



Date: February 11, 2025

To: Honorable Mayor and Members of the City Council

From: Hedieh Khajavi, Human Resources Director

By: Civil Service Commission and
Tina Ortiz, Principal Human Resources Analyst | TOrtiz@TorranceCA.gov

Subject: Civil Service Commission and Human Resources – Approve Revised Class Specification for Deputy City Clerk I. Expenditure: None.

RECOMMENDATION

Recommendation of the Civil Service Commission and Human Resources Director that City Council approve the revised class specification for Deputy City Clerk I.

FUNDING

None required.

DISCUSSION

There is currently a need to conduct a Civil Service examination to fill vacant positions in the classification of Deputy City Clerk I. The City Clerk requested a review of the class specification for Deputy City Clerk I to ensure it accurately reflects the current duties of the position.

The class specification for this position was established in 2017. A program modification was approved from the mid-year budget review for FY 2023-2024, which added an additional Deputy City Clerk I classification to the Records Management Division in the Clerk's Office. Due to this modification, it was determined that revisions were necessary to reflect the records administration functions that are required for the Division. Additionally, incorporating the records management duties into the Deputy City Clerk I class specification allows for cross-training in the Clerk's Office and the ability for all staff to handle records request at this level.

At their meeting on January 13, 2025, the Civil Service Commission approved the revised class specification for Deputy City Clerk I which is attached for your review and approval.

ATTACHMENT

1. Civil Service Commission Item – January 13, 2025

Commission Meeting
January 13, 2025

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

Honorable Members:

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR DEPUTY CITY CLERK I

RECOMMENDATION

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

BACKGROUND AND ANALYSIS

The City Clerk requested to convert a Records Management Specialist position to Deputy City Clerk I position during the mid-year budget review for FY 2023-2024. Due to this program modification, the City Clerk requested that the class specification for Deputy City Clerk I be reviewed to ensure it would accurately reflect the position. The Deputy City Clerk I classification will now assist in supporting the functions of the Department's Records Division. As the custodian of all official City records, the City Clerk's Office handles all public records requests to ensure transparency to the public in a prompt and timely manner. The conversion of the Records Management Specialist to a Deputy City Clerk I will allow for much needed cross-training within the Department and provide greater flexibility for handling public records requests.

Staff reviewed the Deputy City Clerk I class specification and determined that the following changes were necessary to reflect the current functions of the position.

- The **Examples of Essential Duties Section** was revised to include supporting the functions of the Department's Records Division.
- The **Qualification Guidelines Section** was revised to reflect the necessary competencies of the position. Core competencies are utilized to provide the capabilities, knowledge, skills, and resources that constitute what is needed to be successful in the classification
- The **License and/or Certificate Section** was revised to reflect the current needs of the position.
- The **Education and Experience Section** was revised to reflect the current needs of the position.

Staff has met and conferred with representatives from Torrance Employees Clerical Association (TCEA) who concur in the recommendation before your Honorable Body.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Principal Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachments: A) Revised Class Specification Deputy City Clerk I
B) Existing Class Specification Deputy City Clerk I
C) Organizational Chart of the City Clerk's Office

DEPUTY CITY CLERK I

Definition

Under general supervision, performs paraprofessional, technical and administrative work in support of City Clerk functions which require a high degree of discretion and independent judgement; and performs other related duties as required.

Distinguishing Characteristics

This is a paraprofessional class in the City Clerk series and is distinguished from the Deputy City Clerk II which is the supervisory/professional level in the series. Incumbents are required to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval. Interpretation of administrative or operational policies is necessary. This classification may serve as a bridge from the paraprofessional or ~~clerical~~ administrative classifications into professional level work.

Supervision Exercised/Received

Receives supervision from the Deputy City Clerk II or Deputy City Clerk III. May provide technical supervision and/or lead direction to lower level ~~clerical~~ administrative support staff.

Examples of Essential Duties:

The following duties represent the principal job duties; however, they may vary depending upon actual assignment and are not all-inclusive.

