

CITY OF HAWTHORNE

CIVIL SERVICE COMMISSION AGENDA

Irma Youssefieh, Interim Human Resources Director
Gwendolyne Castro, Senior Human Resources Analyst
Alison Stevens, Assistant City Attorney



4455 W. 126th Street, Hawthorne, CA 90250

Chair Robyn Leigh Carey Sanyal
Commissioner Kenny Arroyo
Commissioner Manuel Balboa
Commissioner Donald Harris
Commissioner Barbara Hendricks

Regular Meeting
Video/Teleconference Meeting Minutes
Thursday, November 18, 2021
5:00 PM

CALL TO ORDER AND ROLL CALL – Chairperson Sanyal called the meeting to order at 5:08PM
Present: Chairperson Sanyal, Commissioners Harris and Hendricks

PLEDGE OF ALLEGIANCE

Delivered by Commissioner Harris

1. ORAL COMMUNICATIONS

None

2. WRITTEN COMMUNICATIONS

None

3. APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF OCTOBER 28, 2021

Postponed due to no quorum to approve.

4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF NOVEMBER 4, 2021

Postponed due to no quorum to approve.

5. APPROVAL OF JOB DESCRIPTION:

Information Systems Analyst – Moved to approve by Chairperson Sanyal, 2nd by Commissioner Harris
Yes votes: Chairperson Sanyal and Commissioners Harris and Hendricks

6. APPROVAL TO OPEN RECRUITMENT:

Information Systems Analyst – Moved to approve by Chairperson Sanyal, 2nd by Commissioner Hendricks
Yes votes: Chairperson Sanyal and Commissioners Harris and Hendricks

7. APPROVAL OF ELIGIBILITY LIST (CLASSIFIED FULL-TIME POSITION)

Human Resources Analyst/Human Resources Specialist – Postponed due HR not having the list prepared in time for today's meeting.

Human Resources Assistant – Postponed due HR not having the list prepared in time for today's meeting.

8. SECRETARY'S REPORT

None

9. HEARINGS

None

10. COMMENTS FROM THE COMMISSIONERS

11. ADJOURN AT 5:23PM

Next Regular Civil Service Commission Meeting:
December 2, 2021, 5:00PM
Video/Teleconference Meeting