

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, January 19, 2023
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Sanyal called the meeting to order at 5:03 PM
Present: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris and Hendricks

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 January 19, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM ON Tuesday, January 17, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY’S REPORT**
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 21, 2022**
 - Moved to approve by Chairperson Sanyal; 2nd by Commissioner Harris
Yes Votes – Arroyo, Harris, Sanyal
8. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 15, 2022**
 - Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris
9. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Accountant
 - Moved to approve by Chairperson Sanyal; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris, Hendricks, Sanyal
10. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
 - a. Accountant

- Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris, Hendricks, Sanyal

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

- a. Information Technology Support Technician
- Moved to approve by Chairperson Sanyal; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris, Hendricks, Sanyal

12. HEARINGS

None

13. COMMENTS FROM THE COMMISSIONERS

ADJOURNED AT 5:20 PM

Next Regular Civil Service Commission Meeting:
February 2, 2023
City Council Chamber