



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION AGENDA
FOR THE REGULAR MEETING OF
THURSDAY, AUGUST 5, 2021 – 5:00 P.M
Video/Teleconference Meeting
HR Contact: HR@cityofhawthorne.org**

1. CALL TO ORDER.

- a. Roll Call – Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks.

Also present: Irma Youssefieh, Interim Director of Human Resources; Gwendolyne Castro, Senior Human Resources Analyst; Alison Stevens, Assistant City Attorney

2. PLEDGE OF ALLEGIANCE.

3. PURSUANT TO GOVERNMENT CODE SECTION 54954, THE JUNE 17, 2021 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 5:00 PM ON MONDAY, August 5, 2021.

4. ITEMS FROM THE COMMISSION.

5. ORAL COMMUNICATIONS.

- a. Employee Recognition Event – Tentatively scheduled September 2nd or 3rd
b. Customer Service Training offered by SBWIB

6. WRITTEN COMMUNICATIONS.

7. APPROVAL OF MINUTES.

- a. For the Meeting of July 15, 2021

8. APPROVAL OF PROPOSED JOB DESCRIPTIONS.

- a. Senior Building Plan Check Engineer

9. APPROVAL TO OPEN FULL-TIME/CLASSIFIED POSITIONS.

- a. Human Resources Analyst/Human Resources Specialist
b. Human Resources Assistant
c. Senior Building Plan Check Engineer/Senior Engineer
d. Building Inspector
e. Building Permit Technician

10. SECRETARY'S REPORT.

- a. None

11. HEARINGS.

- a. None

12. COMMENTS FROM COMMISSIONERS.

Announcements, brief report on Commissioner activities, and request information from staff.

13. ADJOURNMENT.

Meeting adjourned to a regular meeting scheduled for August 19, 2021 at 5:00pm