

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, September 1, 2022
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:07 PM
Present: Commissioners Balboa, Harris and Hendricks
Absent: Chairperson Sanyal and Commissioner Arroyo

Also present: Alison Stevens, Assistant City Attorney, Erika Lampkin, Human Resources Manager
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Hendricks
3. **PURSUANT TO GOVERNMENT CODE SECTION 54954, THE SEPTEMBER 1, 2022 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM ON Monday, AUGUST 29, 2022.**
4. **ORAL COMMUNICATIONS**
None
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. Tabled to next meeting – no quorum

11. APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):

- a. Community Affairs Assistant
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Balboa, Harris, Hendricks
- b. Community Affairs Canine Specialist – tabled not ready to present
- c. Property and Evidence Officer
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Balboa, Harris, Hendricks

12. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):

- a. Information Technology Support Technician
Moved to approve by Commissioner Harris; 2nd by Commissioner Hendricks
Yes Votes – Commissioners Balboa, Harris, Hendricks
- b. Community Affairs Assistant
Moved to approve by Commissioner Hendricks; 2nd by Commissioner Harris
Yes Votes – Commissioners Balboa, Harris, Hendricks
- c. Community Affairs Canine Specialist – tabled not ready to present
- d. Property and Evidence Officer
Moved to approve by Commissioner Harris; 2nd by Commissioner Hendricks
Yes Votes – Commissioners Balboa, Harris, Hendricks

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

- a. POLICE SERGEANT
Moved to approve by Commissioner Hendricks; 2nd by Commissioner Balboa
Yes Votes – Commissioners Balboa, Harris, Hendricks

14. HEARINGS

None

15. COMMENTS FROM THE COMMISSIONERS

Balboa – Welcome back to Commissioner Hendricks. It is a pleasure to see you again.

Hendricks – I am so glad to be back.

Harris – I echo the sentiments.

I would also like to add that we all be considerate and inform HR if you are not going to make it.

So that we will know if we will have, a quorum and we don't waste anyone's time.

Balboa – I want to give thanks to Evelyn. She was so helpful in helping me log in to my email.

Harris – Another helpful hint might be to put it in your favorites. That is where I put mine.

16. ADJOURNED AT 5:31 PM

Next Regular Civil Service Commission Meeting:

September 15, 2022, 5:00PM

City Council Chamber