

SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

2025 ANNUAL REPORT



INTRODUCTION

AUTHORITY AND PURPOSE

The County Civil Service Commission shall prescribe, amend, repeal, and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors.

Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission and advise the Commission upon civil service matters.

HUMAN RESOURCES MISSION STATEMENT

As a trusted strategic partner, we attract, develop, and support a high performing County workforce by cultivating talent through continuous learning, advancing human resources best practices, and prioritizing health and well-being.

COUNTY CODE: TITLE 2 – ADMINISTRATION AND PERSONNEL

There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law.

Chapter 2.40 - CIVIL SERVICE SYSTEM

2.40.010 - Adoption.

2.40.020 - Commission—Creation—Membership.

2.40.030 - Compensation for commission members.

2.40.040 - Operating funds.

2.40.050 - Contracting for examinations.

2.40.060 - Classified and unclassified service.

2.40.070 - Duties of commission and personnel director.

2.40.080 - Commission rules.

2.40.090 - Vacancies in peculiar positions.

2.40.100 - Examination requirements.

2.40.110 - Discrimination prohibited.

2.40.120 - Reductions, suspensions, and dismissals.

2.40.130 - Employee status.

2.40.140 - Prerequisites to salary payment.

2.40.150 - Veteran's preference.

GRIEVANCES, APPEALS, AND LITIGATION

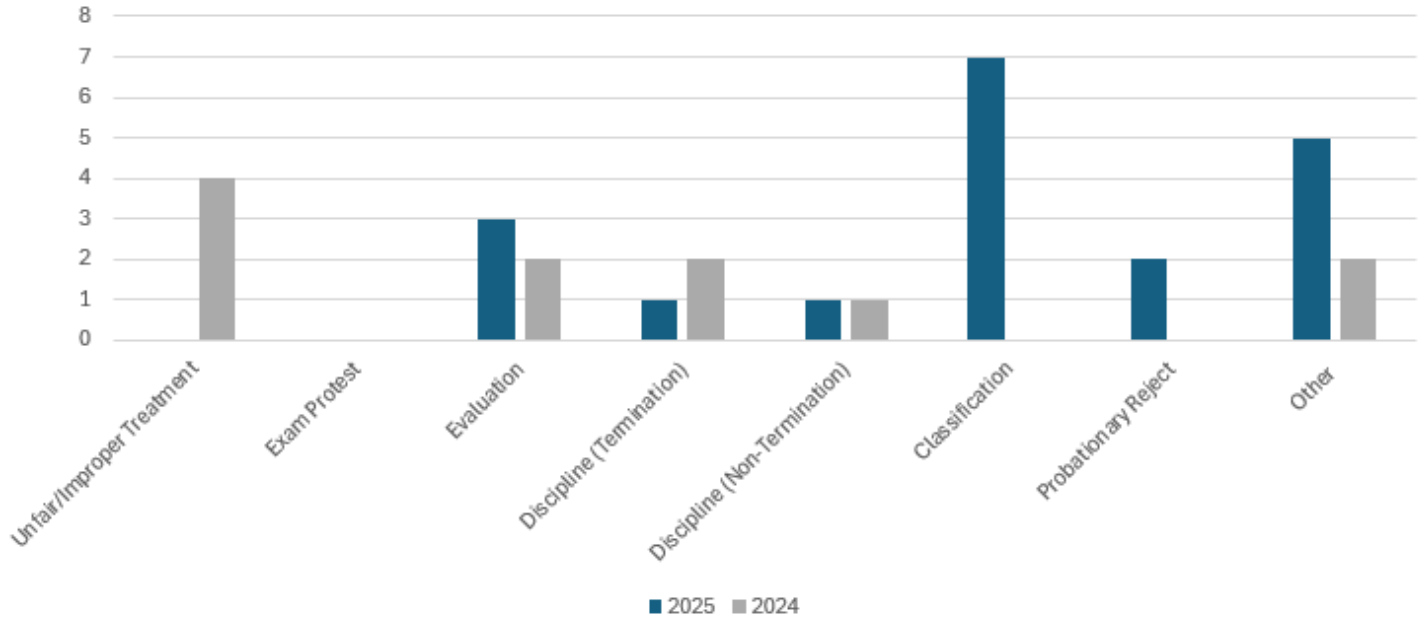
The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.

GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	2025	2024	2023	2022	2021
ADMINISTRATIVE OFFICE					
AIRPORTS			1		
AGRICULTURAL COMMISSIONER					
ASSESSOR					
AUDITOR-CONTROLLER/TREAS TAX					2
CENTRAL SERVICES					1
CHILD SUPPORT SERVICES		1			
CLERK-RECORDER		1			
COUNTY COUNSEL					
DISTRICT ATTORNEY		1	2		
HEALTH AGENCY	3	2	4	2	2
HUMAN RESOURCES					
INFORMATION TECHNOLOGY					
LIBRARY		1	1	1	
PARKS AND RECREATION		1			1
PLANNING AND BUILDING	5		1	1	
PROBATION		1	1		
PUBLIC WORKS	3		3		2
SHERIFF-CORONER	5	3	5	2	3
SOCIAL SERVICES	3	1			
VETERANS SERVICES					
TOTAL	19	12	18	6	11

GRIEVANCES, APPEALS, AND LITIGATION

GRIEVANCES AND APPEALS FILED BY TYPE



GRIEVANCES AND APPEALS FILED BY CALENDAR YEAR

	2025	2024
Filed	19	12
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	13	9
Heard before the Commission	0	3
Pending Appeals and Grievances	6	2

PENDING LITIGATION

At the end of 2025, there were three litigation matters pending.

COMMISSION MEETINGS

SCHEDULED MEETINGS

The Civil Service Commission held a total of twelve (12) meetings during Calendar Year 2025. All twelve (12) meetings were Regular Session. Four (4) of the meetings held included closed sessions, and three (3) meetings were cancelled. The closed sessions were to discuss/deliberate rule updates or to hear discipline.

- January 22, 2025, Regular Session
- February 19, 2025, Regular Session Cancelled
- March 19, 2025, Regular Session
- April 23, 2025, Regular Session
- May 28, 2025, Regular Session*
- June 25, 2025, Regular Session
- July 30, 2025, Regular Session Cancelled
- August 27, 2025, Regular Session
- September 24, 2025, Regular Session*
- October 22, 2025, Regular Session*
- November 19, 2025, Regular Session*
- December 17, 2025, Regular Session Cancelled

**Indicates meetings with closed session*

COMMISSION HIGHLIGHTS

- Gere Sibbach, the former Atascadero City Treasurer and San Luis Obispo County Auditor-Controller, was appointed to serve on the Commission to represent District 5.
- Human Resources conducted the County's largest comprehensive countywide classification study, evaluating over 100 incumbents and delivering organizational alignment improvements that generated an immediate \$1.6 million in cost containment.
- No appeals or grievances were formally presented before the Commission for consideration.
- The Commission acknowledged the assignment of Daniel Solish, Chief Deputy County Counsel, as Commission Counsel.



CLASS SPECIFICATION ACTIVITY

CLASS SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were 147 (one hundred and forty-seven) existing FTE positions impacted by classification revisions in CY 2025, with 104 (one hundred and four) of those positions being reclassifications that resulted from the Administrative Classifications Study.

In addition to the specifications revised below, HR received administrative authority from the Civil Service Commission to update all existing specifications with our new Driver's License language to keep our county compliant with the new California Senate Bill 1100, which went into effect on January 1, 2025.

