

CITY OF HAWTHORNE

CIVIL SERVICE COMMISSION AGENDA

Gwendolyne Castro, Senior Human Resources Analyst
Stevens, Assistant City Attorney



4455 W. 126th Street, Hawthorne, CA 90250

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

Regular Meeting Minutes
Video/Teleconference Meeting
Thursday, December 16, 2021
5:00 PM

CALL TO ORDER AND ROLL CALL – Commissioner Hendricks called the meeting to order at 5:05PM
Present: Commissioners Arroyo, Balboa, and Hendricks

PLEDGE OF ALLEGIANCE

Delivered by Commissioner Balboa

1. ORAL COMMUNICATIONS

None

2. WRITTEN COMMUNICATIONS

None

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

Moved to approve by Commissioner Balboa 2nd by Commissioner Arroyo
Yes votes: Commissioners Balboa, Arroyo, and Hendricks

4. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF NOVEMBER 18, 2021

Postponed due to no quorum to approve.

5. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 2, 2021

Postponed due to no quorum to approve.

6. APPROVAL OF JOB DESCRIPTION:

None

7. APPROVAL TO OPEN RECRUITMENT:

None

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

Human Resources Assistant

Eligible list not approved due to admin errors in document. Approval of the list postponed for a future CSC meeting.

Senior Building Inspector

Eligible list not approved due to the document not being ready. HR staff did not receive the scores from a rater in time for today's meeting. Approval of the list postponed for a future CSC meeting.

Building Permit Technician

Eligible list not approved due to the document not being ready. HR staff did not receive the scores

from a rater in time for today's meeting. Approval of the list postponed for a future CSC meeting.
Housing Coordinator

Eligible list not approved due to admin errors in document. Approval of the list postponed for a future CSC meeting.

9. SECRETARY'S REPORT

Gwendolyne Castro announced her departure from the City of Hawthorne and that her last day in the office is today, December 16, 2021.

10. HEARINGS

None

11. COMMENTS FROM THE COMMISSIONERS

The Commissioners thanked Gwendolyne and wished her well in her future endeavors. Commissioner Hendricks requested that Von Norris, as Acting Human Resources Director, to discuss the recent vacancies of the Human Resources Department.

12. ADJOURN – 5:22PM

Next Regular Civil Service Commission Meeting:

January 6, 5:00PM

Video/Teleconference Meeting