



Date: February 11, 2025

To: Honorable Mayor and Members of the City Council

From: Hedieh Khajavi, Human Resources Director

By: Civil Service Commission  
Anaid Navarro, Principal Human Resources Analyst | [ANavarro@TorranceCA.Gov](mailto:ANavarro@TorranceCA.Gov)

Subject: Civil Service Commission and Human Resources – Approve Proposed Class Specification for Waste Management Coordinator. Expenditure: None

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## RECOMMENDATION

Recommendation of the Civil Service Commission and Human Resources Director that City Council approve the proposed class specification for Waste Management Coordinator.

## FUNDING

None required.

## DISCUSSION

The Public Works Director requested that a new job classification be created to assist in day-to-day activities of the Sanitation Division's environmental programs and recycling and waste initiatives. The classification will provide support to the Sanitation Manager and Policy and Resources Specialist in waste-related complaints and violations, field inspections, environmental programs, compliance, grants, public education, and administrative duties. At the meeting on February 10, 2025, the Civil Service Commission approved the proposed class specification which is submitted for your review and approval.

## ATTACHMENT

1. February 10, 2025 – Civil Service Commission Item

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

Honorable Members:

**SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR WASTE  
MANAGEMENT COORDINATOR**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Waste Management Coordinator and forward it to the City Council for approval.

**BACKGROUND**

On December 17, 2024, City Council approved the Proposed Program Modifications for Fiscal Year 2024-2025 budget which included the addition of the Waste Management Coordinator position in the Public Works Department, Sanitation Division. This position will be responsible for ensuring that commercial solid waste generators and haulers comply with SB 1383 and other solid waste legislation. SB 1383, enacted in 2022, requires local jurisdictions to: provide organic waste collection to all residents and businesses, establish an edible food recovery program, conduct annual outreach and education to all stakeholders, complete annual inspections of regulated businesses, and other enforcement actions required by SB 1383. The Public Works Director has requested that a new job classification be created to oversee commercial solid waste generators and haulers.

This proposed class specification for the Waste Management Coordinator is submitted for your review and approval.

**ANALYSIS**

The Waste Management Coordinator performs technical and administrative work in support of environmental programs, and recycling and waste reduction and diversion initiatives within the Sanitation Division.

The **Examples of Duties** section reflects principal job duties such as:

- Receives, inspects and investigates a variety of waste-related complaints and violations regarding ordinances, codes and regulations related to solid waste, organic waste and recycling programs, and storm water and sewer programs
- Conducts scheduled and random field inspections and investigations at residential, multifamily, commercial, and construction and demolition properties to ensure compliance with solid waste, storm water and sewer system requirements
- Monitor federal, state and local legislative changes
- Assists in monitoring City-wide refuse and recycling, food recovery, household hazardous waste and other environmental programs to meet federal and state regulations

- Develops, implements and monitors the City's recycling and waste reduction activities for compliance with State-mandated recycling goals
- Conducts research and prepares memoranda, staff reports, surveys, and other written documentation to analyze issues
- Assists with administering grants related to waste and recycling programs or projects.
- Interacts with the public in a friendly and professional manner during inspections and investigations of commercial, industrial, and residential sites for compliance with associated environmental programs
- Coordinates public education events and prepares and maintains educational and promotional materials
- Provides technical support related to environmental issues to all Public Works Divisions and other City Departments.
- Provides technical assistance and interprets plans, regulations, and procedures to the public, private haulers, commercial businesses, and industrial companies.
- Prepares, monitors, and analyzes financial, statistical, and technical data relating to recycling and waste reduction activities, grant funding, and permit fees.
- May act as the main liaison with the City's Private Haulers.
- Writes reports and makes presentations to business and community groups.
- Performs other related duties, as assigned.

The **Qualification Guidelines** section reflects the Knowledge and Core Competencies required for performing the duties of the position such as:

#### **Knowledge of**

- Laws, rules and regulations relating to environmental compliance including but not limited to AB 939, AB 341, SB 1383, AB 1826, SB 54
- Computer software applications related to data analysis and report preparation;
- Applicable Federal, State, and local regulations pertaining to assigned areas of responsibility;
- Trends, practices and technology in environmental resource sustainability;
- Program development and implementation principles and practices;
- Grant application and administration methods and techniques;
- Research and report writing methods and techniques;
- Principles and practices of budget development and reporting;
- Public relations and customer service techniques, including telephone etiquette;
- Understanding of city functions, policies, practices and procedures;
- Research methodologies & resources, including internet and report writing;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- Professional public relations skills, principles and practices, including both written and oral presentations.

