



**CITY OF HAWTHORNE  
CIVIL SERVICE COMMISSION  
MINUTES FOR THE REGULAR MEETING OF  
THURSDAY, APRIL 2, 2020- 5:00 P.M.  
CITY COUNCIL CHAMBERS  
4455 WEST 126<sup>TH</sup> STREET, HAWTHORNE, CA. 90250  
Video/Teleconference Meeting  
Zoom Meeting: <https://zoom.us/j/503637163>  
and/or call in: +1 669 900 6833  
Meeting ID: 503 637 163**

1. **CALL TO ORDER.** Chairperson Sanyal called the meeting to order at 5:02pm
  - a. ROLL CALL: Present: Commissioners: Harris, Hendricks, Balboa & Chairperson Sanyal
  - b. Absent: Love (excused)

Also present: Christine Tomikawa, Human Resources Director. Cinthia Peters, Human Resources Analyst, Allison Stevens, Assistant City Attorney. Asghar Tootla, Human Resources Analyst.

2. The Pledge of Allegiance was delivered by Commissioner Hendricks.
3. Pursuant to Government Code Section 54954, the April 2, 2020 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126<sup>th</sup> Street at 5:00 P.M. on Monday, March 30, 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 March 19, 2020–Moved by Chairperson Sanyal and 2<sup>nd</sup> by Commissioner Balboa – All present vote to approve. Commissioner Harris Abstained
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. Payroll Assistant recruitment – Moved by Chairperson Sanyal and 2<sup>nd</sup> by Commissioner Harris– All present vote to approve.
  - b. Payroll Technician recruitment – Moved by Commissioner Harris and 2<sup>nd</sup> by Commissioner Hendricks – All present vote to approve.
11. **SECRETARY’S REPORT.**
  - a. None
12. **HEARINGS.**
  - a. None
13. **COMMENTS FROM COMMISSIONERS.**

Announcements, brief report on Commissioner activities, and requesting information from staff. - Commissioner Harris requests follow up for Commissioner Love and status for return. Commissioner Balboa gave update. Department to follow up for next meeting attendance.
14. **ADJOURNMENT.**

Meeting adjourned at 5:13pm to the regular scheduled meeting of April 16, 2020.