



**CITY OF HAWTHORNE  
CIVIL SERVICE COMMISSION AGENDA  
FOR THE REGULAR MEETING OF  
THURSDAY, AUGUST 19, 2021 – 5:00 P.M  
Video/Teleconference Meeting  
HR Contact: [HR@cityofhawthorne.org](mailto: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 AUGUST 19, 2021 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126<sup>TH</sup> STREET AT 5:00 PM ON MONDAY, AUGUST 16, 2021.**

**4. ITEMS FROM THE COMMISSION.**

**5. ORAL COMMUNICATIONS.**

- a. None

**6. WRITTEN COMMUNICATIONS.**

**7. APPROVAL TO CORRECT AGENDA.**

- 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 Permit Technician

**10. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**

- a. Police Lieutenant  
b. Police Recruit

**11. SECRETARY'S REPORT.**

- a. Employee Recognition Event – Scheduled Thurs., 9/2/21  
b. Customer Service Training offered by SBWIB

**12. HEARINGS.**

- a. None

**13. COMMENTS FROM COMMISSIONERS.**

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

**14. ADJOURNMENT.**

15. Meeting adjourned to a regular meeting scheduled for September 2, 2021 at 5:00pm