



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, DECEMBER 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 5:10pm
 - a. ROLL CALL: Present: Commissioners: Harris, Hendricks & Chairperson Sanyal
 - b. Absent: Love & Balboa (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 Hendricks.
3. Pursuant to Government Code Section 54954, the December 19th, 2019 Regular Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 3:00 P.M. on Monday, December 16th, 2019.
4. **ITEMS FROM THE COMMISSION.**
 - a. None
5. **ORAL COMMUNICATIONS.**
 - a. Recommendation to cancel January 2nd, 2020 meeting due to the New Year Holiday.
 - b. Employee Chris Palmer addressed the commission regarding the approved opening for the recruitment of Senior Planner. Chairperson Sanyal addressed concerns. Director of HR CTomikawa confirmed for Chairperson Sanyal no changes were made to the job specification and the bulletin will be available after posting on city website.
6. **WRITTEN COMMUNICATIONS.**
 - a. None
7. **APPROVAL OF MINUTES.**
 - a. For the Meeting of November 21st, 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. Associate Plan Check Engineer- Moved by Commissioner Harris and 2nd by Commissioner Hendricks– All present vote to approve.
 - b. Police Officer Pre-Service/Lateral- 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.**

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

Meeting adjourned at 5:24pm to the regular scheduled meeting of January 16th, 2020.