

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, November 2, 2023
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Harris called the meeting to order at 5:04 PM
Present: Chairperson Harris, Commissioners Arroyo, Balboa
Staff present Lori Thomas, Human Resources Analyst & Sean Lask, Deputy City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Balboa
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE NOVEMBER 2, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on MONDAY, OCTOBER 30, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY’S REPORT**
Lori Thomas reported that a new Commissioner, Carmen “Calu” Rodriguez has been appointed however she was unable to attend the meeting.
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 21, 2023**
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Harris
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Homeless Services Supervisor
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris
 - b. Equipment Mechanic III
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris
 - c. Jailer II
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**

- a. Homeless Services Supervisor
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris
- b. Equipment Mechanic III
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris
- c. Jailer I
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris
- d. Jailer II – Promotional
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris
- e. Police Records Technician
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris
- f. Senior Housing Coordinator
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. Administrative Aide II – Planning
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris
- b. Police Officer - Recruit
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris
- c. Police Officer – Pre-Service
Moved to approve by Commissioner Harris; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris
- d. Police Officer – Lateral
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris
- e. Senior Deputy City Clerk – Promotional
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

None

ADJOURNED AT 5:40 PM

Next Regular Civil Service Commission Meeting:
November 16, 2023
City Council Chambers