



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, NOVEMBER 21, 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 & Chairperson Sanyal
 - b. Absent: Love (excused)

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 November 21st, 2019 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 3:00 P.M. on Monday, November 18, 2019.
4. **ITEMS FROM THE COMMISSION.**
 - a. Commissioner Sanyal reported a will be absent Dec. 5th meeting.
5. **ORAL COMMUNICATIONS.**
 - a. None
6. **WRITTEN COMMUNICATIONS.**
 - a. None
7. **APPROVAL OF MINUTES.**
 - a. For the Meeting of November 4th, 2019– Moved by Chairperson Sanyal and 2nd by Commissioner Harris to approve.
All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. None
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. None
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Engineering Technician- Moved by Chairperson Sanyal and 2nd by Commissioner Hendricks– All present vote to approve.
 - b. Traffic Clerk- Moved by Commissioner Balboa and 2nd by Commissioner Harris- All present vote to approve.
 - c. Administrative Analyst/Senior Administrative Analyst- Moved by Commissioner Harris and 2nd by Chairperson Sanyal
- 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 5:18 pm to the regular scheduled meeting of December 5th, 2019.