

# CITY OF HAWTHORNE

## CIVIL SERVICE COMMISSION AGENDA



4455 W. 126th Street, Hawthorne, CA 90250

Lori Thomas, Human Resources Analyst  
David Caceres, Assistant City Attorney

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

Special Meeting Minutes  
City Council Chambers  
Thursday, July 11, 2024  
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Harris called the meeting to order at 5:18 PM  
Present: Chairperson Harris, Commissioners Balboa, Rodriguez  
Staff present Lori Thomas, Human Resources Analyst
2. **PLEDGE OF ALLEGIANCE**  
Delivered by Commissioner Balboas
3. **PURSUANT TO GOVERNMENT, CODE SECTION 54954, THE JULY 11, 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, JULY 8, 2024.**
4. **ORAL COMMUNICATIONS**  
None
5. **WRITTEN COMMUNICATIONS**  
None
6. **SECRETARY'S REPORT**
  - a. Commissioner Arroyo resigned from his role as of June 6, 2024. We are currently accepting applications to fill two vacancies.
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 6, 2024**  
Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Balboa, Harris, Rodriguez
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
  - a. Assistant Recreation Supervisor  
Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Balboa, Harris, Rodriguez
  - b. Administrative Assistant  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes – Balboa, Harris, Rodriguez
9. **APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**

- a. Assistant Recreation Supervisor  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Balboa, Harris, Rodriguez
  
- b. Administrative Assistant – City Manager  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes – Balboa, Harris, Rodriguez

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

- a. Associate Building Inspector  
Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Balboa, Harris, Rodriguez
  
- b. Public Works Technician  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes – Balboa, Harris, Rodriguez
  
- c. Senior Engineer  
Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Harris  
Yes Votes – Balboa, Harris, Rodriguez

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

The Commissioners welcomed David Caceres to the Commission.

**ADJOURNED AT 5:39 PM**

Next Regular Civil Service Commission Meeting:  
July 18, 2024  
City Council Chambers