REVISED SPECIFICATIONS

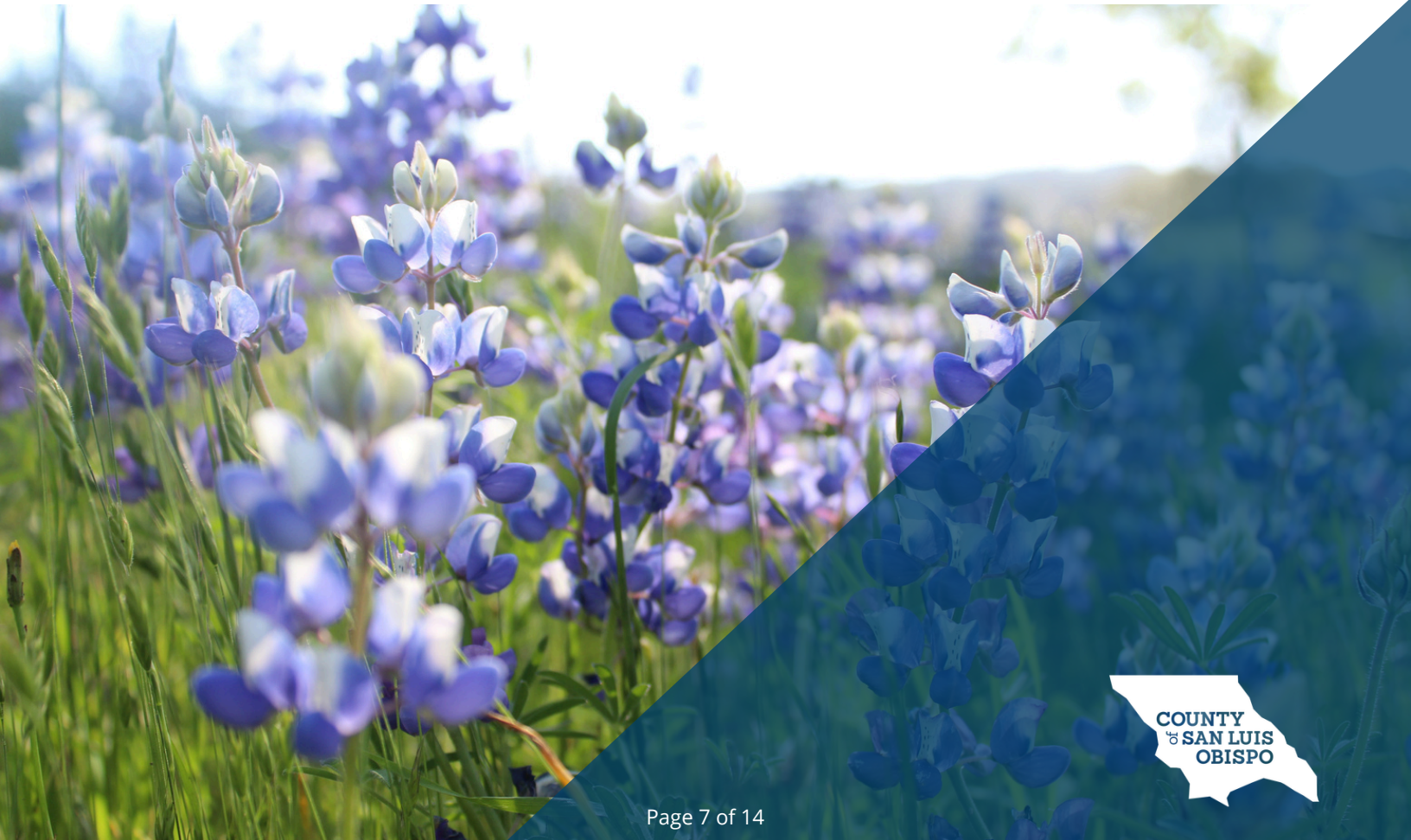
- 4-H PROGRAM ASSISTANT
- AIRPORT OPERATIONS SUPERVISOR
- DIRECTOR OF SOCIAL SERVICES
- PERMIT TECHNICIAN I, II
- SHERIFF'S CADET
- SUPERVISING AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR

