

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, August 18, 2022
5:00 PM

- 1. CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:16 PM
Present: Commissioners Arroyo, Balboa, and Harris
Absent: Chairperson Sanyal and Commissioner Hendricks

Also present: Alison Stevens, Assistant City Attorney, Erika Lampkin, Human Resources Manager
- 2. PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Balboa
- 3. PURSUANT TO GOVERNMENT CODE SECTION 54954, THE AUGUST 16, 2022 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM ON THURSDAY, AUGUST 29, 2022.**
- 4. ORAL COMMUNICATIONS**
 - a. Alison mentioned that she would like to revise the municipal code to ask Mayor and City Council to appoint an alternate that must always be present at all meeting to assure that there is always a quorum.
- 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 REGULAR MEETING OF AUGUST 18, 2022**
 - a. Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris

11. APPROVAL OF JOB DESCRIPTION:

- a. Building Maintenance Worker
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Arroyo, Balboa, Harris
- b. Plan Coordinator – Administrative Assistant
Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo
Yes Votes – Commissioners Arroyo, Balboa, Harris
- c. Assessment License Supervisor
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- d. Associate Building Inspector
Moved to approve with correction by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Arroyo, Balboa, Harris
- e. Senior Finance Analyst
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris

12. APPROVAL TO OPEN RECRUITMENT:

- a. Traffic Clerk (Promotional)
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- b. Parking Enforcement Officer II (Promotional)
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Commissioners Arroyo, Balboa, Harris
- c. City Maintenance Worker (Promotional)
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- d. Pre-Service Police Officer Recruit
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Commissioners Arroyo, Balboa, Harris
- e. Assessment License Supervisor (Promotional)
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- f. Associate Building Inspector
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Arroyo, Balboa, Harris
- g. Senior Finance Analyst (Promotional)
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- h. Human Resources Analyst
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris

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

None

14. HEARINGS

None

15. COMMENTS FROM THE COMMISSIONERS

Arroyo – I am requesting again to have a badge identifying us as commissioners.
Balboa – can you make sure all documents are sent for review before the meeting.

16. ADJOURNED AT 5:49 PM

Next Regular Civil Service Commission Meeting:
September 1, 2022, 5:00PM
City Council Chamber