



**CITY OF HAWTHORNE  
CIVIL SERVICE COMMISSION AGENDA MINUTES  
FOR THE REGULAR MEETING OF  
THURSDAY, SEPTEMBER 16, 2021 – 5:00 P.M  
Video/Teleconference Meeting  
HR Contact: [HR@cityofhawthorne.org](mailto:HR@cityofhawthorne.org)**

1. **CALL TO ORDER.** – Chairperson Sanyal called the meeting to order at 5:01 PM
  - a. Roll Call – Present: Chairperson Sanyal, Commissioners, Balboa, and Hendricks  
Absent: Commissioners Arroyo and Harris

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 Hendricks
3. **PURSUANT TO GOVERNMENT CODE SECTION 54954, THE SEPTEMBER 16, 2021 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126<sup>TH</sup> STREET AT 5:00 PM ON MONDAY, SEPTEMBER 13, 2021.**
4. **ITEMS FROM THE COMMISSION.**
5. **ORAL COMMUNICATIONS.**
  - a. None
6. **WRITTEN COMMUNICATIONS.**
  - a. None
7. **APPROVAL OF MINUTES**
  - a. For the Meeting of July 15, 2021 – Postponed; no quorum to approve.
  - b. For the Meeting of August 19, 2021 – Postponed; no quorum to approve.
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS.**
  - a. None
9. **APPROVAL TO OPEN FULL-TIME/CLASSIFIED POSITIONS.**
  - a. None
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
  - a. Jailer I – Moved to approve by Chairperson Sanyal and 2<sup>nd</sup> by Commissioner Hendricks.
11. **SECRETARY’S REPORT.**
  - a. Due to recent turnover in the Department of Building & Safety, Interim Human Resources Director, Irma Youssefieh, requested a Special Meeting for Thursday, September 23, 2021. Chairperson Sanyal and Commissioners Balboa and Hendricks confirmed their availability.
12. **HEARINGS.**
  - a. None
13. **COMMENTS FROM COMMISSIONERS.**

Announcements, brief report on Commissioner activities, and request information from staff.
14. **ADJOURNMENT.**

Meeting adjourned to a regular meeting scheduled for October 7, 2021 at 5:00pm