

# 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 21, 2023  
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Harris called the meeting to order at 5:02 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 21, 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 18, 2023.**
4. **ORAL COMMUNICATIONS**  
None
5. **WRITTEN COMMUNICATIONS**  
None
6. **SECRETARY’S REPORT**  
Lori Thomas reported that one application was forwarded to the Major for review.
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 7, 2023**  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Arroyo  
Yes Votes –Arroyo, Balboa, Harris
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
  - a. Development Analyst  
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. Development Analyst  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Arroyo  
Yes Votes –Arroyo, Balboa, Harris
  - b. Senior Housing Coordinator – Promotional  
Moved to approve by Commissioner Arroyo; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Arroyo, Balboa, Harris

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

- a. Information Technology Support Technician  
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa  
Yes Votes – Arroyo, Balboa, Harris

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

None

**ADJOURNED AT 5:20 PM**

Next Regular Civil Service Commission Meeting:  
October 5, 2023  
City Council Chambers