

# CITY OF HAWTHORNE

## CIVIL SERVICE COMMISSION AGENDA



4455 W. 126th Street, Hawthorne, CA 90250

Gwendolyne Castro, Senior Human Resources Analyst  
Alison Stevens, Assistant City Attorney

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

Regular Meeting Minutes  
Video/Teleconference Meeting  
Thursday, January 06, 2022  
5:00 PM

**CALL TO ORDER AND ROLL CALL** – Chairperson Sanyal called the meeting to order at 5:04PM  
Present: Chairperson Sanyal and Commissioners Balboa, Harris, and Hendricks

### PLEDGE OF ALLEGIANCE

Delivered by Commissioner Hendricks

### 1. ORAL COMMUNICATIONS

### 2. WRITTEN COMMUNICATIONS

### 3. CHIEF ISHII DISCUSSION ON THE POLICE OFFICER – PRE-SERVICE/LATERAL RECRUITMENT

Chief Ishii discussed the nationwide shortage of police officer that is affecting the Hawthorne Police Department's ability to recruit. Due to the nationwide demand for qualified candidates, the Police Department interviewed and presented conditional offer of employment letters to candidates ahead of an approved eligible list. Alison Stevens, Assistant City Attorney, confirmed that the Hawthorne Muni Code gives the City Manager authority to make personnel decisions in situations requiring emergency need. Per the City Manager's approval, two (pre-service) police officers started working on with the department on December 18, 2020. Chief Ishii kindly requested the approval of the eligible list and requested that the Commissioners make an exception to policy to approve the retroactive hire date. Ms. Stevens advised the Chief and the Commission to vote on the approval of the eligible list today and vote on the approval of retroactivity during a Special Meeting next week.

### 4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF NOVEMBER 18, 2021

Moved to approve by Chairperson Sanyal; 2<sup>nd</sup> by Commissioner Harris  
Yes votes: Chairperson Sanyal and Commissioners Balboa, Harris, and Hendricks

### 5. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 2, 2021

Moved to approve by Commissioner Harris 2<sup>nd</sup> by Commissioner Balboa  
Yes votes: Chairperson Sanyal and Commissioners Balboa and Hendricks. Commissioner Hendricks Abstained.

### 6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 16, 2021

Postponed due to no quorum to approve.

### 7. APPROVAL OF JOB DESCRIPTION:

None

### 8. APPROVAL TO OPEN RECRUITMENT:

None

**9. APPROVAL OF ELIGIBILITY LIST (CLASSIFIED FULL-TIME POSITIONS)**

Human Resources Assistant

Moved to approve by Chairperson Sanyal; 2<sup>nd</sup> by Commissioner Harris

Yes votes: Chairperson Sanyal and Commissioners Balboa, Harris, and Hendricks

Senior Building Inspector

Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Hendricks

Yes votes: Chairperson Sanyal and Commissioners Balboa, Harris, and Hendricks

Building Permit Technician

Moved to approve by Chairperson Sanyal; 2<sup>nd</sup> by Commissioner Hendricks

Yes votes: Chairperson Sanyal and Commissioners Balboa, Harris, and Hendricks

Housing Coordinator

Moved to approve by Commissioner Hendricks; 2<sup>nd</sup> by Commissioner Harris

Yes votes: Chairperson Sanyal and Commissioners Balboa, Harris, and Hendricks

Police Officer – Pre-Service/Lateral

Moved to approve by Chairperson Sanyal; 2<sup>nd</sup> by Commissioner Hendricks

Yes votes: Chairperson Sanyal and Commissioners Balboa, Harris, and Hendricks

**10. SECRETARY’S REPORT**

None

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

None

**13. ADJOURNED AT 5:37PM**

Next Regular Civil Service Commission Meeting:

January 20, 2022, 5:00PM

Video/Teleconference Meeting