

CITY OF HAWTHORNE

CIVIL SERVICE COMMISSION AGENDA

Erika Lampkin, Human Resources Manager
Evelyne Carmona, 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, February 17, 2022
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. 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 prior to the meeting for assistance.

PURSUANT TO GOVERNMENT CODE SECTION 54954, THE FEBRUARY 17, 2022 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM ON MONDAY, FEBRUARY 14, 2022.

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. **SECRETARY'S REPORT**
 - a. Introduction of HR Analyst Lori Thomas

4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF FEBRUARY 3, 2022

5. APPROVAL OF JOB DESCRIPTION (CLASSIFIED FULL-TIME POSITION):

- a. License-Permit Technician
- b. Code Enforcement Supervisor
- c. Code Enforcement Officer I
- d. Code Enforcement Officer II
- e. City Maintenance Worker
- f. Skilled Maintenance Worker
- g. Information Technology Support Technician

6. APPROVAL TO OPEN RECRUITMENT (CLASSIFIED FULL-TIME POSITION):

- a. Deputy City Clerk
- b. License-Permit Technician
- c. Code Enforcement Supervisor
- d. Code Enforcement Officer I
- e. Code Enforcement Officer II
- f. City Maintenance Worker
- g. Skilled Maintenance Worker
- h. Engineer Technician
- i. Information Technology Support Technician

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

None

8. HEARINGS

None

9. COMMENTS FROM THE COMMISSIONERS

10. ADJOURN

Next Regular Civil Service Commission Meeting:
March 3, 2022
Video/Teleconference Meeting