Employees | <b>ESTABLISHED DATE</b> | December 01, 2005   |
| <b>REVISION DATE</b>   | January 01, 2019                    |                         |   |

**DEFINITION**

Under direction. plans, organizes and manages the activities of a major service area such as public or operational services; performs long range planning for library collections and automated resources; serves as technical resource for staff and the City Librarian; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

The Assistant City Librarian is distinguished from the City Librarian in that the incumbent does not have responsibility for the entire library system and is distinguished from Senior Librarians who are the first line supervisors responsible for the daily operations of a specific function within the Library system. The Assistant City Librarian is a management level class that performs the full range of complex tasks and works under direction within a framework of established procedures. Work is evaluated primarily on overall results with latitude in determining work methods and assignments.

Receives general direction from the City Librarian and exercises direct supervision over Senior Librarians and other professional staff; may provide functional supervision over support staff.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Plans, assigns, coordinates and manages the activities of a major library service area, such as public services including extension, outreach, youth and cultural services, or operational services including automated systems and collection management.
- Plans and directs the work of staff including: coaching staff, training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline.
- Participates in the development, implementation and evaluation of operational objectives for short and long-range planning.
- Assists in development of and ensures compliance with rules, policies and procedures.

- Plans, organizes and coordinates public programs and outreach efforts of the library systems; oversees public relations and customer service functions.
- Manages and oversees the Library's automation program, directs research and makes recommendations for the application of technology including the preparation of grant proposals for automated services and equipment; and serves as the department liaison with Information Technology staff and outside service providers.
- Develops and implements special programs and projects, contracts and grant proposals.
- Keep abreast of changing trends and technology in public library operations, and implements policy and procedure improvements as appropriate.
- Assists in the preparation of the Library budget including forecasting, administration and monitoring.
- Manages collection development, including selection, acquisition and maintenance of appropriate print and non-print materials.
- Prepare various reports, records and correspondence and assists in the coordination of research and development.
- Prepares reports and recommendations for City Council and Commissions, prepares and presents agenda items, and completes special assignments and projects.
- Makes presentations before City Commissions, the City Council and Council Committees on library-related items.
- Provides staff support to the Library Commission, Friends of the Library and other library related support groups.
- Participates as a member on internal and external teams, committees and boards as required.
- Responds to questions and concerns from library clientele, the general public, department and City staff, and other agencies; and resolves service issues or complaints.
- Acts on behalf of City Librarian in his/her absence.

### **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 and/or attends meetings as required.
- Represents the Division in Administrative hearings and participates in the grievance process as required.
- Responds to citizen inquiries and resolves difficult and sensitive complaints.
- Perform related duties as required.

## **QUALIFICATION GUIDELINES**

### **Education and Experience**

*Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:*

Four years of professional library experience, including at least two years of experience supervising professional library staff; and a Master of Library Science or Master of Library and Information Science degree from an ALA accredited college or university.

### **License and/or Certificates**

Must possess and maintain an appropriate, valid California driver's license.

## Knowledge of

- Principles and practices of public librarianship and public administration.
- Principles, techniques and practices of modern library management, including administration, circulation, reference, youth services, branch and technical processes.
- Principles of supervision, management, training and employee relations.
- Library programs appropriate for all segments of the community.
- Automated systems, software and techniques applicable to library operations.
- Materials selection criteria for a public library.
- Non-print materials, audio-visual procedures and techniques.
- Reading guidance techniques for a public library.
- Budget preparation principles.
- Public relations and customer service techniques.
- Research and report writing techniques.
- Project management techniques.
- *City, department and division mission, including strategic goals and objectives.*
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.
- Federal and state programs related to libraries.
- Modern office practices, methods and equipment.

## Ability to

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff, and processing grievances.
- Develop and manage programs; establish measurable objectives and work standards, development and implement policies and procedures.
- Conduct studies, including data collection, analysis and evaluate alternatives and develop recommendations to resolve problems or issues.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions and recommend a course of action.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Prepare and monitor a section budget and establish budgetary controls.
- Plan and develop automated processes within the library system.
- Evaluate books and non-print materials; develop, maintain and evaluate materials collection.
- Prepare and present reports, correspondence, and agenda items for the City Council, City committees and boards.
- Establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations and the public.
- Communicate effectively both orally and in writing.
- Maintain confidentiality and exercise sound judgment.
- Make effective public presentations.
- Utilize a computer, databases and a variety of software applications and office equipment.
- Follow oral and written instructions.

## 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 stooping and bending, and moving from one area of the office to another; sufficient hand/eye coordination to perform repetitive movements, such as the use of calculators or other office equipment and supplies. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. Work may be required on evenings and weekends as needed.

### **CAREER LADDER INFORMATION**

Experience gained in this classification would serve toward meeting the minimum requirements for promotion to City Librarian.

### **ESTABLISHED/REVISED DATE**

Established Date: December 2005

Revised Date: January 2019

Department Review Date: February 2026

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

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR CITY LIBRARIAN**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve conducting the City Librarian examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and 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 City Librarian.

The class specification has been reviewed by the Community Services Department and appropriately reflects the position for the examination process.

The previous examinations in 2021 and 2019 were weighted as follows: Application Review (Qualifying) and Oral Interview (100%). There will be no change to the exam types and weights.

