



**CITY OF HAWTHORNE  
CIVIL SERVICE COMMISSION  
MINUTES  
FOR THE REGULAR MEETING OF  
THURSDAY, OCTOBER 17, 2019 - 5:00 P.M.  
CITY COUNCIL CHAMBERS  
4455 WEST 126<sup>TH</sup> STREET, HAWTHORNE, CA.**

1. **CALL TO ORDER.** Chairperson Sanyal called the meeting to order at 5:06pm
  - a. ROLL CALL: Present: Commissioners: Balboa & Harris
  - b. Absent: Commissioner Hendricks (excused) & 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 Balboa.
3. Pursuant to Government Code Section 54954, the October 17<sup>th</sup>, 2019 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126<sup>th</sup> Street at 3:00 P.M. on Monday, October 14, 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 05, 2019– Moved by Commissioner Harris and 2<sup>nd</sup> by Commissioner Balboa to approve. All present vote to approve.
  - b. For the Meeting of September 19, 2019– Postponed to next meeting
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
  - a. NONE
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
  - a. Sewer Service Technician- Moved by Chairperson Sanyal and 2<sup>nd</sup> by Commissioner Harris – All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
  - a. Forensics Specialist- Moved by Commissioner Harris and 2<sup>nd</sup> by Commissioner Balboa – All present vote to approve.
  - b. Custodian- Moved by Chairperson Sanyal and 2<sup>nd</sup> by Commissioner Harris- All present vote to approve.
11. **SECRETARY’S REPORT.**
  - a. Processing stipend payments should be sent out by finance and mailed out.
12. **HEARINGS.**
  - a. None
13. **COMMENTS FROM COMMISSIONERS.**
  - a. Requesting update on getting replacement commissioners or standby commissioners. Reviewed the 3 unexcused absent rule for commissioner removal. City Attorney Alison Stevens to review with Mayor for consideration.
  - b. Commissioner Harris also requested to be included in community events and considered as representative of city. Director Tomikawa advised website is good resource for community event announcements and City Manager’s office.
14. **ADJOURNMENT.**

Meeting adjourned at 5:24 pm to the regular scheduled meeting of November 7<sup>th</sup>, 2019.