NEW SPECIFICATIONS

- ADMINISTRATIVE COORDINATOR
- ADMINISTRATIVE SERVICES COORDINATOR
- ADMINISTRATIVE MANAGER
- ADMINISTRATIVE OFFICER
- AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR I, II, III
- AIRPORT OPERATIONS MANAGER
- DIGITAL FORENSICS LAB MANAGER
- DIVISION MANAGER – ADMINISTRATION AND FISCAL
- ENTERPRISE RESOURCE PLANNING SYSTEM ANALYST
- PAYROLL MANAGER
- PRINCIPAL ADMINISTRATIVE MANAGER
- PROGRAM COORDINATOR
- RISK MANAGER
- SENIOR PERMIT TECHNICIAN
- SUPERVISING ADMINISTRATIVE ASSISTANT
- VICTIM AND WITNESS ASSISTANCE DIVISION MANAGER

CLASS SPECIFICATION ACTIVITY

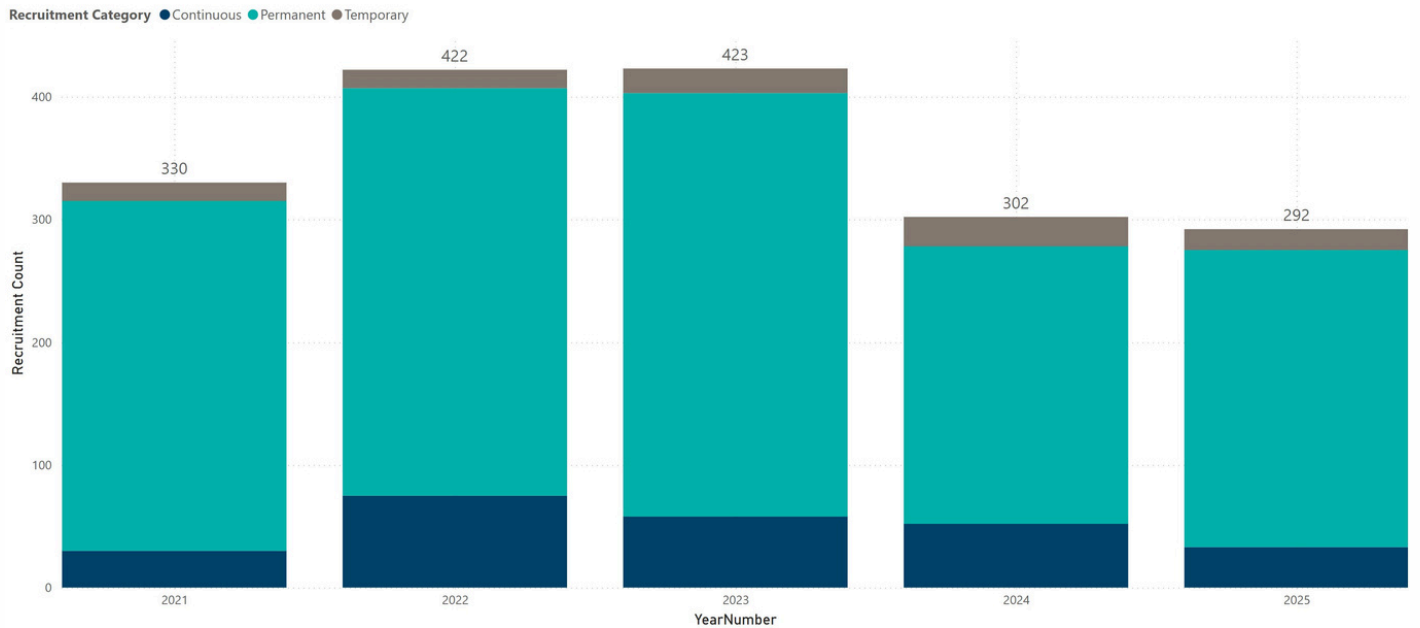
The Administrative Classifications Study represented a landmark initiative for HR, far exceeding the scope of a traditional classification or position review. Unlike typical studies that focus on a single role or a limited group of classifications, this comprehensive effort spanned nearly all County departments, evaluating and realigning roles on a countywide scale. In November 2025, 104 incumbents were reclassified, and the process yielded an exceptionally high level of acceptance - only three appeals were filed, with one incumbent subsequently resigning and the remaining two withdrawing their appeals. This results in a 98% non-appeal rate, underscoring both the accuracy and credibility of the study's outcomes. In addition to strengthening internal alignment, the study benchmarked classifications against market standards, ensuring competitive and equitable compensation for employees. These efforts not only improved organizational consistency and transparency, but also delivered significant fiscal impact, generating \$1.6 million in compensation cost savings in the first year following implementation.



