

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
City Council Chambers
Thursday, December 5, 2024
5:00 PM

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, DECEMBER 5, 2024 CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA WAS POSTED AT CITY HALL, 4455 W. 126TH STREET AT 4:00 PM ON MONDAY, DECEMBER 2, 2024.

1. **CALL TO ORDER AND ROLL**
2. **PLEDGE OF ALLEGIANCE**
3. **ORAL COMMUNICATIONS** – Pursuant to Government Code Section 54954.3, all remarks should be addressed to the Committee as a Body and not to any individual Member. During oral communications, speakers shall have three (3) minutes to state their business. The Brown Act prohibits the Commission from providing a detailed response or acting upon any items not contained on the agenda. The Commission as a Body shall have the discretion at the close of oral communication to refer any remarks to the Human Resources Department for study, investigation, report, and/or recommendations.
4. **WRITTEN COMMUNICATIONS**
 - a. None
5. **SECRETARY'S REPORT**
 - a. None
6. **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF NOVEMBER 21, 2024**
7. **APPROVAL OF JOB DESCRIPTION (CLASSIFIED FULL-TIME POSITIONS):**
 - a. Clerk Typist
 - b. Senior Video Specialist
 - c. Senior Payroll Technician
 - d. Payroll Technician

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

- a. Clerk Typist
- b. Senior Video Specialist
- c. Senior Payroll Technician

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

- a. Housing Assistant (Open/Competitive)

10. HEARINGS

None

11. COMMENTS FROM THE COMMISSIONERS

ADJOURN

**Next Civil Service Commission Meeting:
Thursday, December 19, 2024
City Council Chambers**