



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE SPECIAL MEETING OF
THURSDAY, JULY 18, 2019 - 5:00 P.M.
CITY COUNCIL CHAMBERS
4455 WEST 126TH STREET, HAWTHORNE, CA.**

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

Also present: Cinthia Peters, Secretary to the Civil Service Commission/Human Resources Analyst. Christine Tomikawa, PT Human Resources Director. Alison Stevens, Assistant City Attorney.
2. The Pledge of Allegiance was delivered by Commissioner Harris.
3. Pursuant to Government Code Section 54956, the July 8th, 2019 Special Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 3:00 P.M. on Wednesday, July 17, 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 June 6, 2019. – Moved by Commissioner Harris and 2nd by Commissioner Balboa. All vote to approve.
 - b. For the Meeting of May 2, 2019- Postponed for approval to next regularly scheduled meeting.
 - c. For the Meeting of June 20, 2019 – Postponed for approval to the next regularly scheduled meeting.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. None
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. None
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Police Administrative Technician – Moved by Chairperson Sanyal and 2nd by Commissioner Harris- All approved.
11. **SECRETARY’S REPORT.**
 - a. None
12. **HEARINGS.**
 - a. None
13. **COMMENTS FROM COMMISSIONERS.**
 - a. None
14. **ADJOURNMENT.**

Meeting adjourned at 5:20 pm to the regular scheduled meeting of July 18, 2019.