



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION AGENDA
MINUTES FOR THE SPECIAL MEETING OF
THURSDAY, NOVEMBER 12, 2020 – 5:00 P.M
Video/Teleconference Meeting**

1. CALL TO ORDER – Chairperson Sanyal called the meeting to order at 5:07PM.
 - a. Roll Call – Present: Chairperson Sanyal, Commissioner Harris, Commissioners Balboa and Commissioner Hendricks.

Also present: Christine Tomikawa, Director of Human Resources, Alison Stevens, Assistant City Attorney and Cynthia Peters, Human Resources Analyst
2. PLEDGE OF ALLEGIANCE – delivered by Commissioner Hendricks
3. Pursuant to Government Code Section 54956, the November 12, 2020 Civil Service Commission Special Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 5:00PM on Tuesday, November 10, 2020.
4. ITEMS FROM THE COMMISSION - none
5. ORAL COMMUNICATIONS - none
6. WRITTEN COMMUNICATIONS - none
7. APPROVAL OF MINUTES.
 - a. For the Special Meeting of October 22, 2020 – Moved by Commissioner Harris and 2nd by Commissioner Hendricks– All present vote to approve.
8. APPROVAL OF PROPOSED JOB DESCRIPTIONS
 - a. Parking Enforcement Officer II- Revision – Moved by Commissioner Hendricks and 2nd by Commissioner Balboa- All present vote to approve.
9. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).
 - a. None
10. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).
 - a. None
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 November 19, 2020 at 5:00pm.