



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, AUGUST 15, 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 5:08 pm.
 - a. ROLL CALL: Present: Commissioners: Balboa, Harris, Love, Hendricks & Sanyal
 - b. Absent: None

Also present: Cinthia Peters, Secretary to the Civil Service Commission/Human Resources Analyst. Christine Tomikawa, Human Resources Director. Robert Kim present for Alison Stevens, Assistant City Attorney.
2. The Pledge of Allegiance was delivered by Commissioner Love.
3. Pursuant to Government Code Section 54954, the August 15th, 2019 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 3:00 P.M. on Monday, August 12, 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 May 2, 2019– Moved by Chairperson Sanyal and 2nd by Commissioner Balboa. All vote to approve.
 - b. For the Meeting of June 20, 2019 – Moved by Commissioner Balboa and 2nd by Commissioner Harris. All vote to approve.
 - c. For the Meeting of July 8, 2019– Moved by Commissioner Harris and 2nd by Commissioner Balboa. All vote to approve.
 - d. For the Meeting of July 18, 2019 – Moved by Commissioner Harris and 2nd by Commissioner Hendricks. All vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Engineering Technician- Moved by Commissioner Hendricks and 2nd by Chairperson Sanyal – All present vote to approve.
 - b. Forensics Specialist- Updates- Chairperson Sanyal moved to continue item to next meeting of September 5th due to questions about requirements, years of experience and descriptive language, and 2nd by Commissioner Harris
 - c. Traffic Clerk- Moved by Chairperson Sanyal and 2nd by Commissioner Love – All present vote to approve
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Engineering Technician- Moved by Commissioner Love and 2nd by Commissioner Hendricks – All present vote to approve.
 - b. Forensics Specialist- Updates- Chairperson Sanyal moved to continue item to next meeting of September 5th, and 2nd by Commissioner Hendricks- All present vote to approve
 - c. Jailer I- Moved by Commissioner Hendricks and 2nd by Commissioner Love- All present vote to approve
 - c. Traffic Clerk- Moved by Commissioner Harris and 2nd by Commissioner Balboa – All present vote to approve
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. None
11. **SECRETARY’S REPORT.**
 - a. None

12. HEARINGS.

a. None

13. COMMENTS FROM COMMISSIONERS.

a. None

14. ADJOURNMENT.

Meeting adjourned at 5:30 pm to the regular scheduled meeting of September 5, 2019.