

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
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 REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH 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; 2nd 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; 2nd 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; 2nd 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