

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 17, 2023
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Harris called the meeting to order at 5:00 PM
Present: Chairperson Harris, Commissioners Arroyo, Balboa
Staff present Lori Thomas, Human Resources Analyst & Sean Lask, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Harris
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE AUGUST 17, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on MONDAY, AUGUST 14, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY’S REPORT**
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF AUGUST 3, 2023**
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Balboa
Yes Votes –Arroyo, Balboa, Harris
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Administrative Aide I
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Harris
 - b. Planning Technician – Pulled
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
 - a. Building Maintenance Worker – Promotional
Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Harris
 - b. Plan Coordinator/Administrative Assistant – Promotional

Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo

Yes Votes –Arroyo, Balboa, Harris

- c. Revenue and Accounts Payable Manager – Promotional

Moved to approve by Commissioner Balboa; 2nd by Commissioner Arroyo

Yes Votes –Arroyo, Balboa, Harris

- d. Senior Deputy City Clerk – Promotional

Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo

Yes Votes –Arroyo, Balboa, Harris

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

- a. Information Technology Support Technician

Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris

Yes Votes – Arroyo, Balboa, Harris

- b. Police Lieutenant – Promotional

Moved to approve by Commissioner Arroyo; 2nd by Commissioner Balboa

Yes Votes – Arroyo, Balboa, Harris

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

ADJOURNED AT 5:15 PM

Next Regular Civil Service Commission Meeting:

September 7, 2023

Hawthorne Memorial Center