RECRUITMENT ACTIVITY

The Rules of the Commission that govern the County's recruitment process are consistent with the County's obligation to ensure all examinations for employment are fair, impartial, and aligned with the merit system principles.

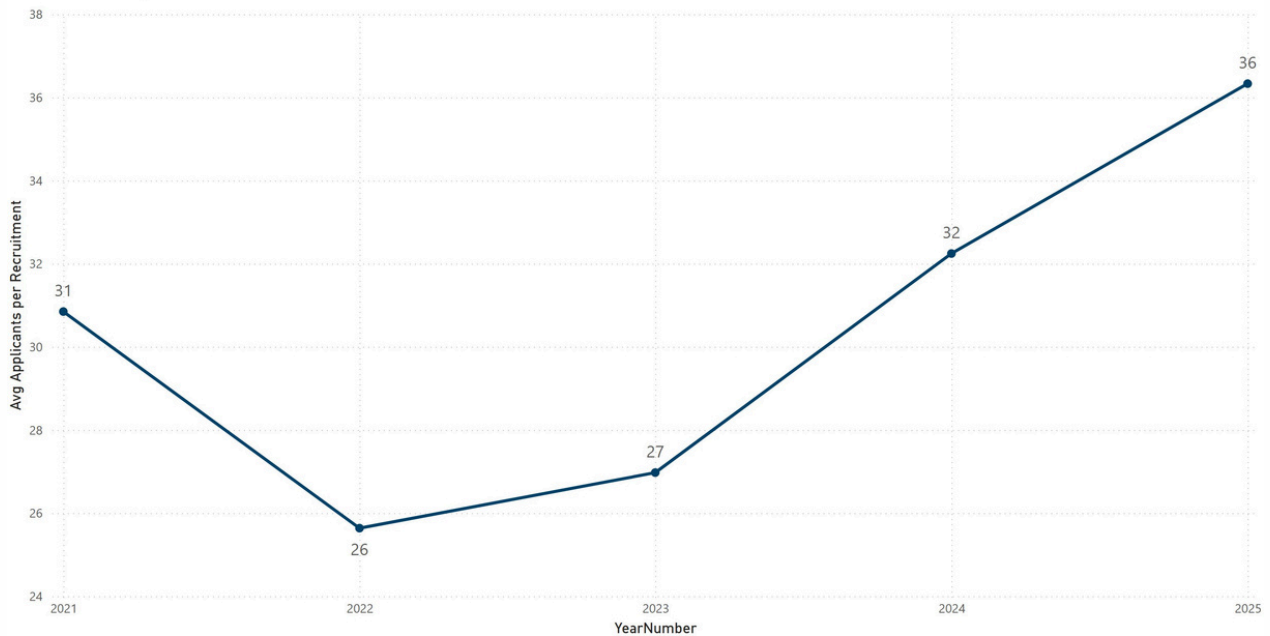
RECRUITMENTS YEAR OVER YEAR BY TYPE



