



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION AGENDA
MINUTES FOR THE SPECIAL MEETING OF
THURSDAY, SEPTEMBER 3, 2020 – 5:00 P.M
Video/Teleconference Meeting**

1. CALL TO ORDER – Chairperson Sanyal called the meeting to order at 5:05PM.
 - a. Roll Call – Present: Chairperson Sanyal, Commissioners Balboa and Hendricks; Absent: Commissioner Harris

Also present: Christine Tomikawa, Director of Human Resources, Alison Stevens, Assistant City Attorney and Asghar Tootla, Human Resources Specialist
2. PLEDGE OF ALLEGIANCE – delivered by Commissioner Hendricks
3. Pursuant to Government Code Section 54956, the September 3, 2020 Civil Service Commission Special Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 5:00PM on Tuesday, September 1, 2020.
4. ITEMS FROM THE COMMISSION - none
5. ORAL COMMUNICATIONS - none
6. WRITTEN COMMUNICATIONS - none
7. APPROVAL OF MINUTES.
 - a. For the Meeting of August 6, 2020 – Moved by Chairperson Sanyal and 2nd by Commissioner Balboa – All present vote to approve.
8. APPROVAL OF PROPOSED JOB DESCRIPTIONS - none
9. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).
 - a. Parking Enforcement Officer II – Moved by Commissioner Hendricks and 2nd by Commissioner Balboa – All present vote to approve.
 - b. Public Works – Engineering Technician – Moved by Commissioner Balboa and 2nd by Chairperson Sanyal – All present vote to approve.
10. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).
 - a. Police Recruit – extension – pulled by HR Director
11. SECRETARY’S REPORT - none
12. HEARINGS - none
13. COMMENTS FROM COMMISSIONERS - none
14. ADJOURNMENT – 5:13PM

Meeting adjourned to a regular meeting scheduled for September 17, 2020 at 5:00pm.