

# 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, April 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
2. **PLEDGE OF ALLEGIANCE**  
Delivered by Commissioner Balboa
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE APRIL 18, 2024 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126<sup>TH</sup> STREET AT 4:00 PM on MONDAY, APRIL 15, 2024.**
4. **ORAL COMMUNICATIONS**  
None
5. **WRITTEN COMMUNICATIONS**  
None
6. **SECRETARY'S REPORT**  
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MARCH 21, 2024**  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
  - a. Assistant Recreation Supervisor  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Arroyo  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
  - b. Recreation Supervisor  
Moved to approve by Commissioner Arroyo; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
  - c. Senior Human Resources Analyst  
Moved to approve by Commissioner Balboa; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
  - d. Supervisor, Park Maintenance – Tabled
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**

- a. Public Works Technician  
Moved to approve by Commissioner Arroyo; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
- b. Recreation Supervisor – Promotional  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
- c. Senior Engineer  
Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Arroyo  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
- d. Senior Housing Coordinator  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Arroyo  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
- e. Senior Human Resources Analyst – Promotional  
Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez
- f. Supervisor, Park Maintenance – Promotional – Tabled

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

- a. Police Records Technician  
Moved to approve by Commissioner Arroyo; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Arroyo, Balboa, Harris, Rodriguez

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

None

**ADJOURNED AT 5:29 PM**

Next Regular Civil Service Commission Meeting:  
May 2, 2024  
City Council Chambers