



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION AGENDA
MINUTES FOR THE MEETING OF
THURSDAY, JUNE 03, 2021 – 5:00 P.M
Video/Teleconference Meeting**

1. CALL TO ORDER – Acting Chairperson Hendrick called the meeting to order at 5:05 PM.
 - a. Roll Call – Present: Commissioners Arroyo, Balboa, and Hendricks.
Absent: Commissioners Harris and Chairperson Sanyal

Also present: Alison Stevens, Assistant City Attorney.
Cinthia Peters, Secretary to the Civil Service Commission/Human Resources Analyst.
2. PLEDGE OF ALLEGIANCE – delivered by Commissioner Balboa
3. Pursuant to Government Code Section 54954, the June 3, 2021 Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 4:00 PM on Friday, May 28, 2021.
4. ITEMS FROM THE COMMISSION - none
5. ORAL COMMUNICATIONS - none
6. WRITTEN COMMUNICATIONS - none
7. APPROVAL OF MINUTES.
 - a. For the Regular Meeting of May 20, 2021 – Moved by Commissioner Arroyo and 2nd by Commissioner Hendricks–
Yes votes: Balboa, Hendricks, and Arroyo
8. APPROVAL OF PROPOSED JOB DESCRIPTIONS
 - a. Jailer I– Moved by Commissioner Balboa and 2nd by Commissioner Hendricks–
Yes votes: Balboa, Hendricks, and Arroyo
 - b. Information Support Technician – Moved by Commissioner Hendricks and 2nd by Commissioner Balboa–
Yes votes: Balboa, Hendricks, and Arroyo
 - c. Police Lieutenant – Moved by Commissioner Hendricks and 2nd by Commissioner Arroyo–
Yes votes: Balboa, Hendricks, and Arroyo
9. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).
 - a. None
10. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS)
 - a. Police Records Technician- Commissioners Proposed Postponement due to discrepancy in the MQ’s portion and commission questioned candidate scores based on information. Recruiter asked to clarify, unable to provide corrected information and needed time to research recruitment. Commissioners agreed to make themselves avail for special meeting. City Attorney advised to postpone and not vote on list without clarity. – Moved by Commissioner Hendricks and 2nd by Commissioner Arroyo– Yes votes: Balboa, Hendricks, and Arroyo
11. SECRETARY’S REPORT – none
12. HEARINGS - none
13. COMMENTS FROM COMMISSIONERS – none
14. ADJOURNMENT – 5:42 PM

Meeting adjourned to a special meeting scheduled for June 10, 2021 at 5:00 pm.