- Performs a full range of specialized, technical, and confidential office administrative and advanced clerical support functions of a specialized nature in support of the City Clerk's Department;
- Reviews agenda items to ensure conformity within guidelines; assembles and distributes City Council agenda packets; notifies parties of scheduled hearing dates; as assigned, records actions at Council meetings, workshops, or other committee meetings, and prepares minutes;
- Prepares and coordinates the publication, posting and distribution of legal notices for public meetings and hearings; assures that legal requirements are met for publication and posting of agendas and minutes and assures compliance with Ralph M. Brown Act requirements;
- Retains, maintains, distributes and files records and documents related to transactions of the City and its employees including Ordinances, Resolutions, Deeds, Contracts, Agreements and other documents, notices, minutes, reports and related papers; maintains and updates the Municipal Code; maintains indexing and filing systems for records of City Council actions, documents, and a variety of other related records;
- Receives, processes, coordinates, logs and monitors claims against the City and subpoenas;
- Assists in the codification of City ordinances by performing quality control review of indexing done through contract;
- Coordinates the work of and provides training and technical direction to less experienced staff;
- Receives, processes, coordinates, logs and monitors Fair Political Practices Commission (FPPC) statements of economic interest, campaign filings for elected and appointed officials, employees and contractors; tracks status, maintains logs and generates notices to designated filers;
- Accepts, verifies and maintains FPPC filings from candidates for office; provides information to candidates about City, responsibilities of the Council or Mayor, extent of authority, election signs, and requirements for filing campaign expenditures and donations; transmits information on

candidates to County for printing of ballots; processes the filing of Conflict of Interest and election campaign statements;

- Coordinates with the County to conduct municipal elections; prepares appropriate resolutions and ordinances in conjunction with requirements for and results of the election; schedules and prepares necessary documentation for the City Council to certify elections; and posts election results;
- Provides assistance to the Mayor and City Council, the public, City commissions and committees, and other agencies on functions of the City Clerk's Office; responds to inquiries and provides information regarding City policies and procedures;
- Researches, retrieves, and provides information and/or documents in response to public records requests from staff and the public. Prepares documents for release by determining and redacting confidential, privileged and proprietary information; ~~pertaining to minutes, ordinances, resolutions, and history of the City to the Mayor and City Council, the public, City commissions and committees, and other agencies;~~
- Assists in the planning and implementation of software installation and applications upgrades and the coordination between vendors and City Information Technology staff;
- Maintains records, updates webpages, follows Citywide records retention schedules, policies, and procedures for records management;
- Interprets and applies a wide variety of laws, regulations, policies and procedures governing the legislative and public records functions of municipalities; advises others on the interpretation and applicability to their situation;
- Assists with the Citywide records management program which includes storage systems, including records filing and retrieval, and assisting with internal ~~and offsite~~ audits for legal retention requirements;
- Assist in the execution and archiving of legal records, including contracts, agreements, deeds, and recording documents;
- Prepares documents for imaging and permanent storage, including scanning and OCR'ing; purges and boxes files for transfer or destruction; assists with the administration of the citywide destruction of records in accordance with the Records Retention Schedule including the preparation of Records Transfer and Destruction forms; works with all departments in the purging of files and coordination of the timely destruction of records; assists with the annual citywide records purge;
- Acts as system administrator for the Public Records Request management system including adding and deleting users, assigning records requests to individual team members, assists and trains users in the Public Records Request management system;
- ~~Complete records transfer and records destruction forms in the maintenance of department and citywide records.~~
- May notarize and certify documents and administer oaths of office;
- May attend meetings in place of the City Clerk, record minutes, **transcribe**, and prepare them for distribution;
- May act in the absence of Deputy City Clerk II.

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:

- May provide front counter assistance; screen office visitors, respond to requests for information, distribute appropriate forms and instructions and/or assist visitors in locating appropriate information and materials.
- May update and maintain the division or department's web page on the City's public and intra-city websites.

- May assist in the preparation of the budget and monitor budget expenditures in assigned accounts to ensure maintenance of an appropriate funds balances.
 - Attends department, City Council and Commission meetings, as required.
 - Serves on various committees, as appropriate.
 - Attends trainings and certification programs.
 - Performs related duties as required.
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Qualification Guidelines

Knowledge of:

- Legal requirements of local, state and federal laws relating to records retention and destruction;
- Laws, regulations, policies and procedures governing the legislative and public records functions of municipalities including the Brown Act, the Maddy Act, the Elections Code, the Fair Political Practices Code (FPPC), the Public Records Act, Notary Public regulations, other government codes, municipal code, policies and procedures, and the City Charter;
- Principles, practices and procedures of automated and manual records management, retrieval and storage including micrographics, electronic imaging, automated information retrieval systems and computer systems and software related to maintaining municipal records;
- Basic principles of supervision and training;
- Software applications currently in use by the City, including records management, word-processing, spreadsheet and database applications;
- Modern office procedures, document preparation for optical scanning of records;
- Business correspondence and basic report preparation, proper written and spoken English including spelling, grammar and punctuation;
- Customer service principles and practices;
- City and Department Mission statements including strategic goals and objectives;
- Applicable local, State and Federal regulations, City codes, ordinances and administrative rules and regulations affecting departmental operations;
- General City operations.

