

CITY OF HAWTHORNE

CIVIL SERVICE COMMISSION AGENDA

Erika Lampkin, Human Resources Director
Lori Thomas, 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, December 15, 2022
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:11 PM
Present: Commissioners Arroyo, Balboa, and Harris
Absent: Chairperson Sanyal & Commissioner Hendricks

Also, present Alison Stevens, Assistant City Attorney (via phone), Erika Lampkin, HR Director
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Arroyo
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE December 15, 2022 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM ON Monday, December 12, 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 REGULAR MEETING OF NOVEMBER 3, 2022**
 - a. Tabled to next meeting – no quorum
10. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 15, 2022**
11. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Human Resources Technician
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Arroyo, Balboa, Harris

- b. Community Services Officer
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris

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

- a. Forensics Supervisor
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Commissioners Balboa, Harris, Hendricks
- b. Associate Environmental Civil Engineer
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Commissioners Arroyo, Balboa, Harris
- c. Transportation Engineering Technician
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- d. Community Services – Public Works Technician
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Commissioners Arroyo, Balboa, Harris
- e. Human Resources Technician
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris
- f. Community Services Officer
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. Associate Building Inspector
Moved to approve by Commissioner Harris 2nd by Commissioner Arroyo
Yes Votes – Commissioners Arroyo, Balboa, and Harris
- b. Community Affairs Assistant
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Commissioners Arroyo, Balboa, Harris

14. HEARINGS

None

15. COMMENTS FROM THE COMMISSIONERS

Arroyo – Erika good job.

Is there a possibility for new commissioners?

Alison – I will revisit the idea of alternates in the coming year.

ADJOURNED AT 5:40 PM

Next Regular Civil Service Commission Meeting:
January 5, 2023
City Council Chamber