



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION
MINUTES
FOR THE SPECIAL MEETING OF
THURSDAY, FEBRUARY 20, 2020- 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 5:03pm
 - a. ROLL CALL: Present: Commissioners: Harris, Hendricks, Balboa & Chairperson Sanyal
 - b. Absent: Love (excused)

Also present: Christine Tomikawa, Human Resources Director. Robert Kim, Assistant City Attorney.
2. The Pledge of Allegiance was delivered by Commissioner Balboa.
3. Pursuant to Government Code Section 54956, the February 20, 2020 Special Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126th Street at 8:00 A.M. on Wednesday, February 19, 2020.
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 February 6, 2020– Made amendment to minutes, Chairperson Sanyal was present - Moved by Commissioner Harris and 2nd by Commissioner Balboa – All present vote to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. None
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).**
 - a. Payroll Technician – Change from Open/Competitive to Promotional only - Moved by Chairperson Sanyal and 2nd by Commissioner Harris – All present vote to approve.
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. Police Recruit recruitment – Moved by Commissioner Hendricks and 2nd by Chairperson Sanyal – All present vote to approve.
 - b. Police Pre-Service/Lateral recruitment – Moved by Commissioner Harris and 2nd by Commissioner Balboa – 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. - Commissioner Harris reported on his conversation with Commissioner Love’s status. She sounds good. Commissioner Hendricks will be out on March 5, 2020. Commissioner Balboa will be on vacation from 3/11/2020 to 3/25/2020. Commissioner Harris will be on vacation from 3/31/2020 to 4/9/2020.
14. **ADJOURNMENT.**

Meeting adjourned at 5:19pm to the regular scheduled meeting of March 5, 2020.