

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, January 18, 2024
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 & Robert Kim, City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Balboa
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE JANUARY 18, 2024 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on FRIDAY, JANUARY 12, 2024.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY'S REPORT**
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF DECEMBER 7, 2023**
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes –Arroyo, Balboa, Harris, Rodriguez
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. None
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
 - a. Deputy City Clerk
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
 - a. Housing Assistant
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
 - a. Human Resources Analyst

Moved to approve by Commissioner Arroyo; 2nd by Commissioner Balboa
Yes Votes – Arroyo, Balboa, Harris, Rodriguez

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

- a. Engineering Technician
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
- b. Homeless Services Supervisor
Moved to approve by Commissioner Harris; 2nd by Commissioner Arroyo
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
- c. Jailer II – Promotional – Tabled

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

None

ADJOURNED AT 5:22 PM

Next Regular Civil Service Commission Meeting:
February 1, 2024
City Council Chambers