



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE SPECIAL MEETING OF
THURSDAY, FEBRUARY 6, 2020- 5:00 P.M.
CITY COUNCIL CHAMBERS
4455 WEST 126TH STREET, HAWTHORNE, CA.**

1. **CALL TO ORDER.** Chairperson Sanyal called the meeting to order at 5:07pm
 - a. ROLL CALL: Present: Commissioners: Harris, Hendricks, Balboa & Chairperson Sanyal
 - b. Absent: Love & Sanyal (excused)

Also present: Asghar Tootla filling in for 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 February 6, 2020 Special Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 4:30 P.M. on Monday, February 3, 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– Moved by Commissioner Harris and 2nd by Commissioner Hendricks – Approved by Commissioners Harris, Hendricks and Chairperson Sanyal; Abstain – Commissioner Balboa.
 - b. For the Special Meeting of January 15, 2020 – Moved by Commissioner Hendricks and 2nd by Commissioner Harris – Approved by Commissioners Harris, Hendricks and Balboa; Abstain – Chairperson Sanyal
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Crew Leader – Pulled from agenda by HR Director Tomikawa
 - b. Payroll Assistant – Moved by Commissioner Harris and 2nd by Commissioner Balboa – All present vote to approve.
 - c. Payroll Technician – Moved by Chairperson Sanyal and 2nd by Commissioner Harris – All present vote to approve.
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Crew Leader – Pulled from agenda by HR Director Tomikawa
 - b. Payroll Assistant – Moved by Commissioner Hendricks and 2nd by Chairperson Sanyal – All present vote to approve.
 - c. Payroll Technician – Moved by Commissioner Harris and 2nd by Commissioner Balboa – All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Sewer Service Technician – Moved by Chairperson Sanyal and 2nd by Commissioner Hendricks – All present vote to approve.
 - b. Senior Planner – Moved by Commissioner Harris and 2nd by Chairperson Sanyal – All present vote to approve.
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 Harris asked about Commissioner Love’s status. He would follow up and let HR Director Tomikawa know the update status.
14. **ADJOURNMENT.**

Meeting adjourned at 5:29pm to the regular scheduled meeting of February 20, 2020.