



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, MAY 2, 2019 - 5:00 P.M.
CITY COUNCIL CHAMBERS
4455 WEST 126TH STREET, HAWTHORNE, CA.**

1. **CALL TO ORDER.** Chairman Sanyal called the meeting to order at 5:25 pm.
 - a. ROLL CALL: Present: Commissioners: Balboa, Love & Sanyal
 - b. Absent: Harris (excused), Hendricks (excused)

Also present: 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 Balboa.
3. Pursuant to Government Code Section 54954, the May 2nd, 2019 Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 3:00 P.M. on Monday, April 29, 2019.
4. **ITEMS FROM THE COMMISSION.**
 - a. None.
5. **ORAL COMMUNICATIONS.**
 - a. None
6. **WRITTEN COMMUNICATIONS.**
 - a. None
7. **APPROVAL OF MINUTES.**
 - a. For the Meeting of March 7, 2019. –Item Postponed to next meeting due to lack of quorum to approve.
 - b. For the Meeting of April 4, 2019- Moved by Chairperson Sanyal and 2nd by Commissioner Balboa.
All vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Police Records Manager – Moved by Commissioner Love and 2nd by Commissioner Balboa.
All vote to approve with modifications.
 - b. Sewer Service Technician- Moved by Commissioner Balboa and 2nd by Chairperson Sanyal.
All vote to approve with modifications.
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Police Records Manager – Moved by Commissioner Love and 2nd by Chairperson Sanyal.
All vote to approve.
 - b. Sewer Service Technician- Moved by Commissioner Love and 2nd by Commissioner Balboa.
All vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Cable TV Supervisor – Moved by Chairperson Sanyal and 2nd by Commissioner Balboa- All approved.
 - b. Finance Analyst- Moved by Commissioner Love and 2nd by Commissioner Balboa- All approved.
 - c. Human Resources Analyst- Moved by Chairperson Sanyal and 2nd by Commissioner Balboa- All approved.
 - d. Human Resources Specialist- Cancelled Recruitment- No list established.
 - e. Assistant Engineer- Moved by Commissioner Love and 2nd by Chairperson Sanyal- All Approved.
11. **SECRETARY’S REPORT.**
 - a. None
12. **HEARINGS.**
 - a. None.
13. **COMMENTS FROM COMMISSIONERS.**
 - a. None
14. **ADJOURNMENT.**

Meeting adjourned at 5:46 pm to the next regularly scheduled meeting of May 16, 2019.