#### **Core Competencies**

- Action and Results Focus – Showing initiative and focusing on accomplishments.
- Decision Making – Exercising discretion and judgment in choosing courses of action.
- Fiscal Acumen – Budgeting and allocating monetary resources.
- Oral Communication – Engaging effectively in dialogue.
- Presentation Skills – Formally delivering information to groups.

- Professional & Technical Expertise – Applying technical subject matter to the job. Knows information required to perform a specific job.
- Attention to Detail – Extremely careful in addressing all aspects of each work assignment to produce completed staff work and/or avoid any negative outcomes.
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications.
- Self-Management – Showing personal organization, self-discipline, and dependability.
- Strategic View – Maintaining the big picture and long-range objectives as a guide for decisions.
- Written Communication – Communicating effectively in writing.
- Teamwork – Collaborating with others to achieve shared goals.

The **License or Certificate** section reflects the following requirements:

- Must possess and maintain a valid California Class C driver's license

The **Experience and Education Section** describes the required experience and certification for the position as follows:

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

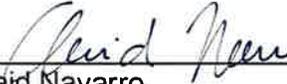
Graduation from a college or university with a bachelor's degree in environmental sciences, sustainability, public administration or a closely related field; and six months of experience in the development, implementation, or administration of public or private recycling and waste reduction programs and activities.

The **Special Requirements** section reflects the essential duties of this position including the physical demands and/or working conditions.

The **Career Ladder** section provides information about career movement for the classification.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
Anaïd Navarro  
Principal Human Resources Analyst

CONCUR:

  
Hedieh Khajavi  
Human Resources Director

NOTED:



Brianne Cohen  
Brianne Cohen  
Civil Service Manager

- Attachment
- A) Proposed Class Specification Waste Management Coordinator
  - B) Public Works Department Organizational Chart (Current)
  - C) Public Works Department Organizational Chart (Proposed)

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## Waste Management Coordinator

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### Definition

Under direction, performs technical and administrative work in support of environmental programs and recycling and waste reduction and diversion initiatives.

### Distinguishing Characteristics

A Waste Management Coordinator is distinguished from a Policy and Resources Specialist in that incumbents in the Waste Management Coordinator position provides professional and functional level skills, while incumbents in the Policy and Resources Specialist position provide technical level skills in environmental programs and recycling and waste reduction and diversion initiatives.

### Supervision Exercised/Received:

Receives general supervision from the Policy and Resources Specialist and/or Sanitation Services Manager; may provide lead direction to lower-level clerical support staff.

### Examples of Essential Duties

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

- Receives, inspects and investigates a variety of waste-related complaints and violations regarding ordinances, codes and regulations related to solid waste, organic waste and recycling programs, and storm water and sewer programs
- Conducts scheduled and random field inspections and investigations at residential, multifamily, commercial, and construction and demolition properties to ensure compliance with solid waste, storm water and sewer system requirements
- Monitor federal, state and local legislative changes
- Assists in monitoring City-wide refuse and recycling, food recovery, household hazardous waste and other environmental programs to meet Federal and state federal regulations
- Develops, implements and monitors the City's recycling and waste reduction activities for compliance with State-mandated recycling goals.
- Conducts research and prepares memoranda, staff reports, surveys, and other written documentation to analyze issues
- Assists with administering grants related to waste and recycling programs or projects.
- Interacts with the public in a friendly and professional manner during inspections and investigations of commercial, industrial and residential sites for compliance with associated environmental programs
- Coordinates public education events and prepares and maintains educational and promotional materials.
- Provides technical support related to environmental issues to all Public Works Divisions and other City Departments.

Class Designation: Civil Service

- Provides technical assistance and interprets plans, regulations and procedures to the public, private haulers, commercial businesses, and industrial companies.
- Prepares, monitors, and analyzes financial, statistical, and technical data relating to recycling and waste reduction activities, grant funding, and permit fees.
- May act as the main liaison with the City's Private Haulers.
- Writes reports and makes presentations to business and community groups.
- Performs other related duties, as assigned.

