



**CITY OF HAWTHORNE  
CIVIL SERVICE COMMISSION AGENDA  
MINUTES FOR THE MEETING OF  
THURSDAY, NOVEMBER 19, 2020 – 5:00 P.M  
Video/Teleconference Meeting**

1. CALL TO ORDER – Chairperson Sanyal called the meeting to order at 5:07PM.
  - a. Roll Call – Present: Chairperson Sanyal, Commissioner Harris, Commissioners Balboa and Hendricks was excused  
  
Also present: Christine Tomikawa, Director of Human Resources, Alison Stevens, Assistant City Attorney and Cynthia Peters, Human Resources Analyst
2. PLEDGE OF ALLEGIANCE – delivered by Commissioner Harris
3. Pursuant to Government Code Section 54954, the November 19, 2020 Civil Service Commission Meeting Agenda was posted at City Hall, 4455 W. 126<sup>th</sup> Street at 1:00PM on Monday, November 16, 2020.
4. ITEMS FROM THE COMMISSION - none
5. ORAL COMMUNICATIONS - none
6. WRITTEN COMMUNICATIONS - none
7. APPROVAL OF MINUTES.
  - a. For the Meeting of November 12, 2020 – Moved by Commissioner Balboa and 2<sup>nd</sup> by Commissioner Harris – All present vote to approve.
8. APPROVAL OF PROPOSED JOB DESCRIPTIONS - none
9. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS).
  - a. None
10. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).
  - a. Information Systems Analyst– Moved by Chairperson Sanyal and 2<sup>nd</sup> by Commissioner Harris – All present vote to approve.
  - b. Engineering Technician - Moved by Commissioner Harris and 2<sup>nd</sup> by Commissioner Balboa – All present vote to approve.
11. SECRETARY’S REPORT – none
12. HEARINGS - none
13. COMMENTS FROM COMMISSIONERS – Requested update and follow up on vacancy for additional commissioner with City Manager’s Office.
14. ADJOURNMENT – 5:18PM

Meeting adjourned to a special meeting scheduled for December 3, 2020 at 5:00pm.