Council Meeting of
June 5, 2007

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Human Resources – Examination to fill the position of Community Services Director on a promotional basis.

RECOMMENDATION

The City Manager, Human Resources Director and the Civil Service Commission recommend that Your Honorable Body approve the examination for Community Services Director to be conducted on a promotional basis provided that a minimum of eight qualified internal candidates file for the promotional examination. If fewer than eight employees file, the promotional examination will be cancelled, and it will be advertised on an open competitive basis.

Funding

Not applicable.

BACKGROUND

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. At the Civil Service Commission meeting of May 14, 2007, the City Manager and the Human Resources Director recommended that the examination for the Community Services Director position be conducted on a promotional basis. Included with the recommendation was a request that should fewer than eight employees meeting the requirements for a promotional examination actually file applications, then the examination would be cancelled and the exam re-advertised on an open competitive basis.

ANALYSIS

The basis for the request for a promotional examination with a minimum of eight candidates is to ensure a competitive field to fill the position. The certification rule for department head positions provides that the names of the five highest ranking eligible applicants, plus all who have tied in score with the fifth highest ranking person, be certified to the City Manager (Torrance Municipal Code Section 14.17.2b). This recommendation will guarantee a minimum competitive field under the department head certification rule. Staff believes there are sufficient number of employees who meet the minimum education and experience requirements and are thus eligible to file for this examination.

As noted above, Staff anticipates that there are a sufficient number of qualified City employees. However, it is uncertain how many of the employees will actually file applications. Therefore, Staff's recommendation also includes a contingent recommendation that if less than eight qualified internal applications are accepted, the promotional examination would be cancelled and conducted on an open competitive basis.

Respectfully submitted,

CIVIL SERVICE COMMISSION
Robert McPhail, Chair
(unavailable for signature)

By _____
Melody P. Lawrence
Human Resources Manager

CONCUR:

_____
Elaine Winer
Human Resources Director

NOTED:

_____
LeRoy J. Jackson
City Manager

Attachments: A) Ordering of Examination – Community Services Director
B) Excerpts of the Minutes of the May 14 Civil Service Commission meeting

Attachment A

May 9, 2007

Commission Meeting
May 14, 2007

Honorable Chairman and members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: ORDERING OF EXAMINATION – COMMUNITY SERVICES DIRECTOR

SALARY: Reference point for this position is set at $13,229 per month.

BASIS: 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. When filling department head positions, the City Manager is entitled to five names. Staff estimates there are a sufficient number of City employees that meet the requirements for this position. Therefore, staff recommends this examination be conducted on a promotional basis. However, should less than eight qualified employees apply, then it is requested the examination be conducted on an open competitive basis.

EXAMINATION PARTS/WEIGHTS:
100% interview is recommended. The examination will consist of a qualifications screening, followed by a pass/fail Accomplishments Survey prepared by the candidate. The Accomplishments Survey provides a more in depth evaluation of qualifications and writing skills. Additionally, the Accomplishments Survey responses will be provided to the interview panel to provide structure to the interview process.

REASON FOR EXAMINATION:
Anticipated vacancy due to retirement.

Respectfully submitted,

Melody Lawrence
Human Resources Manager

Concur:

Stacey Lewis
Civil Service Manager
Attachment

X:\Ordering\Community Services Director 5-14-07

Attachment B

EXCERPT OF MINUTES	☐ ~~Minutes Approved~~ √ Minutes Subject to Approval

May 14, 2007

MINUTES OF A MEETING OF THE
TORRANCE CIVIL SERVICE COMMISSION

CALL TO ORDER

The Torrance Civil Service Commission convened in a regular meeting at 6:00 p.m. on May 14, 2007, in Council Chambers at Torrance City Hall.

ROLL CALL

Present: Commissioners Dean, Donnellan, Doty, Furey, Herring, Shwarts and Chairman McPhail

Absent: None

Also Present: Human Resources Analyst Hoang
Human Resources Manager Lawrence
Counsel for the Commission Attorney Wohlenberg
Attorney Andrew M. Dawson, Lackie & Dammeier LLP, for [redacted]
Attorney Mark H. Meyerhoff, Liebert Cassidy Whitmore, for the City

CONSENT CALENDAR

Commissioner Furey requested that Item 2 be pulled for separate discussion.

1. **Motion to Accept and File Affidavit of Posting**
   Approved by combined motion.
2. **Ordering of Examination:** Community Services Director
   Considered separately.

MOTION: Commissioner Herring moved to accept Consent Calendar Item 1. Commissioner Shwarts seconded the motion and a roll call vote reflected unanimous approval.

Commissioner Furey stated that he was pleased to see that the examination for this important position is being ordered on a promotional basis. He commented on the tremendous job Gene Barnett did as Director and that because of his leadership, he is sure a number of well trained employees will be eligible for the position.

MOTION: Commissioner Furey moved to accept Consent Calendar Item 2. Commissioner Shwarts seconded the motion and a roll call vote reflected unanimous approval.

###