

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, June 15, 2023
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:00 PM
Present: Commissioners present Arroyo, Balboa, Harris
Absent: Commissioners Hendricks and Sanyal
Staff present Lori Thomas, Human Resources Analyst & Alison Stevens, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Arroyo
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, JUNE 12, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY’S REPORT**
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 15, 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. Police Lieutenant – Promotional (PULLED)
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
 - a. Information Technology Support Technician
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Balboa
Yes Votes –Arroyo, Balboa, Harris
 - b. Police Lieutenant – Promotional
Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo
10. **APPROVAL OF ELIGIBILITY LIST (CLASSIFIED FULL-TIME POSITIONS)**

- a. Administrative Aide I - Promotional
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris
- b. City Maintenance Worker – Parks
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris
- c. Parking Enforcement Officer II – Promotional
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris
- d. Payroll Assistant
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris
- e. Planning Assistant
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris
- f. Police Recruit
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris
- g. Police Officer – Lateral
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris
- h. Police Officer – Pre-Service
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

Commissioner Harris – Congratulations to Police Officer of the Year “Officer Broc” and Congratulations to LA Firefighter Nicholas Medina

Commissioner Arroyo – Moment of silence for Commissioner Barbara Hendricks

ADJOURNED AT 5:37 PM

Next Regular Civil Service Commission Meeting:

July 6, 2023

Hawthorne Memorial Center