

# CITY OF HAWTHORNE

## CIVIL SERVICE COMMISSION AGENDA



4455 W. 126th Street, Hawthorne, CA 90250

Lori Thomas, Human Resources Analyst  
Sean Lask, Assistant City Attorney

Chairperson Donald Harris  
Commissioner Kenny Arroyo  
Commissioner Manuel Balboa  
Commissioner Carmen "Calu" Rodriguez

Meeting Minutes  
City Council Chambers  
Thursday, May 16, 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 Balboa, Rodriguez  
Absent: Commissioner Arroyo  
Staff present Lori Thomas, Human Resources Analyst
2. **PLEDGE OF ALLEGIANCE**  
Delivered by Commissioner Balboa
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE MAY 16, 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, MAY 13, 2024.**
4. **ORAL COMMUNICATIONS**  
None
5. **WRITTEN COMMUNICATIONS**  
None
6. **SECRETARY'S REPORT**  
None
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF APRIL 18, 2024**  
Moved to approve by Commissioner Balboa; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Balboa, Harris, Rodriguez
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
  - a. Senior Engineer  
Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Balboa, Harris, Rodriguez
  - b. Supervisor, Park Maintenance  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Balboa, Harris, Rodriguez
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**
  - a. Supervisor, Park Maintenance

Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Balboa, Harris, Rodriguez

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

a. Engineering Technician

Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Balboa, Harris, Rodriguez

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

None

**ADJOURNED AT 5:17 PM**

Next Regular Civil Service Commission Meeting:  
June 6, 2024  
City Council Chambers