



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, DECEMBER 17, 2020 - 5:00 P.M.
CITY COUNCIL CHAMBERS
4455 WEST 126TH STREET, HAWTHORNE, CA.**

1. **CALL TO ORDER.** Acting Chairperson Balboa called the meeting to order at 5:10pm
 - a. ROLL CALL: Present: Commissioners: Harris, Hendricks & Balboa
 - b. Absent: Sanyal (excused)

Also present: Cinthia Peters, Secretary to the Civil Service Commission/Human Resources Analyst.
Christine Tomikawa, Human Resources Director. Alison Stevens, Assistant City Attorney.
2. The Pledge of Allegiance was delivered by Commissioner Hendricks.
3. Pursuant to Government Code Section 54954, the December 17th, 2020 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 5:00 P.M. on Monday, December 14th, 2020.
4. **ITEMS FROM THE COMMISSION.**
 - a. None
5. **ORAL COMMUNICATIONS.**
 - a. City Manager Erick Lee addressed the commission regarding support for the city and commissioner vacancy
6. **WRITTEN COMMUNICATIONS.**
 - a. None
7. **APPROVAL OF MINUTES.**
 - a. For the Meeting of November 19th, 2020– Postponed no quorum to approve
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Code Enforcement- Moved by Commissioner Harris, 2nd by Commissioner Hendricks, All present vote to Approve.
Changes will be presented at the January 7, 2021 meeting for updates after review with HMEA
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Code Enforcement- Moved by Commissioner Balboa, 2nd by Commissioner Hendricks, All present vote to Approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Deputy City Clerk – Moved by Commissioner Hendricks, 2nd by Commissioner Harris, 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. Merry Christmas to all and a Healthy and Safe Holiday. All joined in greeting.
14. **ADJOURNMENT.**

Meeting adjourned at 5:33pm to the regular scheduled meeting of January 7th, 2021.