

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, April 6, 2023
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Sanyal called the meeting to order at 5:07 PM
Present: Commissioners present Arroyo, Balboa, Harris, and Sanyal
Absent: Commissioner Hendricks
Staff present Erika Lampkin, Director of Human Resources
Staff absent Alison Stevens, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Arroyo
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, the April 6, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on Monday, April 3, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY’S REPORT**
Commissioners were informed that City Council Chambers will be under construction in July 2023 and there will likely be cancelling of meetings and they will be provided an update as the date approaches.
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MARCH 16, 2023**
 - a. Moved to approve by Commissioner Sanyal; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Sanyal
Abstain – Harris
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
None.
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
 - a. Parking Enforcement Officer II - Promotional
Moved to approve by Commissioner Sanyal; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris and Sanyal
 - b. Payroll Assistant

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

c. Police Recruit – Lateral

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

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

a. Accountant – Promotional

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

b. Community Services Officer

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

c. Police Recruit

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

d. Police Recruit – Pre Service

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

e. Police Recruit – Lateral

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

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

None

ADJOURNED AT 5:29 PM

Next Regular Civil Service Commission Meeting:
April 20, 2023
City Council Chamber