

CITY OF HAWTHORNE

CIVIL SERVICE COMMISSION AGENDA

Lori Thomas, Human Resources Analyst
Sean Lask, 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, February 15, 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, Sean Lask, Assistant City Attorney
2. **PLEDGE OF ALLEGIANCE**
Delivered by Commissioner Arroyo
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE FEBRUARY 15, 2024 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM on MONDAY, FEBRUARY 12, 2024.**
4. **ORAL COMMUNICATIONS**
None
5. **WRITTEN COMMUNICATIONS**
None
6. **SECRETARY'S REPORT**
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF FEBRUARY 1, 2024**
Moved to approve by Commissioner Balboa; 2nd by Commissioner Harris
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
 - a. Citywide Department Technician – Tabled
 - b. Community Service Technician
Moved to approve by Commissioner Arroyo; 2nd by Commissioner Rodriguez
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
 - c. Public Works Technician
Moved to approve by Commissioner Harris; 2nd by Commissioner Rodriguez
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
 - a. None

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

- a. Administrative Aide I – Engineering

Moved to approve by Commissioner Harris; 2nd by Commissioner Rodriguez

Yes Votes – Arroyo, Balboa, Harris, Rodriguez

11. HEARINGS

None

12. COMMENTS FROM THE COMMISSIONERS

None

ADJOURNED AT 5:12 PM

Next Regular Civil Service Commission Meeting:

March 7, 2024

City Council Chambers