

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

Meeting Minutes
Council Chambers
Thursday, June 16, 2022
5:00 PM

- 1. CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:01 PM
Present: Commissioners Arroyo, Balboa, and Harris
Absent: Chairperson Sanyal and Commissioner Hendricks

Also present: Erika Lampkin, Human Resources Manager; Alison Stevens, Assistant City Attorney, Lori Thomas, Human Resources Analyst
- 2. PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Arroyo
- 3. PURSUANT TO GOVERNMENT CODE SECTION 54954, THE JUNE 16, 2022 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM ON Friday, June 13, 2022.**
- 4. ORAL COMMUNICATIONS**
 - a. Von Norris, City Manager thanks the Commissioners for their service.
- 5. WRITTEN COMMUNICATIONS**
None
- 6. SECRETARY’S REPORT**
None
- 7. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MARCH 17, 2022**
 - a. Tabled to next meeting – no quorum
- 8. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 21, 2022**
 - a. Tabled to next meeting – no quorum
- 9. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF APRIL 28, 2022**
 - a. Tabled to next meeting – no quorum
- 10. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF MAY 26, 2022**
 - a. Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- 11. APPROVAL OF JOB DESCRIPTION:**

- a. Clerk Typist – City Attorney’s Department
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Arroyo, Balboa, Harris

12. APPROVAL TO OPEN RECRUITMENT:

- a. Clerk Typist – City Attorney’s Department
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris

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

- a. Information Technology Support Technician
 - i. Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes votes: Commissioners Arroyo, Balboa, and Harris
- b. Associate Plan Check Engineer
 - i. Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes votes: Commissioners Arroyo, Balboa, and Harris
- c. License-Permit Technician
 - i. Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes votes: Commissioners Arroyo, Balboa, and Harris

14. HEARINGS

None

15. COMMENTS FROM THE COMMISSIONERS

None

16. ADJOURNED AT 5:14PM

Next Regular Civil Service Commission Meeting:
July 7, 2022, 5:00PM
City Council Chamber