

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

Subject: Human Resources - Approval of the Proposed Revised Class Specification  
for Civil Service Manager

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that your Honorable Body approve the proposed revised class specification for Civil Service Manager.

FUNDING

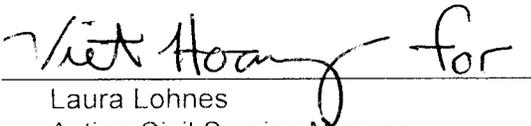
Not Applicable.

BACKGROUND AND ANALYSIS

The Civil Service Manager position has been vacant since August 2007 and there is a corresponding need to conduct a Civil Service Examination. The City Manager requested a review of the class specification to ensure it accurately reflects the current responsibilities of the position prior to conducting the examination. Revisions to the proposed class specification include additional duty statements and knowledge and abilities statements, and broader experience and education requirements.

The Civil Service Commission at their meeting of April 14, 2008 unanimously approved the proposed revised class specification which has been prepared and is submitted to your Honorable Body for your review and approval.

Respectfully submitted,  
CIVIL SERVICE COMMISSION  
Thomas L. Doty, Chair

  
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Laura Lohnes  
Acting Civil Service Manager

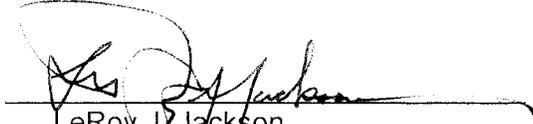
CONCUR:

ELAINE M. WINER  
Human Resources Director

  
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Elaine M. Winer  
Human Resources Director

By   
\_\_\_\_\_  
Melody P. Lawrence  
Human Resources Manager

NOTED:

  
\_\_\_\_\_  
LeRoy J. Jackson  
City Manager

Attachments:

- A) Civil Service Commission Meeting April 14, 2008
- B) Civil Service Manager Proposed Revised Class Specification
- C) Civil Service Manager Existing Class Specification

April 7, 2008

Commission Meeting  
April 14, 2008

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

Subject: Approval of the Revised Class Specification for Civil Service Manager

### BACKGROUND

The Civil Service Manager position has been vacant since August 2007 and there is a corresponding need to conduct a Civil Service Examination. The City Manager requested a review of the class specification to ensure it accurately reflected the current responsibilities of the position prior to conducting the examination. The proposed class specification includes revised duty statements and broader experience and education requirements.

The revised class specification has been prepared and is submitted to your Honorable Body for your review and approval.

### ANALYSIS

The class specification required revision to accurately reflect the full range of duties including responsibility for the EEO program and volunteer program, the addition of knowledge and ability statements and a broader definition of experience and education requirements.

The following duty statements were added to the revised class specification to reflect the full range of responsibilities:

- Coordinates and administers the Volunteer Program, including internal training, communication, and public relations.
- Administers, organizes, implements, updates and monitors the activities and functions of the Equal Employment Opportunity Program; prepares utilization analyses, trends, and data relating to the EEO program; transmits changes and information pertaining to EEO programs to all appropriate parties.

The following knowledge and ability statements were added to the revised class specification:

#### Knowledge of:

- Mathematics as applied to personnel work including calculation of percentages, averages, medians, and statistics used in testing.
- Computer software applications related to data analysis and report preparation.

#### Ability to:

- Analyze data and identify trends and make recommendations regarding the Equal Employment Opportunity program.
- Perform and supervise the collection, interpretation and evaluation of data.
- Supervise, monitor and evaluate the work of professional and paraprofessional staff.

April 7, 2008

Commission Meeting  
April 14, 2008

The Education and Experience section has been modified to allow for a broader definition of the experience and education that would allow an individual to obtain the knowledge and skills as follows:

Bachelor's Degree from a college or university in Public Administration, Business Administration, Psychology or a related field and four (4) years of progressively responsible professional Human Resources *or four (4) years of related experience in a public agency involving the interpretation of Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.* Public sector experience that includes interaction with a Civil Service or Personnel Board or Commission is preferred.

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the proposed revised class specification of Civil Service Manager and forward to the City Council for adoption.

