

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 Minutes
Video/Teleconference Meeting
Thursday, February 3, 2022
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Sanyal called the meeting to order at 5:20PM
Present: Chairperson Sanyal and Commissioners Arroyo, Balboa, Harris, and Hendricks

Also present: Erika Lampkin, Human Resources Manager; Evelyne Carmona, Human Resources Analyst;
Alison Stevens, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Harris
3. **PURSUANT TO GOVERNMENT CODE SECTION 54954, THE FEBRUARY 3, 2022 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 5:00 PM ON MONDAY, JANUARY 31, 2022.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **DISCUSSION ON THE PROCESS OF OPENING RECRUITMENTS** – Human Resources Manager, Erika Lampkin, discussed the need start city-wide recruitments as soon as possible. To avoid delays in opening recruitments, Human Resource Manager, Erika Lampkin, explained that HR would like to present both, job description and the job bulletin, for approval on the same meeting agenda. Chairperson Sanyal recalls that both, the job description and job bulletin, whether changed or not, were presented to the Civil Service Commission at the same agenda meeting for approval. Chairperson Sanyal and Commissioners Arroyo, Balboa, Harris, and Hendricks do not see a problem implementing the process.
7. **APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF JANUARY 13, 2022**
 - a. Moved to approve by Commissioner Harris; 2nd by Commissioner Hendricks
Yes votes: Chairperson Sanyal and Commissioners Arroyo, Balboa, Harris, and Hendricks
1. **APPROVAL OF JOB DESCRIPTION:**
None
2. **APPROVAL TO OPEN RECRUITMENT:**

- a. City Maintenance Worker – pulled from agenda by Human Resources Manager, Erika Lampkin
- b. Skilled Maintenance Worker - pulled from agenda by Human Resources Manager, Erika Lampkin
- c. Police Officer Recruit

Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa

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

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

None

4. SECRETARY'S REPORT

None

5. HEARINGS

None

6. COMMENTS FROM THE COMMISSIONERS

None

7. ADJOURNED AT 5:45PM

Next Regular Civil Service Commission Meeting:

February 17, 2022, 5:00PM

Video/Teleconference Meeting