

# CITY OF HAWTHORNE

## CIVIL SERVICE COMMISSION AGENDA



4455 W. 126th Street, Hawthorne, CA 90250

Sylvana Tamura, Human Resources Analyst  
David Caceres, Assistant City Attorney

Chairperson Donald Harris  
Commissioner Carmen Rodriguez  
Commissioner Manuel Balboa

Special Meeting  
City Council Chambers  
Wednesday, August 21, 2024  
5:00 PM

1. **CALL TO ORDER AND ROLL**- Chairperson Harris called the meeting to order at 5:13 PM.  
Present: Chairperson Harris, Commissioner Rodriguez and Commissioner Balboa.  
Staff present: David Caceres, Assistant City Attorney and Sylvana Tamura, Human Resources Analyst
2. **PLEDGE OF ALLEGIANCE**-Delivered by Chairperson Harris
3. **Pursuant to Government Code Section 5495, the August 21, 2024, Special Civil Service Commission Meeting Agenda was posted at City Hall, 4455 w. 126<sup>th</sup> Street at 4:00 PM on Friday, August 16, 2024.**
4. **ORAL COMMUNICATIONS** – None.
5. **WRITTEN COMMUNICATIONS**-None
6. **SECRETARY'S REPORT**
  - a. Civil Services Commissioners were appointed by City Council: Kathleen Harris and Geoffrey Sokul have completed their background and will be completing their Oath of Office this Thursday, August 22, 2024. Human Resources will also do a onboarding orientation with a quick reminder of upcoming September 5, 2024 Civil Service Commission.
7. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF AUGUST 1, 2024**  
Moved to approve by Commissioner Balboa; 2<sup>nd</sup> by Commissioner Rodriguez  
Yes Votes-Balboa; Harris; Rodriguez
8. **APPROVAL OF JOB DESCRIPTION (CLASSIFIED FULL-TIME POSITIONS)**-None
9. **APPROVAL TO OPEN RECRUITMENT (CLASSIFIED FULL-TIME POSITION):**
  - a. Jailer II  
Moved to approve by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Balboa  
Yes Votes-Balboa; Harris; Rodriguez
  - b. Human Resources Analyst  
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 POSITION)**
  - a. Assistant Recreation Supervisor  
Moved to approve by Chairperson Harris; 2<sup>nd</sup> Commissioner Rodriguez  
Yes Votes-Balboa; Harris; Rodriguez

- b. Housing Assistant  
Moved to approve by Chairperson Harris; 2<sup>nd</sup> Commissioner Balboa  
Yes Votes-Balboa; Harris; Rodriguez
  
- c. Jailer I  
Moved to approve by Chairperson Harris; 2<sup>nd</sup> Commissioner Rodriguez  
Yes Votes-Balboa; Harris; Rodriguez
  
- d. Recreation Supervisor – Promotional  
Moved to approve by Chairperson Harris; 2<sup>nd</sup> Commissioner Rodriguez  
Yes Votes-Balboa; Harris; Rodriguez

**11. HEARINGS**

None

**12. COMMENTS FROM THE COMMISSIONERS**

None

**13. ADJOURNED AT 5:27 PM**

Next Civil Service Commission Meeting:  
September 5, 2024  
City Council Chambers