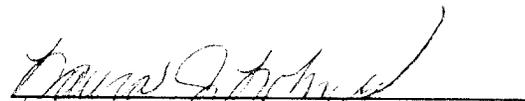
Respectfully submitted,

  
\_\_\_\_\_  
Melody P. Lawrence  
Human Resources Manager

CONCUR:

NOTED:

  
\_\_\_\_\_  
Elaine M. Winer  
Human Resources Director

  
\_\_\_\_\_  
Laura Lohnes  
Acting Civil Service Manager

- Attachments: A. Revised Class Specification for Civil Service Manager  
B. Existing Class Specification for Civil Service Manager

## Civil Service Manager

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### Definition

Under general direction, assists the Civil Service Commission in planning, organizing and directing those personnel functions assigned to the Civil Service Commission through the City Charter, ordinances and resolutions of the City; acts as Secretary and advisor to the Civil Service Commission; represents the Commission to City management, the City Council and the community; and performs related work as required.

### Distinguishing Characteristics

The Civil Service Manager is directly responsible to the Civil Service Commission and is under the general direction of the City Manager for the performance of duties. Distinguished from the Human Resources Director in that the incumbent is responsible for managing Civil Service Commission agendas and implementing Commission policy within the City of Torrance. Discretion is involved in applying Commission policy and in resolving complex organizational problems.

### Supervision Exercised/Received

Receives general direction from the City Manager; exercises direct supervision over office support personnel.

### Examples of Essential Duties

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

- Assists the Civil Service Commission in planning, organizing and directing those personnel functions assigned to the Civil Service Commission through the City Charter, ordinances and resolutions of the City.
  - Prepares recommended changes in rules, policies, procedures or standards for presentation to the Civil Service Commission.
  - Acts as Secretary of the Civil Service Commission and Employee Relations Committee.
  - Acts as the official upon whom all notices, requests for hearings, complaints, and various official documents pertaining to the jurisdiction of the Civil Service Commission shall be served or filed.
  - Promulgates, maintains and certifies eligible lists.
  - Prepares the agenda for and attends Civil Service Commission and Employee Relations Committee meetings.
  - Receives and reviews requests for hearings and appeals, schedules pre-hearings, hearings and directs the preparation of exhibits and facilitates hearing appeal process.
  - Receives recommendations on classification reports and assists the Civil Service Commission in evaluating such recommendations.
  - Prepares Civil Service Commission reports and maintains various records and files.
  - Advises the Civil Service Commission, Employee Relations Committee and City Manager in the interpretation of Civil Service rules and regulations, memoranda of understanding, City policy and procedure and applicable state and federal laws and regulations.
  - Prepares and monitors the Civil Service Commission budget.
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City of Torrance  
 Class Code: 1320  
 Class Designation: Civil Service

August 2003  
 (Revised)

### **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.*

- None required
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### **Qualification Guidelines**

#### Knowledge of:

- Principles and practices of a merit-based career system of employment including recruitment and selection, classification and compensation.
- Provisions of the Municipal code, City ordinances, administrative rules and regulations related to the Civil Service system.
- Meyers-Miliias-Brown Act pertaining to employee relations and the Brown Act pertaining to public meetings and other applicable State and Federal regulations.
- Legal terminology, practices and procedures for the conduct of administrative hearings.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters.
- Public sector disciplinary processes and unfair employee relations practices charges.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Principles and practices of budget preparation and administration.
- Applicable local, State and Federal regulations.
- Management and supervisory principles and practices.
- Budget preparation principles.
- General City operations. .

#### Ability to:

- Plan, organize, assign, coordinate and manage the activities of staff and outside contractors.
  - Understand and carry out directions of the City Manager, Civil Service Commission and City Council.
  - Prepare reports and maintain records.
  - Develop and monitor a budget and establish budgetary controls.
  - Communicate effectively orally and in writing.
  - Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Think globally and carry out complex projects independently.
  - Present proposals and recommendations effectively 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.
  - Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
  - Utilize a computer and other office equipment.
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### **License or Certificate**

None required

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City of Torrance  
Class Code: 1320  
Class Designation: Civil Service

August 2003  
(Revised)

### **Education and Experience**

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

Bachelor's Degree from a college or university in Public Administration, Business Administration, Psychology or a related field and four (4) years of progressively responsible professional Human Resources experience which includes at least one (1) year of supervisory experience of a major human resources program.

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### **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, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

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### **Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Director.

