

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, May 4, 2023
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:02 PM
Present: Commissioners present Arroyo, Balboa, Harris
Absent: Commissioners Hendricks and Sanyal
Staff present Erika Lampkin, Director of Human Resources & Alison Stevens, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Balboa
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, the May 4, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on Monday, May 1, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY'S REPORT**
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 6, 2023**
Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Harris
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Accountant I
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes –Arroyo, Balboa, Harris
 - b. Crew Leader Building Maintenance – Promotional
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Harris
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
 - a. Accountant I
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes –Arroyo, Balboa, Harris

- b. Crew Leader Building Maintenance – Promotional
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Harris
- c. Engineer Technician
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes –Arroyo, Balboa, Harris

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

- a. Police Captain - Promotional
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris
- b. Payroll Technician – Promotional
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

Commissioner Arroyo – HR is doing a great job.

ADJOURNED AT 5:18 PM

Next Regular Civil Service Commission Meeting:
May 18, 2023
City Council Chamber