

# Civil Service Commission



**Jed Nicholson** *Commission President, District 1*  
**Lesley Santos** *District 2*  
**Erica Baltodano** *Commission Vice President, District 3*  
**David Warren** *District 4*  
**Robert Bergman** *District 5*

**Tami Douglas-Schatz** *Commission Secretary*

## Minutes

**County of San Luis Obispo Civil Service Commission**

**Regular Session Meeting**

**Wednesday, March 22, 2023 @ 9:00 a.m.**

**1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408**

**Present:** Commissioners: Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren  
Staff: Commission Secretary Tami Douglas-Schatz  
Commission Clerk Shaley Salsbury  
County Counsel: Jon Ansolabehere

**Absent:** Commissioners: President Nicholson  
Outside Counsel: Steve Simas

### 1. Call to Order / Flag Salute / Roll Call

Commission Vice President Baltodano called the meeting to order at 9:02am and led the flag salute. Roll was called. President Nicholson was absent.

### 2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the Vice President. Presentations are limited to three minutes per individual. There were no public comments.

### 3. Minutes

The following draft minutes are submitted for approval:

- a. January 25, 2023

# Civil Service Commission

The minutes for January 25, 2023, were considered. Commissioner Warren requested that the minutes were amended to include the specific preamble language approved in item 7 of the agenda, **"A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:"** Commissioner Warren motioned to approve the minutes with the amendment. Commissioner Baltodano seconded the motion. The motion to approve the minutes with amendment passed 4-0-1.

## 4. Reports

**Commission Vice President** - None

**Commission Counsel** - None

**Commission Outside Counsel** - Absent

**Commission Secretary** - None

**Principal Human Resources Analyst Frank Stapleton** reported no current scheduling related to hearings, and stated that there was one pending appeal.

## 5. Request to Approve New Job Specification(s):

- a. Payroll Technician - Confidential

Human Resources Analysts Lynsey Bond and Stephanie Nute presented the new proposed specification. Vice President Baltodano requested clarification regarding the term "confidential." Ms. Nute clarified that the designation of "confidential" references classifications of employees with access to labor negotiation information and strategy, therefore employees under these classifications are unrepresented. Human Resources Deputy Director Mark Zeltmann clarified that the vote on this item would be to approve the new specification and to eliminate the Accounting Technician - Confidential specification. Commissioner Santos motioned to approve the new specification and eliminate the Accounting Technician - Confidential specification. Commissioner Warren seconded the motion to approve. The motion passed 4-0-1.

## 6. Request to Approve Revised Job Specification(s):

- a. Grounds Restoration Specialist

Human Resources Analyst Miranda Wall presented the revised job specification. Due to the emergency storm response, department staff were not in attendance. Commissioner Bergman suggested that the specification be amended to change "Class A" to "Commercial" license. Commissioner Baltodano requested line 50 of page 6a.008 be revised to eliminate the repetition of the word "knowledge." Commissioner Bergman motioned to approve the revised specification with amendment. Commissioner Baltodano seconded the motion. The motion to approve as amended passed 4-0-1.

## 7. Request to Approve Revised Language for Minimum Qualifications

- a. Safety position classifications described in Government Code 1031

# Civil Service Commission

Commissioner Bergman suggested that the Commission discuss the 12 specifications as one item. The Commissioners unanimously agreed. Human Resources Analyst Lynsey Bond introduced the revisions to the minimum qualifications of 12 impacted classifications with Human Resources Analyst for the Sheriff's Department, Chrystal Pope. Ms. Bond stated that these revisions would align the classifications with recently updated government codes regarding minimum age and citizenship. Commissioner Bergman motioned to approve the revisions to the specifications as written. Commissioner Santos seconded the motion. The motion to approve passed 4-0-1.

## 8. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaized here may do so when recognized by the President. Presentations are limited to three minutes per individual. Hearing no public comment, Vice President Baltodano moved to Closed Session.

## 9. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

Vice President Baltodano stated that there was no reportable action in Closed Session.

## 10. Adjournment

Vice President Baltodano adjourned the meeting 10:18.

***\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***