



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION AGENDA MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, AUGUST 19, 2021 – 5:00 P.M
Video/Teleconference Meeting
HR Contact: HR@cityofhawthorne.org**

1. **CALL TO ORDER** – Chairperson Sanyal called the meeting to order at 5:05 PM.
 - a. Roll Call – Present: Chairperson Sanyal, Commissioners, Balboa, and Harris
Absent: Commissioners Arroyo and Hendricks

Also present: Irma Youssefieh, Interim Director of Human Resources; Gwendolyne Castro, Senior Human Resources Analyst; Alison Stevens, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE** – Delivered by Commissioner Balboa
3. **PURSUANT TO GOVERNMENT CODE SECTION 54954, THE AUGUST 19, 2021 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 5:00 PM ON MONDAY, AUGUST 16, 2021.**
4. **ITEMS FROM THE COMMISSION** - None
5. **ORAL COMMUNICATIONS**
 - a. Chief Ishii provided update on the recruitments for Police Lieutenant and Police Officer Recruit.
6. **WRITTEN COMMUNICATIONS** - None
7. **APPROVAL TO CORRECT AGENDA**
 - a. For the Meeting of July 15, 2021 – Moved by Chairperson Sanyal and 2nd by Commissioner Harris. Yes votes: Chairperson Sanyal, Commissioners Balboa and Harris
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Senior Building Plan Check Engineer – Pulled from Agenda by Interim Human Resources Director Irma Youssefieh
9. **APPROVAL TO OPEN FULL-TIME/CLASSIFIED POSITIONS**
 - a. Human Resources Analyst/Human Resources Specialist – Moved by Chairperson Sanyal and 2nd by Commissioner Harris.
Yes votes: Chairperson Sanyal, Commissioners Balboa and Harris
 - b. Human Resources Assistant – Moved by Commissioner Harris and 2nd by Commissioner Balboa
Yes votes: Chairperson Sanyal, Commissioners Balboa and Harris
 - c. Senior Building Plan Check Engineer/Senior Engineer – Pulled from Agenda by Interim Human Resources Director Irma Youssefieh
 - d. Building Permit Technician – Moved by Chairperson Sanyal and 2nd by Commissioner Harris
Yes votes: Chairperson Sanyal, Commissioners Balboa and Harris
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS)**
 - a. Police Lieutenant – Moved by Commissioner Harris and 2nd by Commissioner Balboa
Yes votes: Chairperson Sanyal, Commissioners Balboa and Harris
 - b. Police Recruit – Approval with expiration date correction to 02/19/22 - Moved by Chairperson Sanyal and 2nd by Commissioner Harris
Yes votes: Chairperson Sanyal, Commissioners Balboa and Harris
11. **SECRETARY’S REPORT** – Interim Human Resources Director invited the Commissioners to the Employee Recognition Event scheduled for Thursday, September 2, 2021 and discussed the SBWIB’s free online Customer Service Training Program.
12. **HEARINGS**
 - a. None

13. **COMMENTS FROM COMMISSIONERS** – Commissioner Balboa announced that he would be unavailable starting August 21, 2021 through September 1, 2021 and asked the Interim Human Resources Director and the Senior Human Resources Analyst to check the status of Commissioner Stipend payments.
14. **ADJOURNMENT** – 5:33 PM
15. Meeting adjourned to a regular meeting scheduled for September 2, 2021 at 5:00pm