

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, March 16, 2023
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Sanyal called the meeting to order at 5:04 PM
Present: Commissioners present Arroyo, Balboa, Hendricks, and Sanyal
Absent: Commissioner Harris
Also, present Alison Stevens, Assistant City Attorney & Lori Thomas, Human Resources Analyst
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Arroyo
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, The March 16, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on Monday, March 13, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY’S REPORT**
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF FEBRUARY 16, 2023**
 - a. Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Hendricks and Sanyal
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Administrative Aide I – City Attorney – Promotional
Pulled; no changes were made.
 - b. Planning Assistant
Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Hendricks and Sanyal
 - c. Payroll Technician – Promotional
Moved to approve by Commissioner Sanyal; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Hendricks and Sanyal
 - d. Payroll Assistant

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

- e. Police Captain – Promotional

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

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

- a. Administrative Aide I – City Attorney – Promotional

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

- b. Planning Assistant

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

- c. Payroll Technician – Promotional

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

- d. Police Captain – Promotional

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

- e. Maintenance Worker - Parks

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

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

- a. Associate Environmental Engineer

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

- b. Police Recruit

Pulled, will present at the next meeting.

- c. Human Resources Analyst

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

- d. Transportation Engineering Technician

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

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

None

ADJOURNED AT 5:27 PM

Next Regular Civil Service Commission Meeting:
April 6, 2023
City Council Chamber