

# 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  
City Council Chambers  
Thursday, September 7, 2023  
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Harris called the meeting to order at 5:03 PM  
Present: Chairperson Harris, Commissioners Arroyo, Balboa  
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 SEPTEMBER 7, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126<sup>TH</sup> STREET AT 4:00 PM on FRIDAY, SEPTEMBER 1, 2023.**
4. **ORAL COMMUNICATIONS**  
None
5. **WRITTEN COMMUNICATIONS**  
None
6. **SECRETARY’S REPORT**  
Lori Thomas reported that there are no pending applications for the Civil Services Commission.  
Lori Thomas provided the Commission with a copy of the Civil Services Municipal Code binder.
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF AUGUST 17, 2023**  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes –Arroyo, Balboa, Harris
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
  - a. Senior Housing Coordinator  
Moved to approve by Commissioner Arroyo; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes –Arroyo, Balboa, Harris
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
  - a. Human Resources Analyst  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes –Arroyo, Balboa, Harris
  - b. Senior Housing Coordinator – Promotional

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. Code Enforcement Officer Supervisor – Promotional  
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo  
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

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

Balboa said thank you for his copy of the Civil Services Municipal Code binder.

**ADJOURNED AT 5:19 PM**

Next Regular Civil Service Commission Meeting:  
September 21, 2023  
City Council Chambers