



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES FOR THE REGULAR MEETING OF
THURSDAY, AUGUST 6, 2020 – 5:00 P.M
Video/Teleconference Meeting**

1. **CALL TO ORDER** – Chairperson Sanyal called the meeting to order at 5:05 PM.
 - a. Roll Call – Present: Chairperson Sanyal, Commissioners Balboa, Harris and Hendricks (arrives later in meeting).

Also present: Christine Tomikawa, Director of Human Resources and Alison Stevens, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE** – delivered by Commissioner Harris
3. Pursuant to Government Code Section 54954, the August 6, 2020 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 5:00PM on Monday, August 3, 2020.
4. **ITEMS FROM THE COMMISSION** - none
5. **ORAL COMMUNICATIONS** - none
6. **WRITTEN COMMUNICATIONS.** - none
7. **APPROVAL OF MINUTES.**
 - a. For the Meeting of May 21, 2020 – Moved by Commissioner Harris and 2nd by Commissioner Balboa – All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS** – Moved to approve all job descriptions except for Crew Leader Building Maintenance by Chairperson Sanyal and 2nd by Commissioner Balboa – All present vote to approve.
 - a. Graffiti Worker
 - b. NPDES Maintenance Worker
 - c. City Maintenance Worker
 - d. Sewer Service Technician
 - e. Skilled Maintenance Worker
 - f. Crew Leader – Building Maintenance, Park Maintenance and Pavement Repair
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS)** - none
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**(Commissioner Hendricks enters meeting)
 - a. Police Records Supervisor – Moved to approve by Chairperson Sanyal and 2nd by Commissioner Hendricks – All present vote to approve.
11. **SECRETARY’S REPORT.**
 - a. HR update – HR reports staffing situation and Ms. Peters’ absence from meeting.
12. **HEARINGS** - none
13. **COMMENTS FROM COMMISSIONERS.**

Announcements, brief report on Commissioner activities, and request information from staff – Commissioner Harris and Chairperson Sanyal comment on Commissioner Love’s passing – heart and soul of the City, sad time.
14. **ADJOURNMENT** – 5:28PM
Meeting adjourned to a regular meeting scheduled for August 20, 2020 at 5:00pm