

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 15, 2022
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:02 PM
Present: Commissioners Arroyo, Balboa, and Harris
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 Balboa
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, September 12, 2022.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY’S REPORT**
Discussed having an alternate with City Manager, Von Norris and next steps are to discuss it with the Mayor.
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**
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Commissioners Arroyo, Balboa, Harris

11. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 1, 2022

- a. Tabled to next meeting – no quorum

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

- a. City Maintenance Worker – Community Services
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Commissioners Arroyo, Balboa, Harris

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

- a. City Maintenance Worker – Community Services
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- b. City Maintenance Worker – Public Works
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris

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

- a. POLICE SERGEANT
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Arroyo, Balboa, Harris
- b. Information Technology Support Technician
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- c. Airport Maintenance Worker I
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Arroyo, Balboa, Harris
- d. Police Records Technician
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- e. Engineer Technician
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris

15. HEARINGS

None

16. COMMENTS FROM THE COMMISSIONERS

None

ADJOURNED AT 5:24 PM

Next Regular Civil Service Commission Meeting:
October 3, 2022 5:00PM
City Council Chamber