## Qualification Guidelines

### Knowledge of:

- Laws, rules and regulations relating to environmental compliance including but not limited to AB 939, AB 341, SB 1383, AB 1826, SB 54
- Computer software applications related to data analysis and report preparation;
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### Core Competencies:

- Action and Results Focus – Showing initiative and focusing on accomplishments.
- Decision Making – Exercising discretion and judgment in choosing courses of action.
- Fiscal Acumen – Budgeting and allocating monetary resources.
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### **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:*

Graduation from a college or university with a bachelor's degree in environmental sciences, sustainability, public administration or a closely related field; and six months of experience in the development, implementation, or administration of public or private recycling and waste reduction programs and activities.

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### **Special Requirements**

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

### **Physical Requirements**

Job duties are generally performed in a normal office environment and in the field. While performing the job duties, incumbents will be required to sit, use hands to type on a keyboard or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aid the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet.

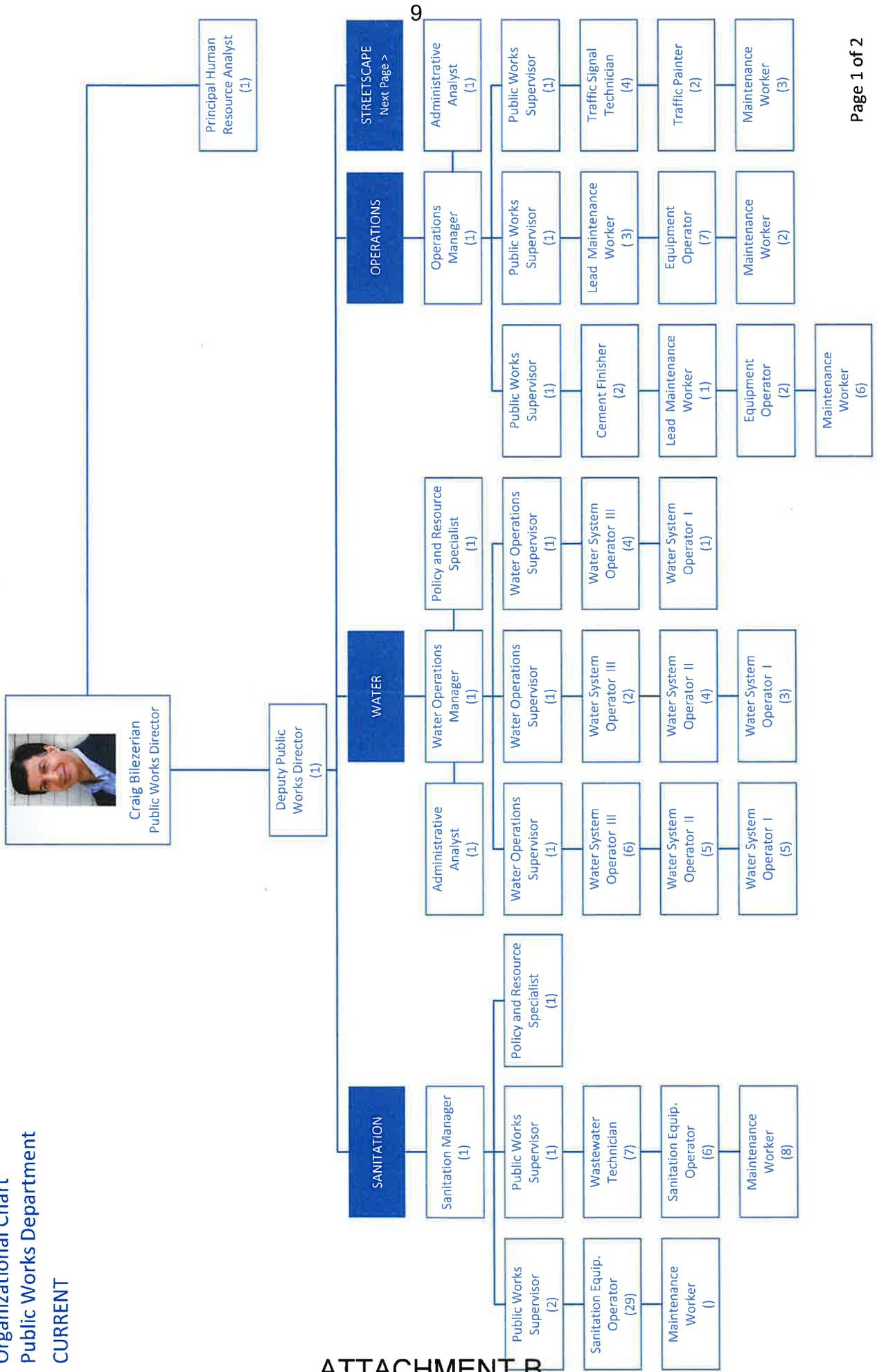
May be required to work outside of scheduled business hours including evenings and weekends in order to attend meetings and special events.

