



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE SPECIAL MEETING OF
MONDAY, NOVEMBER 04, 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 5:06pm
 - a. ROLL CALL: Present: Commissioners: Balboa, Harris, Hendricks, Love & Chairperson Sanyal
 - b. Absent: NONE

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 Love.
3. Pursuant to Government Code Section 54956, the November 4th, 2019 Special Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 12:00 P.M. on Friday, November 1, 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 Chairperson Sanyal to approve. All present vote to approve.
 - b. For the Meeting of October 17, 2019– Moved by Commissioner Balboa and 2nd by Commissioner Harris to approve. All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Engineering Technician-Revised- Moved by Chairperson Sanyal and 2nd by Commissioner Hendricks – All present vote to approve.
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Engineering Technician- Moved by Commissioner Harris and 2nd by Commissioner Balboa – All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Information Support Technician- Moved by Commissioner Hendricks and 2nd by Commissioner Love – All present vote to approve.
 - b. Jailer I- 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.**

Announcements, brief report on Commissioner activities, and requesting information from staff.
14. **ADJOURNMENT.**

Meeting adjourned at 5:21 pm to the regular scheduled meeting of November 21st, 2019.