



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, SEPTEMBER 19, 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 5:24 pm.
 - a. ROLL CALL: Present: Commissioners: Hendricks, Harris & Sanyal
 - b. Absent: Commissioner Balboa & 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 19th, 2019 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 5:00 P.M. on Monday, September 16, 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 September 19, 2019– Moved by Commissioner Harris and 2nd by Commissioner Hendricks to postpone. All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. NONE
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Administrative Analyst/Senior Administrative Analyst- Moved by Commissioner Harris and 2nd by Commissioner Hendricks – All present vote to approve.
 - b. Information Support Technician- Moved by Chairperson Sanyal and 2nd by Commissioner Hendricks– All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Police Records Manager- Moved by Chairperson Sanyal and 2nd by Commissioner Hendricks – 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 5:39 pm to the regular scheduled meeting of October 3, 2019.