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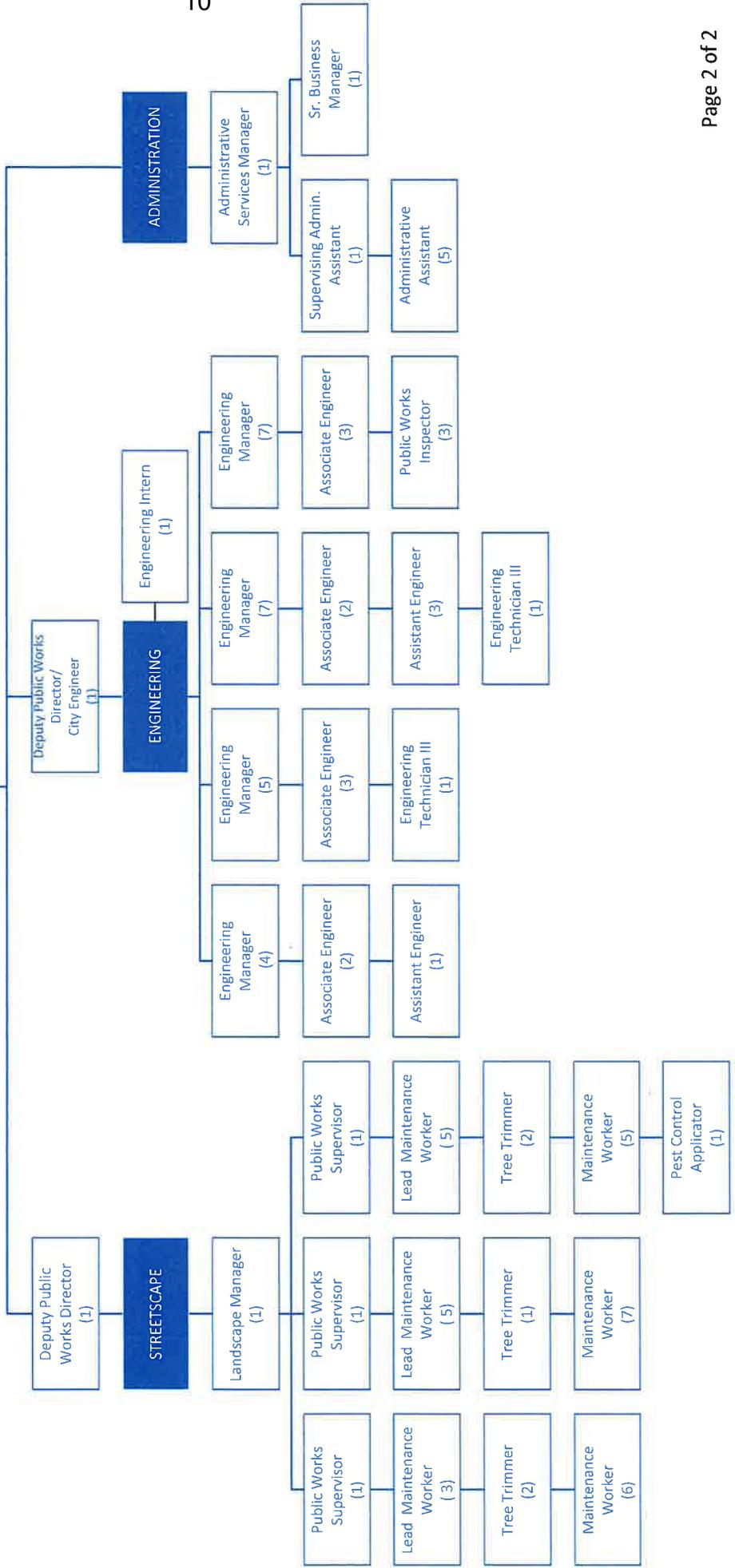
### **Career Ladder Information**

Experience gained in this classification may serve towards meeting the minimum requirements for promotion to Policy and Resources Specialist.

