

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
Commissioner Carmen "Calu" Rodriguez

Meeting Minutes
City Council Chambers
Thursday, November 16, 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, Rodriguez
Staff present Lori Thomas, Human Resources Analyst & Sean Lask, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Balboa
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE NOVEMBER 16, 2023 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on MONDAY, NOVEMBER 13, 2023.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY'S REPORT**
The Commissioners welcomed and introduced themselves to Commissioner Carmen "Calu" Rodriguez. The Commissioners also discussed the essential duties and responsibilities serving on the Civil Services Commission.
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF NOVEMBER 2, 2023**
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris, Rodriguez
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Information Systems Analyst
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris, Rodriguez
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
 - a. Administrative Aide I (Public Works/Engineering)
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Harris, Rodriguez

- b. Engineer Technician
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris, Rodriguez
- c. Information Systems Analyst
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Harris
Yes Votes –Arroyo, Balboa, Harris, Rodriguez

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

- a. Administrative Aide II – Planning
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Rodriguez
Yes Votes – Arroyo, Balboa, Harris, Rodriguez

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

None

ADJOURNED AT 5:43 PM

Next Regular Civil Service Commission Meeting:
December 7, 2023
City Council Chambers