



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION AGENDA MINUTES
FOR THE SPECIAL MEETING OF
THURSDAY, SEPTEMBER 23, 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 5:04 PM
 - a. Roll Call – Present: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, 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 Harris
3. **PURSUANT TO GOVERNMENT CODE SECTION 54954, THE SEPTEMBER 23, 2021 CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 5:00 PM ON WEDNESDAY, SEPTEMBER 22, 2021.**
4. **ITEMS FROM THE COMMISSION.** – None
5. **ORAL COMMUNICATIONS.**
 - a. None
6. **WRITTEN COMMUNICATIONS.**
 - a. None
7. **APPROVAL OF MINUTES**
 - a. For the Meeting of July 15, 2021 – Moved to approve by Chairperson Sanyal 2nd by Commissioner Balboa.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
 - b. For the Meeting of August 19, 2021 – Moved to approve by Commissioner Harris 2nd by Commissioner Balboa.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
 - c. For the Meeting of September 16, 2021 – Moved to approve by Commissioner Balboa 2nd by Commissioner Hendricks.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
8. **APPROVAL OF PROPOSED JOB DESCRIPTIONS.**
 - a. None
9. **APPROVAL TO OPEN FULL-TIME/CLASSIFIED POSITIONS.**
 - a. Associate Engineer – Moved to approve by Chairperson Sanyal 2nd by Commissioner Harris.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
 - b. Assistant Engineer – Moved to approve by Commissioner Hendricks 2nd by Commissioner Balboa.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
 - c. Maintenance Worker I – Moved to approve by Chairperson Sanyal 2nd by Commissioner Harris.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
 - d. Building Inspector – Moved to approve by Commissioner Harris 2nd by Commissioner Hendricks.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
10. **APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS).**
 - a. None
11. **SECRETARY’S REPORT.**
 - a. None
12. **HEARINGS.**
 - a. None
13. **COMMENTS FROM COMMISSIONERS.** – None

14. ADJOURNMENT. – 5:22 PM

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