

**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

Regular Minutes  
City Council Chambers  
Thursday, August 1, 2024  
5:00 PM

1. **CALL TO ORDER AND ROLL CALL** – Chairperson Harris called the meeting to order at 5:04 PM  
Present: Chairperson Harris, Commissioners 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 AUGUST 1, 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 29, 2024.**
4. **ORAL COMMUNICATIONS**  
None
5. **WRITTEN COMMUNICATIONS**  
None
6. **SECRETARY'S REPORT**
  - a. Erick Chavez, Cable TV Supervisor will reach out to the Commissioners to schedule a time for them to complete a video testimony about their experience serving as a Civil Services Commissioner.
  - b. Two Civil Services Commissioners were appointed by City Council: Kathleen Harris and Geoffrey Sokul.
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JULY 11, 2024**  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Balboa, Harris, Rodriguez
8. **APPROVAL OF JOB DESCRIPTION (FULL-TIME POSITIONS):**
  - a. Housing Management Analyst  
Moved to approve by Commissioner Balboa; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes – Balboa, Harris, Rodriguez

**9. APPROVAL TO OPEN RECRUITMENT (FULL-TIME POSITIONS):**

- a. Housing Management Analyst  
Moved to approve by Commissioner Balboa; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes – Balboa, Harris, Rodriguez
- b. Information Support Technician  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes – Balboa, Harris, Rodriguez
- c. Payroll Assistant  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes – Balboa, Harris, Rodriguez
- d. Police Records Technician  
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. Supervisor, Park Maintenance  
Moved to approve by Commissioner Harris; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes – Balboa, Harris, Rodriguez

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

None

**ADJOURNED AT 5:26 PM**

Next Regular Civil Service Commission Meeting:  
August 15, 2024  
City Council Chambers