



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES FOR THE REGULAR MEETING OF
THURSDAY, MAY 7, 2020- 5:00 P.M.
CITY COUNCIL CHAMBERS
4455 WEST 126TH STREET, HAWTHORNE, CA. 90250
Video/Teleconference Meeting**

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 (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 Harris
3. Pursuant to Government Code Section 54954, the May 7, 2020 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 1:30 P.M. on Monday, May 4, 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 April 2, 2020–Moved by Commissioner Hendricks and 2nd by Commissioner Harris – All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Legal/Risk Specialist Update- Moved by Chairperson Sanyal and 2nd by Commissioner Hendricks- All present vote to approve.
 - b. Community Services Officer -Postponed
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Community Services Officer- Postponed
 - b. Police Records Supervisor- Moved by Commissioner Harris and 2nd by Commissioner Balboa-All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Information Support Technician – Moved by Chairperson Sanyal and 2nd by Commissioner Hendricks– All present vote to approve.
 - b. Police Sergeant– Moved by Commissioner Harris and 2nd by Commissioner Balboa – All present vote to approve.
 - c. Police Recruit- Moved by Commissioner Harris and 2nd by Chairperson Sanyal- 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. – Commissioners discussed replacement of commissioners and will follow up when the need arises as Mayor will need to appoint.
14. **ADJOURNMENT.**

Meeting adjourned at 5:27pm to the regular scheduled meeting of May 21, 2020.