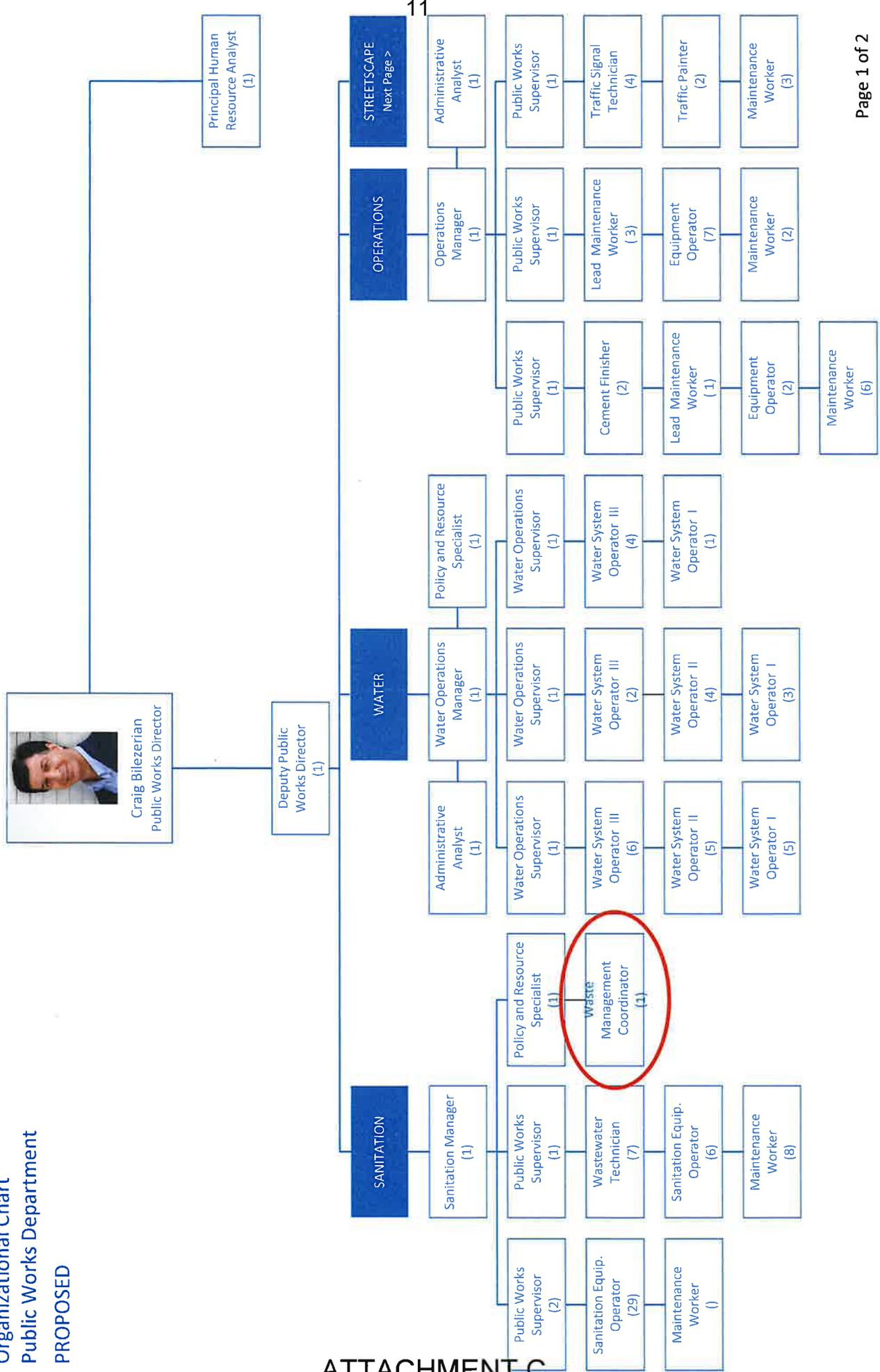
**CITY OF TORRANCE**  
**Organizational Chart**  
**Public Works Department**  
**CURRENT**



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