

CITY OF HAWTHORNE

CIVIL SERVICE COMMISSION AGENDA

Lori Thomas, Human Resources Analyst
Alison Stevens, Assistant City Attorney



4455 W. 126th Street, Hawthorne, CA 90250

Chairperson Donald Harris
Commissioner Kenny Arroyo
Commissioner Manuel Balboa

Meeting Minutes
Hawthorne Memorial Center
Thursday, August 3, 2023
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Commissioner Harris called the meeting to order at 5:02 PM
Present: Commissioners present Arroyo, Balboa, Harris
Staff present Lori Thomas, Human Resources Analyst & Alison Stevens, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Balboa
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE AUGUST 3, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on MONDAY, JULY 31, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY’S REPORT**
 - Captain Lane spoke to the Commissioners to request the Police Sergeant eligibility list be extended for six months.
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo.
Yes Votes – Arroyo, Balboa, Harris
 - Lori Thomas, HR Analyst informed the Commissioners Robyn Sanyal has been removed from the Commission due to three consecutive unexcused absences per Municipal Code 218.030.
 - Commissioner Harris was nominated to be the Commission chairperson. He accepted the nomination.
Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo.
Yes Votes – Arroyo, Balboa, Harris
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JULY 6, 2023**
Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Administrative Aide II
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris
 - b. Cable Television Coordinator

Moved to approve by Commissioner Arroyo; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris

9. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):

- a. Administrative Aide II – Promotional
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris
- b. Cable Television Coordinator – Promotional
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris
- c. Code Enforcement Officer Supervisor – Promotional
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris
- d. Deputy City Attorney
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris

10. APPROVAL OF ELIGIBILITY LIST (CLASSIFIED FULL-TIME POSITIONS)

- a. Accountant I
Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

Balboa requested all Commissioners receive a Civil Service Commission Municipal Code handbook.
Donald Harris stated “He is honored to be the new chairperson.”

ADJOURNED AT 5:35 PM

Next Regular Civil Service Commission Meeting:
August 17, 2023
Hawthorne Memorial Center