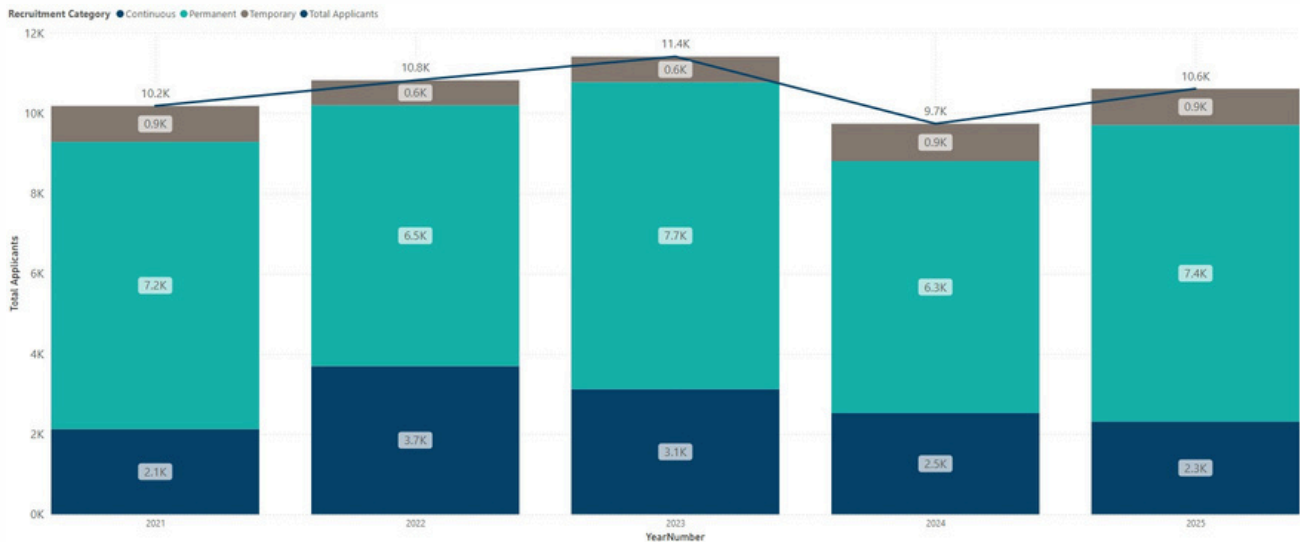
Recruitments, or job postings, are classified into three main categories for reporting: permanent, temporary, and continuous. In the past year, the County has seen an increase in promotional recruitments. The total number of recruitments was nearly identical between 2024 and 2025, with only 10 fewer recruitments total.

