



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE SPECIAL MEETING OF
THURSDAY, JANUARY 10, 2019 - 5:00 P.M.
CITY COUNCIL CHAMBERS
4455 WEST 126TH STREET, HAWTHORNE, CA.**

1. **CALL TO ORDER.** Chairman Balboa called the meeting to order at 5:06 pm.
 - a. **ROLL CALL:** Present: Commissioners: Balboa, Hendricks, Harris & Love
 - b. Absent: Commissioners Sanyal Excused

Also present: Carol Cowley, sitting in for Cinthia Peters, Secretary to the Civil Service Commission/Human Resources Specialist; Irma Youssefieh, Interim Human Resources Director.
Alison Stevens, Assistant City Attorney
2. The Pledge of Allegiance was delivered by Commissioner Hendricks.
3. Pursuant to Government Code Section 54956, the January 10th, 2019 Civil Service Commission Special Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 4:30 P.M. on Monday, January 7, 2019. Commissioner Harris moved to accept the corrected dates to 2019 from 2018. Second by Commissioner Hendricks, unanimously carried by the commissioners present.
4. **ITEMS FROM THE COMMISSION.**

Chairman Balboa requested to relinquish Chairperson appointment & called for a vote to appoint a new Chairperson when all commissioners present.
5. **ORAL COMMUNICATIONS.**

None.
6. **WRITTEN COMMUNICATIONS.**

None.
7. **APPROVAL OF MINUTES.**
 - a. For the regular meeting of December 6, 2018.

Moved by Commissioner Harris to approve the Minutes of December 6, 2018; second by Commissioner Love. The motion to approve the Minutes of December 6, 2018, unanimously carried by the commissioners present.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS.**
 - a. None
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Jailer I

Lt. Tomatani presented on the current status of departmental needs for Jailer I due to potential officer promotions. Commissioner Harris requested clarification on position needs.

Commissioner Hendricks moved to open the recruitment for Jailer I; second by Commissioner Love. The motion unanimously carried by the commissioners present.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. None
11. **SECRETARY'S REPORT.**
 - a. Status on Commissioner Sanyal and her return from leave.
 - b. Interim HR Director proposed move to a special meeting on January 24, 2019 due to no current business for the regularly scheduled meeting of January 17, 2019.
 - c. Interim HR Director & Assistant City Attorney reported on status of council confirmation to amend Municipal Code w/MOU classification listings.
12. **HEARINGS.**
 - a. None.

13. COMMENTS FROM COMMISSIONERS.

Announcements, brief report on Commissioner activities, and request information from staff.

Chairman Balboa & Commissioner Love discussed folder to the commission which was presented in the past for conducting Civil Service Commission business. Commission requested a hand-out or handbook on hearing procedures and commission guidelines. Assistant City Attorney spoke on researching such item.

14. ADJOURNMENT.

Meeting adjourned at 5:35 pm to the next regularly scheduled meeting of January 17, 2019.