



**CITY OF HAWTHORNE  
CIVIL SERVICE COMMISSION  
MINUTES FOR THE REGULAR MEETING OF  
THURSDAY, MAY 21, 2020- 5:00 P.M.  
CITY COUNCIL CHAMBERS  
4455 WEST 126<sup>TH</sup> STREET, HAWTHORNE, CA. 90250  
Video/Teleconference Meeting**

1. **CALL TO ORDER.** Chairperson Sanyal called the meeting to order at 5:02 pm
  - 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 21, 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, May 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 Meeting of May 7, 2020–Moved by Commissioner Harris and 2<sup>nd</sup> by Commissioner Balboa – All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
  - a. Community Services Officer- Moved by Commissioner Harris and 2<sup>nd</sup> by Commissioner Hendricks- All present vote to approve.
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
  - a. Community Services Officer- Moved by Chairperson Sanyal and 2<sup>nd</sup> by Commissioner Hendricks- All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
  - a. None
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. – None
14. **ADJOURNMENT.**

Meeting adjourned at 5:17pm to the regular scheduled meeting of June 4, 2020.