



# **CITY OF HUNTINGTON PARK CIVIL SERVICE COMMISSION (CSC) SPECIAL MEETING AGENDA**

City of Huntington Park  
City Hall Council Chambers  
6550 Miles Avenue  
Huntington Park, CA 90255

**Thursday, March 7, 2024**

**6:00 p.m.**

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Human Resources Department either in person at 6550 Miles Avenue, Huntington Park, California or by phone at (323) 584-6237. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

NOTE: Any person who has a question concerning any agenda item may contact the Human Resources Department at (323) 584-6237. Materials related to an item on this agenda are available for inspection in the Human Resources office at 6550 Miles Ave., Huntington Park, California during the hours of 7:00 a.m. – 5:30 p.m. Monday through Thursday.

Assembly Bill No. 2674 amended several provisions of the Ralph M. Brown Act (Section 54950 et seq. of the Government Code) effective January 1, 1987. This bill prohibits the legislative body from taking any action on any item which did not appear on the agenda, which was posted 24 hours prior to the Civil Service Commission meeting. If action is necessary on subject matter which the public presents, the matter should be presented in writing to the Human Resources Department for placement on the agenda by Tuesday noon prior to the next Civil Service Commission meeting.

## **ORDER OF BUSINESS**

### **1. ROLL CALL**

Chair Manuel Morado  
Commissioner Guillermo Flores  
Commissioner Lorena Valenzuela  
Commissioner Vacant  
Commissioner Vacant

### **2. PLEDGE OF ALLEGIANCE**

### **3. PUBLIC COMMENT**

For open session each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another.

**4. PRESENTATIONS AND ANNOUNCEMENTS**

- A. Recognition of new Civil Service Commissioner Guillermo Flores
- B. Orientation for upcoming Civil Service Commission meetings

**5. APPOINTMENT OF CHAIR & VICE CHAIR**

- A. Open nominations

**6. APPROVAL OF MINUTES**

- 1. Minutes from March 2, 2022 Special Meeting

**7. NEW BUSINESS**

- 1. **Class Specifications** – New Class Specifications and/or Revisions/Modifications to the existing Class Specifications for the following positions:
  - a. Purchasing Agent - Revised
  - b. Human Resources Manager - New

**8. OLD BUSINESS**

- 1. Review the following eligibility lists as previously approved:
  - a. Police Officer Recruit/Trainee/Lateral ..... 04/21/2022
  - b. Jailer ..... 05/12/2022
  - c. Police Officer Recruit ..... 07/28/2022
  - d. Police Officer Lateral ..... 07/28/2022
  - e. Associate Planner ..... 08/08/2022
  - f. Senior Accountant ..... 09/28/2022
  - g. Police Officer Recruit ..... 11/03/2022
  - h. Police Officer Recruit/Trainee/Lateral ..... 04/20/2023
  - i. General Laborer ..... 05/24/2023
  - j. Police Officer Recruit/Trainee/Lateral ..... 07/13/2023
  - k. Code Enforcement Officer ..... 08/10/2023
  - l. Police Officer Recruit/Trainee/Lateral ..... 08/24/2023
  - m. Communications Operator ..... 08/30/2023
  - n. Animal Enforcement Officer ..... 09/21/2023
  - o. Accountant ..... 09/26/2023
  - p. Jailer ..... 10/05/2023
  - q. Police Records Clerk ..... 10/10/2023
  - r. Maintenance Worker ..... 10/17/2023
  - s. General Laborer ..... 10/17/2023
  - t. Code Enforcement Officer ..... 11/07/2023
  - u. Building Inspector ..... 11/16/2023
  - v. Communications Operator ..... 12/14/2023
  - w. Police Officer Lateral ..... 01/23/2024
  - x. Police Officer Recruit ..... 01/23/2024
  - y. Jailer ..... 02/01/2024

**9. CIVIL SERVICE COMMISSION COMMENTS**

**10. ADJOURNMENT**

I, Marisol Nieto, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park bulletin board and made available at [www.hpca.gov](http://www.hpca.gov) on the 6<sup>th</sup> of March, 2024.

**Dated: March 6, 2024**

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Marisol Nieto, Human Resources Supervisor - CSC Secretary