



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, JANUARY 07, 2021 - 5:00 P.M.
Video/Teleconference Meeting
HR Contact: HR@cityofhawthorne.org**

1. **CALL TO ORDER.** Chairperson Sanyal called the meeting to order at 5:05pm
 - a. ROLL CALL: Present: Chairperson Sanyal Commissioners Present: Harris & Balboa.
 - b. Absent: Commissioner Hendricks (Excused)

Also present: Cinthia Peters, Secretary to the Civil Service Commission/Human Resources Analyst.
Christine Tomikawa, Human Resources Director. Alison Stevens, Assistant City Attorney.
2. The Pledge of Allegiance was delivered by Commissioner Balboa
3. Pursuant to Government Code Section 54954, the January 7th, 2021 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 12:30 P.M. on Monday, January 04th, 2021.
4. **ITEMS FROM THE COMMISSION.**
 - a. None
5. **ORAL COMMUNICATIONS.**
 - a. None
6. **WRITTEN COMMUNICATIONS.**
 - a. None
7. **APPROVAL OF MINUTES.**
 - a. For the Meeting of December 17th, 2020– Postponed no quorum to approve
 - b. For the Meeting of October 19, 2020- Moved by Harris and 2nd by Sanyal. All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Code Enforcement Supervisor- Moved by Chairperson Sanyal, 2nd by Commissioner Balboa, All present vote to Approve.
Changes presented at the December 17, 2020 meeting updates after review with HMEA keeping position as Classified.
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. None.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. None.
11. **SECRETARY’S REPORT.**
 - a. None
12. **HEARINGS.**
 - a. None
13. **COMMENTS FROM COMMISSIONERS.**

Announcements, Happy New Year!
14. **ADJOURNMENT.**

Meeting adjourned at 5:12pm to the regular scheduled meeting of January 21st, 2021.