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## CIVIL SERVICE MANAGER

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### Definition

Under general direction, assists in planning, organizing and directing the personnel functions assigned to the Civil Service Commission through the City Charter, ordinances and resolutions of the City; acts as advisor to the Civil Service Commission; develops, plans, organizes and monitors the City's Equal Opportunity plan; and performs other duties as required.

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### Distinguishing Characteristics

The Civil Service Manager is directly responsible to the Civil Service Commission and is under the general direction of the City Manager for the performance of duties. Distinguished from the Human Resources Director in that the incumbent is responsible for managing Civil Service Commission agendas and implementing Commission policy within the City of Torrance. Discretion is involved in applying Commission policy and in resolving complex organizational problems.

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### Supervision Exercised/Received

Receives general direction from the City Manager; exercises direct supervision over professional and office support staff.

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### Examples of Essential Duties

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

- Assists the Civil Service Commission in planning, organizing and directing those personnel functions assigned to the Civil Service Commission through the City Charter, ordinances and resolutions of the City.
- Prepares recommended changes in rules, policies, procedures or standards for presentation to the Civil Service Commission.
- Acts as Secretary of the Civil Service Commission and Employee Relations Committee.
- Acts as the official upon whom all notices, requests for hearings, complaints, and various official documents pertaining to the jurisdiction of the Civil Service Commission shall be served or filed.
- Promulgates, maintains and certifies eligible lists.
- Prepares the agenda for and attends Civil Service Commission and Employee Relations Committee meetings.
- Receives and reviews requests for hearings and appeals, schedules pre-hearings, hearings and directs the preparation of exhibits and facilitates hearing appeal process.
- Receives recommendations on classification reports and assists the Civil Service Commission in evaluating such recommendations.
- Advises the Civil Service Commission, Employee Relations Committee and City Manager in the interpretation of Civil Service rules and regulations, memoranda of understanding, City policy and procedure and applicable state and federal laws and regulations.
- Prepares and monitors the Civil Service Commission budget.

- Prepares Civil Service Commission reports and maintains various records and files.
- Supervises staff; develops, administers and monitors the division budget.
- Coordinates and administers the Volunteer Program, including internal training, communication, and public relations.
- Administers, organizes, implements, updates and monitors the activities and functions of the Equal Employment Opportunity Program; prepares utilization analyses, trends, and data relating to the EEO program; transmits changes and information pertaining to EEO programs to all appropriate parties.
- Analyzes data and identifies trends; summarizes data and prepares reports; conducts research and maintains current knowledge of applicable laws and regulations as well as maintains an awareness of new trends and advances in the profession; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Works with the Human Resources Department and other departments regarding the recruitment and retention of employees and identifies and assists in developing a variety of resources for recruitment.
- Keeps abreast of court decisions, legislation, and legal issues which affect equal employment opportunities and advises City management 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.*

- Participate on external committees, boards and task forces etc., as appropriate.
- Attends meetings, workshops and seminars as required or appropriate.
- Performs other related duties as required.

### **Qualification Guidelines**

#### Knowledge of:

- Principles and practices of a merit-based career system of employment including recruitment and selection, classification and compensation.
- Provisions of the Municipal code, City ordinances, administrative rules and regulations related to the Civil Service system.
- Current trends in the field of EEO issues and compliance, and in the employment of protected classes; methods and techniques of promoting equal opportunity; methods of compiling and presenting data.
- Meyers-Milias-Brown Act pertaining to employee relations and the Brown Act pertaining to public meetings and other applicable State and Federal regulations.
- Legal terminology, practices and procedures for the conduct of administrative hearings.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters.
- Public sector disciplinary processes and unfair employee relations practices charges.
- Mathematics as applied to personnel work including calculation of percentages, averages, medians, and statistics used in testing.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Research and report writing methods and techniques.
- Computer software applications related to data analysis and report preparation.

- Principles and practices of budget preparation and administration.
- Applicable local, State and Federal regulations.
- Management and supervisory principles and practices.
- Budget preparation principles.
- General City operations.

