

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, November 3, 2022
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:08 PM
Present: Commissioners Balboa, Harris and Hendricks
Absent: Chairperson Sanyal & Commissioner Arroyo

Also, present Alison Stevens, Assistant City Attorney, Erika Lampkin, HR Director
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Hendricks
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE December 1, 2022 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM ON Monday, November 28, 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 OCTOBER 20, 2022**
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Balboa, Harris, Hendricks

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

- a. Transportation Engineering Technician
Moved to approve by Commissioner Harris; 2nd by Commissioner Hendricks
Yes Votes – Commissioners Balboa, Harris, Hendricks
- b. Community Services-Public Works Technician
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Balboa, Harris, Hendricks
- c. Associate Environmental Engineer
Moved to approve by Commissioner Hendricks; 2nd by Commissioner Harris
Yes Votes – Commissioners Balboa, Harris, Hendricks
- d. Forensics Supervisor
Moved to approve by Commissioner Balboa; 2nd by Commissioner Hendricks
Yes Votes – Commissioners Balboa, Harris, Hendricks

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

- a. Community Services – Public Works Technician
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Balboa, Harris, Hendricks

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

- a. Traffic Clerk
Moved to approve by Commissioner Balboa 2nd by Commissioner Harris
Yes Votes – Commissioners Balboa, Harris, Hendricks
- b. Police Officer Pre-Service/Lateral
Moved to approve by Commissioner Harris; 2nd by Commissioner Hendricks
Yes Votes – Commissioners Balboa, Harris, Hendricks
- c. Assessment License Supervisor
Moved to approve by Commissioner Harris; 2nd by Commissioner Hendricks
Yes Votes – Commissioners Balboa, Harris, Hendricks

13. HEARINGS

None

14. COMMENTS FROM THE COMMISSIONERS

Harris – I will be out of town for the next two meetings.

ADJOURNED AT 5:29 PM

Next Regular Civil Service Commission Meeting:
November 17, 2022 5:00PM
City Council Chamber