



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION AGENDA MINUTES
FOR THE REGULAR MEETING OF
THURSDAY, OCTOBER 7, 2021 – 5:00 P.M
Video/Teleconference Meeting
HR Contact: HR@cityofhawthorne.org**

MEETING INFORMATION

Pursuant to Executive Order N-25-20 and N-29-20 Civil Service Commissioners and staff may participate in this meeting via videolink (Zoom) and or teleconference. In the interest of maintaining appropriate social distancing and to protect the health and safety of the Council, staff and public from exposure to COVID-19, this will not be an in-person meeting and the Council Chambers will not be open for this meeting. Members of the public who wish to participate in the meeting by making comments can participate by calling the Human Resources office at (310) 349-2950 before the start of meeting. Please note that you may be put on hold if there are speakers ahead of you, as calls will be answered in the order received. In addition, you may offer your comments through email at hr@cityofhawthorne.org. Emails must be received prior to 4:30 p.m. on the day of the meeting and will be provided to the City Council members before the meeting. If you are an individual with a disability and need reasonable accommodation or modification pursuant to the Americans with Disabilities Act (ADA) please contact the Human Resources department at hr@cityofhawthorne.org prior to the meeting for assistance.

1. **CALL TO ORDER** – Commissioner Hendricks called the meeting to order at 5:20 PM
 - a. Roll Call – Present: Commissioners Arroyo, 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 OCTOBER 7, 2021 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 5:00 PM ON MONDAY, OCTOBER 4, 2021.**
4. **PUBLIC COMMENTS** – None
5. **ITEMS FROM THE COMMISSION** – None
6. **ORAL COMMUNICATIONS** – None
7. **WRITTEN COMMUNICATIONS** – None
8. **AB 361 DISCUSSION** – Assistant City Attorney, Alison Stevens, provided an update on AB 361 and informed the commissioners that a resolution was forthcoming in City Council regarding whether meetings should continue to held remotely or return in person. The Civil Service Commissioners will not be making this determination.
9. **APPROVAL OF MINUTES**
 - a. For the Special Meeting of September 23, 2021 – Moved to approve by Commissioner Harris 2nd by Commissioner Hendricks.
Yes votes: Commissioners Arroyo, Harris, and Hendricks
10. **APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Senior Building Plan Check Engineer/Senior Engineer – Commissioners proposed postponement due to the job title not matching the job title on the proposed job description. Commissioners agreed to make themselves available for a special meeting. – Moved by Commissioner Harris 2nd by Commissioner Hendricks.
Yes votes: Commissioners Arroyo, Harris, and Hendricks
11. **APPROVAL TO OPEN FULL-TIME/CLASSIFIED POSITIONS**
 - a. Senior Building Plan Check Engineer/Senior Engineer – Commissioners proposed postponement due to the job title not matching the job title on the proposed job description. Commissioners agreed to make themselves available for a special meeting. – Moved by Commissioner Harris 2nd by Commissioner Hendricks.
Yes votes: Commissioners Arroyo, Harris, and Hendricks

12. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS)

- a. None

13. SECRETARY'S REPORT

- a. None

14. HEARINGS

15. COMMENTS FROM COMMISSIONERS

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

16. ADJOURNMENT – 5:44 PM

Meeting adjourned to a special meeting scheduled for October 14, 2021 at 5:00pm