Ability to:

- Plan, organize, assign, coordinate and manage the activities of staff and outside contractors.
- Understand and carry out directions of the City Manager, Civil Service Commission and City Council.
- Analyze data and identify trends and make recommendations regarding the Equal Employment Opportunity program.
- Perform and supervise the collection, interpretation and evaluation of data.
- Define problem areas, use principles of inductive and deductive reasoning and validate conclusions, define and select alternatives.
- Supervise, monitor and evaluate the work of professional and paraprofessional staff.
- Learn and apply laws, regulations, procedures, and practices related to administration of appointed commissions including public meeting requirements, reporting, etc.
- Conduct meetings in compliance with the Brown Act.
- Prepare reports and maintain records.
- Develop and monitor a budget and establish budgetary controls.
- Communicate effectively orally and in writing.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Think globally and carry out complex projects independently.
- Present proposals and recommendations effectively 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.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Utilize a computer and other office equipment.

**License or Certificate**

None required

**Education and Experience:**

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

Bachelor's Degree from a college or university in Public Administration, Business Administration, Psychology or a related field and four (4) years of progressively responsible professional Human Resources or four (4) years of related experience in a public agency involving the interpretation of Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters. Public sector experience that includes interaction with a Civil Service or Personnel Board or Commission is preferred.

**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, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

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**Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Director.

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City of Torrance  
Class Code: 1320  
Class Designation: Civil Service (Revised)

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August 2003

## Civil Service Manager

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### Definition

Under general direction, assists the Civil Service Commission in planning, organizing and directing those personnel functions assigned to the Civil Service Commission through the City Charter, ordinances and resolutions of the City; acts as Secretary and advisor to the Civil Service Commission; represents the Commission to City management, the City Council and the community; and performs related work as required.

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### Distinguishing Characteristics

The Civil Service Manager is directly responsible to the Civil Service Commission and is under the general direction of the City Manager for the performance of duties. Distinguished from the Human Resources Director in that the incumbent is responsible for managing Civil Service Commission agendas and implementing Commission policy within the City of Torrance. Discretion is involved in applying Commission policy and in resolving complex organizational problems.

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### Supervision Exercised/Received

Receives general direction from the City Manager; exercises direct supervision over office support personnel.

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### Examples of Essential Duties

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

- Assists the Civil Service Commission in planning, organizing and directing those personnel functions assigned to the Civil Service Commission through the City Charter, ordinances and resolutions of the City.
- Prepares recommended changes in rules, policies, procedures or standards for presentation to the Civil Service Commission.
- Acts as Secretary of the Civil Service Commission and Employee Relations Committee.
- Acts as the official upon whom all notices, requests for hearings, complaints, and various official documents pertaining to the jurisdiction of the Civil Service Commission shall be served or filed.
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- Advises the Civil Service Commission, Employee Relations Committee and City Manager in the interpretation of Civil Service rules and regulations, memoranda of understanding, City policy and procedure and applicable state and federal laws and regulations.  
Prepares and monitors the Civil Service Commission budget.

**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.*

None required

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**Qualification Guidelines****Knowledge of:**

- Principles and practices of a merit-based career system of employment including recruitment and selection, classification and compensation.
- Provisions of the Municipal code, City ordinances, administrative rules and regulations related to the Civil Service system.
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- Public sector disciplinary processes and unfair employee relations practices charges.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Principles and practices of budget preparation and administration.
- Applicable local, State and Federal regulations.
- Management and supervisory principles and practices.
- Budget preparation principles.
- General City operations. .

**Ability to:**

- Plan, organize, assign, coordinate and manage the activities of staff and outside contractors.
- Understand and carry out directions of the City Manager, Civil Service Commission and City Council.
- Prepare reports and maintain records.
- Develop and monitor a budget and establish budgetary controls.
- Communicate effectively orally and in writing.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Think globally and carry out complex projects independently.
- Present proposals and recommendations effectively 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.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Utilize a computer and other office equipment.

**License or Certificate**

None required

**Education and Experience**

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

Bachelor's Degree from a college or university in Public Administration, Business Administration, Psychology or a related field and four (4) years of progressively responsible professional Human Resources experience which includes at least one (1) year of supervisory experience of a major human resources program.

**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, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

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**Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Director.

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## CIVIL SERVICE MANAGER

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### Definition

Under general direction, assists in planning, organizing and directing the personnel functions assigned to the Civil Service Commission through the City Charter, ordinances and resolutions of the City; acts as advisor to the Civil Service Commission; develops, plans, organizes and monitors the implementation of the City's Equal Opportunity plan; and performs other duties as required.