Core Competencies:

- Analyzing & Interpreting Data - Drawing meaning and conclusions from quantitative or qualitative data;
- Critical Thinking - Analytically and logically evaluating information, propositions, and claims;
- Decision Making - Choosing optimal courses of action in a timely manner;
- Reading Comprehension - Understanding and using written information;
- General Physical Ability - Using strength, endurance, flexibility, balance, and coordination;
- Legal & Regulatory Navigation - Understanding, interpreting, and ensuring compliance with laws and regulations;
- Professional & Technical Expertise - Applying technical subject matter to the job;
- Using Technology - Working with electronic hardware and software applications;
- Action & Results Focus - Initiating tasks and focusing on accomplishment;
- Adaptability - Responding positively to change and modifying behavior as the situation requires;
- Attention to Detail - Focusing on the details of work content, work steps, and final work products;
- Oral Communication - Engaging effectively in dialogue;
- Customer Focus - Attending to the needs and expectation of customers;
- Relationship Building - Establishing rapport and maintaining mutually productive relationships.

Ability to:

- Interpret, apply and explain general administrative and departmental policies and procedures, applicable federal, state, and local laws, codes, and regulations;
- Establish and maintain a variety of files and records;
- Exercise good judgment and confidentiality in maintaining critical and sensitive information;
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from coworkers, management, other City employees, public officials, representatives from other agencies, and the general public;
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone and in person;
- Establish and maintain effective working relationships with coworkers, management, other City employees, public officials, representatives from other agencies, and the general public;
- Act independently, follow through to ensure accuracy, exercise sound judgment within established guidelines and maintain confidentiality;
- Use proper English grammar and spell correctly;
- Communicate effectively both orally and in writing;
- Understand and carry out complex oral and written instructions;
- Operate office equipment including computers and supporting word processing, spreadsheet, database applications, and specialized programs related to department operations;
- Lift and carry moderate to heavy objects.
- Learn and utilize new skills and information to improve job performance and efficiency.

LICENSES AND CERTIFICATIONS

A valid class C California driver's license.

May be requested to obtain a A valid Notary Public License ~~must be obtained prior to the completion of the probationary period and maintained thereafter.~~

EDUCATION AND EXPERIENCE:

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

Three years of increasingly responsible administrative experience which included duties requiring the use of initiative and independent judgment.; or an equivalent combination of related education and experience may also be substituted.

Experience in a City Clerk's office, specialized records management experience, or similar government setting is preferred desirable.

SPECIAL REQUIREMENTS:

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

Physical Requirements

Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and often under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to lift and carry objects weighing up to 35 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the

public, staff and others on the phone and in the office; to see clearly from less than one foot to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On a frequent basis, essential duties of the position may require the ability to climb stairs, and to kneel and/or crouch to retrieve files and other items.

Work Environment

Essential duties of this classification are primarily performed in a dynamic office environment that may include frequent interruptions and/or a high level of public contact.

CAREER LADDER INFORMATION:

Experience gained in this classification in addition to training and education may serve to meet the minimum requirements for promotion to Deputy City Clerk II.



City of Torrance
CITY CLERK I, DEPUTY

CLASS CODE	1120	SALARY	\$26.33 - \$33.62 Hourly \$4,563.87 - \$5,827.47 Monthly \$54,766.40 - \$69,929.60 Annually
BARGAINING UNIT	Torrance City Employees Association	ESTABLISHED DATE	August 01, 2017
REVISION DATE	November 21, 2017		

DEFINITION

Under general supervision, performs paraprofessional, technical and administrative work in support of City Clerk functions which require a high degree of discretion and independent judgment; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED

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Receives supervision from the Deputy City Clerk II or Deputy City Clerk III. May provide technical supervision and/or lead direction to lower level clerical support staff.

EXAMPLES OF ESSENTIAL DUTIES

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QUALIFICATION GUIDELINES

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Ability to

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CAREER LADDER INFORMATION

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ESTABLISHED/REVISED DATE

Established: August 2017

Dept. Review: February 2022

CITY OF TORRANCE
Organizational Chart
City Clerk

