

# CITY OF HAWTHORNE

## CIVIL SERVICE COMMISSION AGENDA

Irma Youssefieh, Interim Human Resources Director  
Gwendolyne Castro, Senior Human Resources Analyst  
Alison Stevens, Assistant City Attorney



4455 W. 126th Street, Hawthorne, CA 90250

Chair Robyn Leigh Carey Sanyal  
Commissioner Kenny Arroyo  
Commissioner Manuel Balboa  
Commissioner Donald Harris  
Commissioner Barbara Hendricks

Regular Meeting  
Video/Teleconference Meeting  
Thursday, November 18, 2021  
5:00 PM

### MEETING INFORMATION

Pursuant to Executive Order N-25-20 and N-29-20 Civil Service Commissioners and staff may participate in this meeting via videolink (Zoom) and or teleconference. In the interest of maintaining appropriate social distancing and to protect the health and safety of the Council, staff and public from exposure to COVID-19, this will not be an in-person meeting and the Council Chambers will not be open for this meeting.

Members of the public who wish to participate in the meeting by making comments can participate by calling the Human Resources office at (310) 349-2950. Please note that you may be put on hold if there are speakers ahead of you, as calls will be answered in the order received. For those who wish to submit their comments in writing may do so via email to [hr@cityofhawthorne.org](mailto:hr@cityofhawthorne.org). Written comments received by 4:30 p.m. on the day of the meeting will be provided to the Commissioners before the meeting.

If you are an individual with a disability and need reasonable accommodation or modification pursuant to the Americans with Disabilities Act (ADA) please contact the Human Resources department at [hr@cityofhawthorne.org](mailto:hr@cityofhawthorne.org) prior to the meeting for assistance.

**PURSUANT TO GOVERNMENT CODE SECTION 54954, THE NOVEMBER 18, 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, NOVEMBER 15, 2021.**

### CALL TO ORDER AND ROLL CALL

### PLEDGE OF ALLEGIANCE

- 1. ORAL COMMUNICATIONS** – Pursuant to Government Code Section 54954.3, all remarks shall be addressed to the Commission as a Body and not to any individual Commissioner. During oral communications, speakers shall have three (3) minutes to state their business. The Brown Act prohibits the Commission from providing a detailed response or acting upon any items not contained on the agenda. The Commission as a Body shall have the discretion at the close of oral communication to refer any remarks to the Human Resources Department for study, investigation, report, and/or recommendations.
- 2. WRITTEN COMMUNICATIONS**
- 3. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF OCTOBER 28, 2021**
- 4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF NOVEMBER 4, 2021**

**5. APPROVAL OF JOB DESCRIPTION:**

Information Systems Analyst

**6. APPROVAL TO OPEN RECRUITMENT:**

Information Systems Analyst

**7. APPROVAL OF ELIGIBILITY LIST (CLASSIFIED FULL-TIME POSITION)**

Human Resources Analyst/Human Resources Specialist

Human Resources Assistant

**8. SECRETARY'S REPORT**

None

**9. HEARINGS**

None

**10. COMMENTS FROM THE COMMISSIONERS**

**11. ADJOURN**

Next Regular Civil Service Commission Meeting:

December 2, 2021, 5:00PM

Video/Teleconference Meeting