



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
CIVIL SERVICE COMMISSION MEETING  
April 02, 2025

The City of Signal Hill appreciates your attendance. Citizen interest provides the Commission with valuable information regarding issues of the community. Meetings are held on the first Wednesday of every month.

Meetings begin at 5:45 pm. There is a public comment period at the beginning of the regular meeting, as well as the opportunity to comment on each agenda item as it arises. Any meeting may be adjourned to a time and place stated in the order of adjournment.

The agenda is posted 72 hours prior to each meeting on the City's website and outside of City Hall. The agenda and related reports are also available for review online at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

### To participate:

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the Commission Secretary at [pahumada@cityofsignalhill.org](mailto:pahumada@cityofsignalhill.org) not later than 4:30 p.m. on Wednesday, April 2, 2025. Written comments will be provided electronically to the Civil Service Commission and attached to the meeting minutes. Written comments will not be read into the record.

Civil Service Commissioner Members are compensated \$75.00 per meeting.

(1) **CALL TO ORDER – 5:45 P.M.**

(2) **ROLL CALL**

CHAIR (VACANT)  
VICE CHAIR PHILLIPS  
COMMISSIONER DOI  
COMMISSIONER GHEBREZGHI

COMMISSIONER GRIGGS

(3) **PLEDGE OF ALLEGIANCE**

The Vice Chair will lead the audience in reciting the Pledge of Allegiance.

(4) **PUBLIC BUSINESS FROM THE FLOOR**

Matters of public interest not on the agenda may be addressed; however, State law prohibits the Commission from acting upon items not posted on the agenda 72 hours before a meeting.

(5) **COMMUNITY ANNOUNCEMENTS**

(6) **CONSENT CALENDAR**

The following Consent Calendar items are expected to be routine and non-controversial. Items will be acted upon by the Commission at one time without discussion. Any item may be removed by a Commissioner or member of the audience for discussion.

- a. CERTIFICATION OF ELIGIBILITY LIST - MANAGEMENT ASSISTANT (PRL)
- b. CERTIFICATION OF ELIGIBILITY LIST - RECREATION COORDINATOR
- c. APPROVAL OF MEETING MINUTES

(7) **COMMISSION NEW BUSINESS**

COMMISSIONER GRIGGS  
COMMISSIONER GHEBREZGHI  
COMMISSIONER DOI  
VICE CHAIR PHILLIPS

(8) **ADJOURNMENT**

Tonight's meeting will be adjourned to a regular meeting of the Civil Service Commission to be held on Wednesday, May 7, 2025, at 5:45 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

**CITIZEN PARTICIPATION**

If you need special assistance beyond what is normally provided to participate in City meetings, the City will attempt to accommodate you in every reasonable manner. Please call the City Clerk's Office at (562) 989-7305 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

**AFFIDAVIT OF POSTING**

I, Patricia Ahumada, Commission Secretary of the Civil Service Commission do hereby certify that the foregoing agenda was posted at City Hall, at the Library, at Discovery Well Park, and at Reservoir Park 72 hours in advance of this meeting.



CITY OF SIGNAL HILL

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STAFF REPORT

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4/2/2025

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**AGENDA ITEM**

**TO:**

**HONORABLE CHAIR  
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM:**

**PATRICIA AHUMADA  
COMMISSION SECRETARY**

**SUBJECT:**

**CERTIFICATION OF ELIGIBILITY LIST - MANAGEMENT ASSISTANT (PRL)**

Summary:

The recruitment has concluded, and it is appropriate to certify the Eligibility List.

Recommendation:

Approve.



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STAFF REPORT

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4/2/2025

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**AGENDA ITEM**

**TO:**

**HONORABLE CHAIR  
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM:**

**PATRICIA AHUMADA  
COMMISSION SECRETARY**

**SUBJECT:**

**CERTIFICATION OF ELIGIBILITY LIST - RECREATION COORDINATOR**

Summary:

The recruitment has concluded, and it is appropriate to certify the Eligibility List.

Recommendation:

Approve.



CITY OF SIGNAL HILL

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STAFF REPORT

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4/2/2025

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**AGENDA ITEM**

**TO:**  
**HONORABLE CHAIR  
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM:**  
**PATRICIA AHUMADA  
COMMISSION SECRETARY**

**SUBJECT:**  
**APPROVAL OF MEETING MINUTES**

Summary:

Regular Meeting of February 5, 2025.

Recommendation:

Approve the meeting minutes.



## CITY OF SIGNAL HILL

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### MINUTES OF A REGULAR MEETING SIGNAL HILL CIVIL SERVICE COMMISSION February 05, 2025

A Regular Meeting of the Signal Hill Civil Service Commission was held in-person in the Council Chambers on February 5, 2025.

(1) **CALL TO ORDER – 5:45 P.M.**

(2) **ROLL CALL**

PRESENT: VICE CHAIR DIANA PHILLIPS  
COMMISSIONER JULIE DOI  
COMMISSIONER AYDA GHEBREZGHI  
COMMISSIONER RONALD GRIGGS

ABSENT: NONE

(3) **PLEDGE OF ALLEGIANCE**

(4) **PUBLIC BUSINESS FROM THE FLOOR**

There was no public business from the floor.

(5) **COMMUNITY ANNOUNCEMENTS**

Commission Secretary shared community announcements.

(6) **CONSENT CALENDAR**

- a. CERTIFICATION OF ELIGIBILITY LIST - MAINTENANCE WORKER
- b. CERTIFICATION OF ELIGIBILITY LIST - MANAGEMENT ASSISTANT
- c. CERTIFICATION OF ELIGIBILITY LIST - SENIOR WATER SYSTEMS OPERATOR

- d. CERTIFICATION OF ELIGIBILITY LIST - WATER MAINTENANCE WORKER I/II
- e. CERTIFICATION OF ELIGIBILITY LIST - WATER SYSTEMS OPERATOR
- f. APPROVAL OF MEETING MINUTES

It was moved by COMMISSIONER GRIGGS and seconded by COMMISSIONER GHEBREZGHI to approve the Consent Calendar.

The following vote resulted:

AYES: VICE CHAIR PHILLIPS  
COMMISSIONER DOI  
COMMISSIONER GHEBREZGHI  
COMMISSIONER GRIGGS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

**(7) SECRETARY NEW BUSINESS**

There was no new business.

**(8) COMMISSION NEW BUSINESS**

There was no new business.

**(9) ADJOURNMENT**

It was moved by COMMISSIONER DOI and seconded by COMMISSIONER GHEBREZGHI to adjourn tonight's meeting to the next regular meeting of the Signal Hill Civil Service Commission to be held on March 5, 2025, at 5:45 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

VICE CHAIR PHILLIPS adjourned the meeting at 5:57 p.m.

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DIANA PHILLIPS  
VICE CHAIR

Attest:

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PATRICIA AHUMADA  
COMMISSION SECRETARY