



**CITY OF HAWTHORNE  
CIVIL SERVICE COMMISSION AGENDA  
MINUTES FOR THE SPECIAL MEETING OF  
THURSDAY, FEBRUARY 4, 2021 – 5:00 P.M  
Video/Teleconference Meeting**

1. CALL TO ORDER – Chairperson Sanyal called the meeting to order at 5:02 PM.
  - a. Roll Call – Present: Chairperson Sanyal, Commissioner Balboa, Commissioners Hendricks and Commissioner Harris.  
  
Also present: Christine Tomikawa, Director of Human Resources, Alison Stevens, Assistant City Attorney and Asghar Tootla, Human Resources Specialist
2. PLEDGE OF ALLEGIANCE – delivered by Commissioner Hendricks
3. Pursuant to Government Code Section 54956, the February 4, 2021 Civil Service Commission Special Meeting Agenda was posted at City Hall, 4455 W. 126<sup>th</sup> Street at 3:00 PM on Wednesday, February 3, 2021.
4. ITEMS FROM THE COMMISSION - none
5. ORAL COMMUNICATIONS - none
6. WRITTEN COMMUNICATIONS - none
7. APPROVAL OF MINUTES.
  - a. For the Meeting of December 17, 2021 – Moved by Commissioner Harris and 2<sup>nd</sup> by Commissioner Hendricks– Sanyal abstain; Balboa, Harris and Hendricks vote to approve.
  - b. For the Meeting of January 7, 2021 – Moved by Chairperson Sanyal and 2<sup>nd</sup> by Commissioner Harris – Hendricks abstain; Balboa, Harris and Sanyal vote to approve.
8. APPROVAL OF PROPOSED JOB DESCRIPTIONS
  - a. None
9. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).
  - a. None
10. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).
  - a. Skilled Maintenance Worker – Moved by Chairperson Sanyal and 2<sup>nd</sup> by Hendricks – All present vote to approve.
11. SECRETARY’S REPORT – none
12. HEARINGS - none
13. COMMENTS FROM COMMISSIONERS - none
14. ADJOURNMENT – 5:08 PM

Meeting adjourned to a regular meeting scheduled for February 19, 2021 at 5:00 pm.  
(Correction of date to February 18, 2021)