Staff is recommending an open examination to expand the pool of City Librarian candidates to provide the broadest range of candidates who best meet the needs of the City and the Community Services Department.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Kelsie B. Alonzo  
Senior Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
Brianne Cohen  
Civil Service Manager

Attachment: A) City Librarian Class Specification

**6B**



City of Torrance  
**CITY LIBRARIAN**

|                        |                                     |                      |  |
|------------------------|-------------------------------------|----------------------|--|
| <b>CLASS CODE</b>      | 1640                                | <b>SALARY</b>        | \$12,961.00 - \$19,754.00 Monthly<br>\$155,532.00 - \$237,048.00<br>Annually |
| <b>BARGAINING UNIT</b> | Executive & Management<br>Employees | <b>REVISION DATE</b> | January 01, 2019   |

**DEFINITION**

Under general direction, plans, organizes and directs the activities of the Library system; coordinates activities with other City departments, divisions and outside agencies; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

The City Librarian is distinguished from the Community Services Director in that the incumbent does not have responsibility for the entire department. Distinguished from managers and supervisors in that the incumbent is responsible for management and oversight of the entire Library system. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Community Services Director; provides direct supervision to managers, supervisors, professional and support staff of the department.

**EXAMPLES OF ESSENTIAL DUTIES**

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

- Plans, organizes, directs and reviews the operations and services of the municipal library system.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, recognizing employees, acting on employee problems and recommending and implementing employee discipline.
- Provides leadership, maintains effective employee relations and works with managers in the development and retention of competent personnel.
- Develops, implements and evaluates library system plans, policies and procedures to achieve annual goals and objectives.
- Develops, presents and monitors the annual library budget; manages the development and administration of the Library division budget; directs the forecast of additional funds needed for staffing, equipment,

materials and supplies; directs the monitoring of and approves expenditures.

- Reviews and evaluates service delivery methods and systems, including administrative, support systems, and internal relationships within the division; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services; ensures that the Library system fully utilizes current information systems and library related technologies.
- Provides recommendations regarding facility needs; sets priorities for facility development based on community input and staff analysis.
- Meets with civic groups, citizens and the media to increase public awareness of library services and resources.
- Develops short-and long-range plans for maximizing resources and services available to the public.
- Assesses community needs and trends; projects future demographic changes and resulting needs; develops long range strategies for programs and facilities based upon changes.
- Oversees the research, applications and administration of library and other related grants and funding sources.
- Prepares and presents various statistical and analytical reports, analyses, correspondence etc.
- Prepares reports and recommendations for City Council and Commissions, prepares and presents agenda items, and completes special assignments and projects.
- Attends various City Council, Commission, and community and staff meetings as required.
- Serves as liaison for the Library system with other City departments, division and outside agencies; identifies, negotiates and resolves significant and controversial issues.
- Keep abreast of changing trends and technology in public library operations, and implements policy and procedure improvements 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:*

- Conduct and/or attend meetings as required.
- Participates on external committees, boards, and task forces, etc., as appropriate.
- Represents the Division in Administrative hearings and participates in the grievance process as required.
- Responds to citizen inquiries and resolves difficult and sensitive complaints.
- Perform related duties as required.

### **QUALIFICATION GUIDELINES**

#### **Education and Experience**

*Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:*

A Master of Library Science degree from an ALA accredited college or university and six years of professional library experience, including at least three years of management experience and administrative responsibility for a library division or divisions.

#### **License and/or Certificates**

Must possess and maintain an appropriate, valid California driver's license.

#### **Knowledge of**

- Principles and practices of public librarianship and public administration.
- Principles, techniques and practices of modern library management, including administration, circulation, reference, youth services, branch and technical processes.
- Materials selection criteria for a public library.
- Non-print materials, audio-visual procedures and techniques.
- Library programs appropriate for all segments of the community.
- Automation techniques applicable to library operations.
- Principles of customer service and public relations.
- Principles of management and supervision.
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration.
- Budget preparation principles.
- Modern office practices, methods and equipment.
- City, department and division mission, including strategic goals and objectives.
- Applicable local, State and Federal regulations.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

#### **Ability to**

- Plan, organize, direct and manage the operations of a modern library system.
- Manage available resources to meet service levels and changing public demands.
- Supervise the work of divisional staff including coordinating, monitoring, evaluating
- Develop and implement complex strategic plans and programs, and methods to evaluate programs.
- Create vision and strong leadership for the division.
- Analyze and evaluate new service delivery methods, procedures and techniques.
- Evaluate books and non-print materials; evaluate and develop materials collections.
- Develop and administer a large departmental budget.
- Communicate effectively orally and in writing.
- Present proposals and recommendations clearly and logically in public meetings.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and others encountered in the course of work.
- Develop community support for library programs and services.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Operate a computer and utilize a variety of word processing and specialized library software applications, the internet and other office equipment.
- Understand and carry out oral and written directions.
- Ensure the maintenance of proper department records.

#### **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 stooping and

bending, and moving from one area of the office to another; sufficient hand/eye coordination to perform repetitive movements, such as the use of calculators or other office equipment and supplies. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

Work is primarily performed indoors in an office setting. Work involves frequently changing work priorities and the ability to meet deadlines. There will be off-site assignments and attendance at off-site meetings and conferences. Work may be required on evenings and weekends as needed.

### **CAREER LADDER INFORMATION**

Experience gained in this classification in addition to training and course work may serve towards meeting the minimum requirements for promotion to Community Services Director.

### **ESTABLISHED/REVISED DATE**

Revised Date: December 2005

Revised Date: January 2019

Department Review Date: December 2021

Department Review Date: February 2026

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, 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  
Civil Service Manager