



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE SPECIAL MEETING OF
WEDNESDAY, JANUARY 15TH, 2020- 5:00 P.M.
CITY COUNCIL CHAMBERS
4455 WEST 126TH STREET, HAWTHORNE, CA.**

1. **CALL TO ORDER.** Commissioner Hendricks called the meeting to order at 5:02pm
 - a. ROLL CALL: Present: Commissioners: Harris, Hendricks & Commissioner Balboa
 - b. Absent: Love & Sanyal (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 Harris.
3. Pursuant to Government Code Section 54956, the January 15th , 2020 Special Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 4:30 P.M. on Tuesday, January 14th, 2020.
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 19th, 2019– Postponed to next meeting due to no quorum.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Police Sergeant- Moved by Commissioner Harris and 2nd by Commissioner Balboa- All present vote to approve.
Captain. Tomatani addressed commission on update to job description regarding the ability to obtain an Intermediate Post Certification.
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Police Sergeant- Moved by Commissioner Balboa and 2nd by Commissioner Harris- All present vote to approve.
 - b. Information Support Technician- Reposting- Moved by Commissioner Harris and 2nd by Commissioner Hendricks- All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. None
11. **SECRETARY'S REPORT.**
 - a. New Hire Update
12. **HEARINGS.**
 - a. None
13. **COMMENTS FROM COMMISSIONERS.**

Announcements, brief report on Commissioner activities, and requesting information from staff. - Commissioner Balboa addressed update to Commissioner Love's health status and support to contact.
14. **ADJOURNMENT.**

Meeting adjourned at 5:13pm to the regular scheduled meeting of February 6th, 2020.