



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, SEPTEMBER 5, 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 5:16 pm.
 - a. ROLL CALL: Present: Commissioners: Balboa, Harris & Sanyal
 - b. Absent: Commissioner Hendricks & Love

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 Harris.
3. Pursuant to Government Code Section 54954, the September 5th, 2019 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 5:00 P.M. on Thursday, August 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 August 15, 2019– Moved by Commissioner Harris and 2nd by Chairperson Sanyal. All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. NONE
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Business License Code Technician- Moved by Chairperson Sanyal and 2nd by Commissioner Balboa – All present vote to approve.
 - b. Administrative Analyst/Senior Administrative Analyst- Moved by Commissioner Harris and 2nd by Commissioner Balboa – All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Police Department Position-Extension- Moved by Chairperson Sanyal and 2nd by Commissioner Harris – All present vote to approve.
11. **SECRETARY’S REPORT.**
 - a. None
12. **HEARINGS.**
 - a. None
13. **COMMENTS FROM COMMISSIONERS.**
 - a. None
14. **ADJOURNMENT.**

Meeting adjourned at 5:32 pm to the regular scheduled meeting of September 19, 2019.