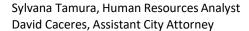
# **CITY OF HAWTHORNE**

# CIVIL SERVICE COMMISSION AGENDA





4455 W. 126th Street, Hawthorne, CA 90250

Chairperson Donald Harris
Commissioner Carmen Rodriguez
Commissioner Manuel Balboa
Commissioner Geoffrey Sokol
Commissioner Kathleen Harris

Regular Meeting Minutes City Council Chambers Thursday, October 17, 2024

#### MEETING INFORMATION

If you are an individual with a disability and need reasonable accommodation or modification pursuant to the Americans with Disabilities Act (ADA) please contact the Human Resources department at hr@cityofhawthorne.org prior to the meeting for assistance.

PURSUANT TO GOVERNMENT CODE SECTION 54954, THE THURSDAY, OCTOBER 17, 2024 CIVIL SERVICE COMMISSION R E G U L A R MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126<sup>TH</sup> STREET AT 4:00 PM ON FRIDAY, OCTOBER 11, 2024.

1. CALL TO ORDER AND ROLL: Chairperson D. Harris called the meeting to order at 5:02 PM.

Present: Chairperson Donald Harris, Commissioner Rodriguez, Commissioner Balboa, Commissioner Sokol and Commissioner Kathleen Harris.

Staff present: Sean Lask, Assistant City Attorney, and Sylvana Tamura, Human Resources Analyst.

2. PLEDGE OF ALLEGIANCE: Delivered by Commissioner K. Harris

3. ORAL COMMUNICATIONS: None.

4. WRITTEN COMMUNICATIONS: None

5. SECRETARY'S REPORT: None

6. APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 19, 2024

Moved by Commissioner Balboa; 2nd by Commissioner Rodriguez Yes Votes: D. Harris; Rodriguez; Balboa; Sokol; K. Harris

### 7. APPROVAL OF JOB DESCRIPTION (CLASSIFIED FULL-TIME POSITIONS):

a. Planning Associate (Planning)
 Moved by Chairperson Harris; 2<sup>nd</sup> by Commissioner Sokol
 Yes Votes: D. Harris; Rodriguez; Balboa; Sokol; K. Harris

b. Housing Assistant -Non-Classified (Housing): Informational only. Vote not required given it is in the non-classified.

# 8. APPROVAL TO OPEN RECRUITMENT (CLASSIFIED FULL-TIME POSITION):

- a. Planning Associate (Promotional)
   Moved by Commissioner Rodriguez; 2<sup>nd</sup> by Commissioner Balboa
   Yes Votes: D. Harris; Rodriguez; Balboa; Sokol; K. Harris
- b. Housing Assistant-Non-Classified -Repost (Open/Competitive)
- c. Community Services Technician (Open/Competitive)
   Moved by Commissioner Balboa; 2<sup>nd</sup> by Commissioner Rodriguez
   Yes Votes: D. Harris; Rodriguez; Balboa; Sokol; K. Harris

# 9. APPROVAL OF ELIGIBILITY LIST (CLASSIFIED FULL-TIME POSITION)

None

#### 10. HEARINGS

None

#### 11. COMMENTS FROM THE COMMISSIONERS

#### 12. ADJOURN at 5:17 PM

Next Civil Service Commission Meeting: Thursday, November 7, 2024 City Council Chambers