



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE MEETING OF
THURSDAY, MARCH 19, 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 5:11pm via teleconference
 - a. ROLL CALL: Present: Commissioners: Hendricks (teleconference), Balboa & Chairperson Sanyal (teleconference)
 - b. Absent: Love (excused), Harris

Also present: Asghar Tootla, Human Resources Analyst. Allison Stevens, Assistant City Attorney.

2. The Pledge of Allegiance was delivered by Commissioner Balboa.
3. Pursuant to Government Code Section 54954, the March 19, 2020 Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 8:00 A.M. on Wednesday, March 18, 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 Special Meeting of February 20, 2020, Moved by Chairperson Sanyal and 2nd by Commissioner Balboa – All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Crew Leader - 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 - Moved by Chairperson Harris and 2nd by Commissioner Balboa – All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
11. **SECRETARY'S REPORT.**
 - a. Asghar let commissioners know that future Civil Service Commission meetings will be held via teleconference until further notice. All commissioners agreed.
12. **HEARINGS.**
 - a. None
13. **COMMENTS FROM COMMISSIONERS.**

Chairperson Sanyal acknowledged the City for taking the steps to move to teleconference.
14. **ADJOURNMENT.**

Meeting adjourned at 5:20pm to the regular scheduled meeting of Thursday, April 2, 2020.