



**CITY OF HAWTHORNE
CIVIL SERVICE COMMISSION MINUTES
FOR THE SPECIAL MEETING OF
THURSDAY, OCTOBER 14, 2021 – 5:00 P.M
Video/Teleconference Meeting
HR Contact: HR@cityofhawthorne.org**

MEETING INFORMATION

- 1. CALL TO ORDER** – Chairperson Sanyal called to the order the meeting 5:05 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 OCTOBER 14, 2021 CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 5:00 PM ON WEDNESDAY, OCTOBER 13, 2021.**
- 4. ITEMS FROM THE COMMISSION** – None
- 5. ORAL COMMUNICATIONS** – None
- 6. WRITTEN COMMUNICATIONS** – None
- 7. AB 361 UPDATE** – Assistant City Attorney, Alison Stevens, updated the Commissioners on the City Council’s decision (by Resolution No. 8306) to continue remote meetings through November 12, 2021. City Council will readdress the issue every 30 days. The Human Resources Department will notify the Commissioners on the Council’s decision regarding AB 361 regularly.
- 8. APPROVAL OF MINUTES**
 - a. For the Regular Meeting of October 7, 2021 – Moved to approve by Commissioner Harris 2nd by Commissioner Hendricks.
Yes votes: Commissioners Arroyo, Harris, and Hendricks
Abstained: Chairperson Sanyal and Commissioner Balboa
- 9. APPROVAL OF PROPOSED JOB DESCRIPTIONS**
 - a. Senior Plan Check Engineer – Moved to approve by Chairperson Sanyal 2nd by Commissioner Harris.
Yes votes: Chairperson Sanyal and Commissioners Arroyo, Balboa, Harris, and Hendricks
 - b. Code Enforcement Officer I – Moved to approve by Commissioner Harris 2nd by Commissioner Balboa
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
- 10. APPROVAL TO OPEN FULL-TIME/CLASSIFIED POSITIONS**
 - a. Senior Plan Check Engineer – Moved to approve by Chairperson Sanyal 2nd by Commissioner Hendricks.
Yes votes: Chairperson Sanyal and Commissioners Arroyo, Balboa, Harris, and Hendricks
 - b. Code Enforcement Officer – Moved to approve by Commissioner Sanyal 2nd by Commissioner Harris.
Yes votes: Chairperson Sanyal, Commissioners Arroyo, Balboa, Harris, and Hendricks
- 11. APPROVAL OF ELIGIBILITY LISTS (FULL-TIME POSITIONS)**
 - a. None
- 12. SECRETARY’S REPORT**
 - a. None
- 13. HEARINGS.**
 - a. None
- 14. COMMENTS FROM COMMISSIONERS** – None

15. **ADJOURNMENT** – 5:29 PM

Meeting adjourned to a regular meeting scheduled for October 21, 2021 at 5:00pm