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### Distinguishing Characteristics

The Civil Service Manager is directly responsible to the Civil Service Commission and is under the general direction of the City Manager for the performance of duties. Distinguished from the Human Resources Director in that the incumbent is responsible for managing Civil Service Commission agendas and implementing Commission policy within the City of Torrance. Discretion is involved in applying Commission policy and in resolving complex organizational problems.

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### Examples of Essential Duties

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- Advises the Civil Service Commission, Employee Relations Committee and City Manager in the interpretation of Civil Service rules and regulations, memoranda of understanding, City policy and procedure and applicable state and federal laws and regulations.
- Prepares and monitors the Civil Service Commission budget.

- Prepares Civil Service Commission reports and maintains various records and files.
- Supervises staff; develops, administers and monitors the division budget.
- Coordinates and administers the Volunteer Program, including internal training, communication, and public relations.
- Administers, organizes, implements, updates and monitors the activities and functions of the Equal Employment Opportunity Program; prepares utilization analyses, trends, and data relating to the EEO program; transmits changes and information pertaining to EEO programs to all appropriate parties.
- Analyzes data and identifies trends; summarizes data and prepares reports; conducts research and maintains current knowledge of applicable laws and regulations as well as maintains an awareness of new trends and advances in the profession; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Works with the Human Resources Department and other departments regarding the recruitment and retention of employees and identifies and assists in developing a variety of resources for recruitment.
- Keeps abreast of court decisions, legislation, and legal issues which affect equal employment opportunities and advises City management 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.*

- Participate on external committees, boards and task forces etc., as appropriate.
- Attends meetings, workshops and seminars as required or appropriate.
- Performs other related duties as required.

### **Qualification Guidelines**

#### Knowledge of:

- Principles and practices of a merit-based career system of employment including recruitment and selection, classification and compensation.
- Provisions of the Municipal code, City ordinances, administrative rules and regulations related to the Civil Service system.
- Current trends in the field of EEO issues and compliance, and in the employment of protected classes; methods and techniques of promoting equal opportunity; methods of compiling and presenting data.
- Meyers-Milias-Brown Act pertaining to employee relations and the Brown Act pertaining to public meetings and other applicable State and Federal regulations.
- Legal terminology, practices and procedures for the conduct of administrative hearings.
- Laws, rules, regulations, court decisions, and legal interpretation concerning personnel matters.
- Public sector disciplinary processes and unfair employee relations practices charges.
- Mathematics as applied to personnel work including calculation of percentages, averages, medians, and statistics used in testing.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Research and report writing methods and techniques.
- Computer software applications related to data analysis and report preparation.

- Principles and practices of budget preparation and administration.
- Applicable local, State and Federal regulations.
- Management and supervisory principles and practices.
- Budget preparation principles.
- General City operations.

Ability to:

- Plan, organize, assign, coordinate and manage the activities of staff and outside contractors.
- Understand and carry out directions of the City Manager, Civil Service Commission and City Council.
- Analyze data and identify trends and make recommendations regarding the Equal Employment Opportunity program.
- Perform and supervise the collection, interpretation and evaluation of data.
- Define problem areas, use principles of inductive and deductive reasoning and validate conclusions, define and select alternatives.
- Supervise, monitor and evaluate the work of professional and paraprofessional staff.
- Learn and apply laws, regulations, procedures, and practices related to administration of appointed commissions including public meeting requirements, reporting, etc.
- Conduct meetings in compliance with the Brown Act.
- Prepare reports and maintain records.
- Develop and monitor a budget and establish budgetary controls.
- Communicate effectively orally and in writing.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Think globally and carry out complex projects independently.
- Present proposals and recommendations effectively 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.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Utilize a computer and other office equipment.

**License or Certificate**

None required

**Education and Experience:**

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

Bachelor's Degree from a college or university in Public Administration, Business Administration, Psychology or a related field and four (4) years of progressively responsible professional Human Resources or four (4) years of related experience in a public agency involving the interpretation of Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters. Public sector experience that includes interaction with a Civil Service or Personnel Board or Commission is preferred.

Civil Service Manager  
Class Code: 1320  
Class Designation: Civil Service

May 2008  
(Revised)

**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, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

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**Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Director.

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