RECRUITMENT ACTIVITY

AVERAGE APPLICANTS PER RECRUITMENT



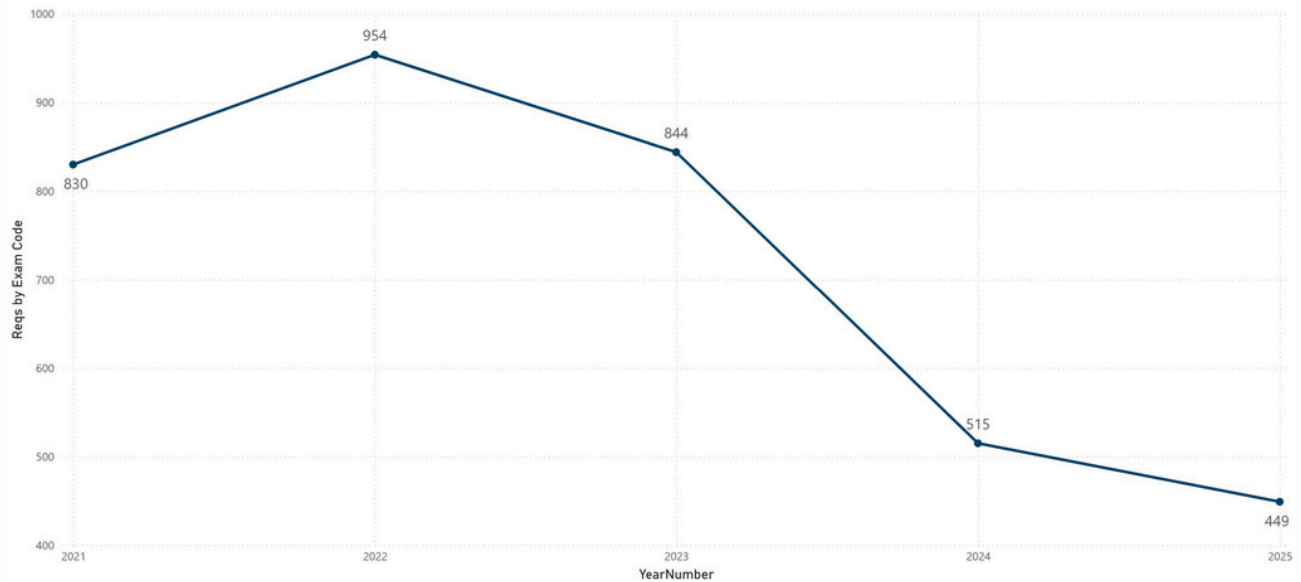
AVERAGE APPLICANTS BY RECRUITMENT TYPE



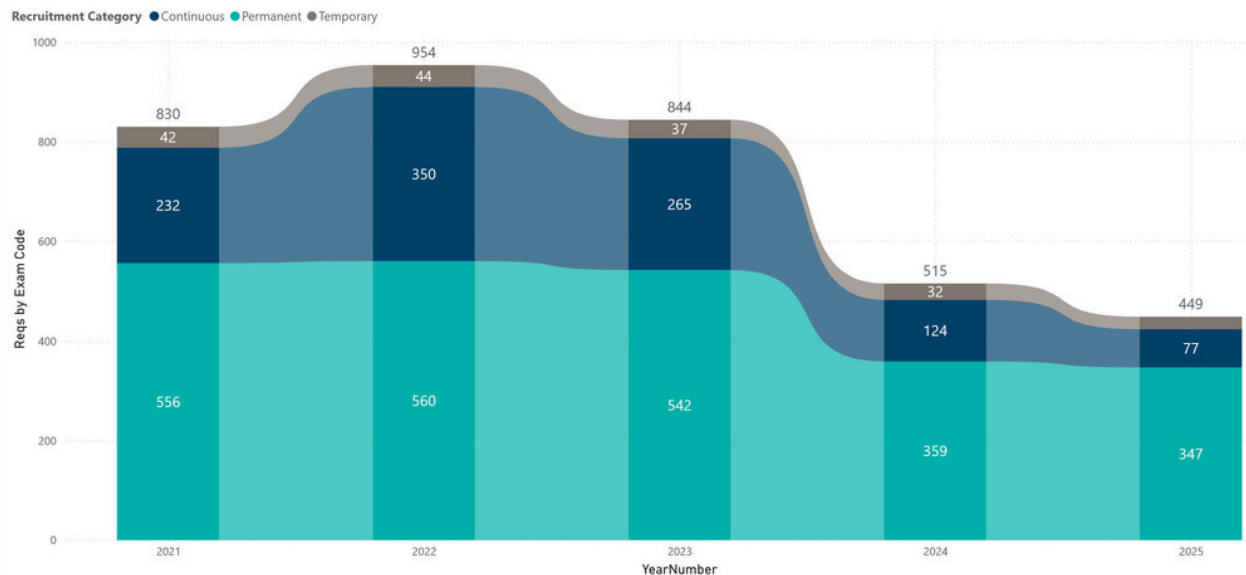
As seen in the first graph, the average number of applicants per recruitment is at a five-year high. As displayed in the second graph, while applicant volume fluctuated over the five-year period, total applicants increased approximately 4% between 2021 and 2025 and approximately 9% from 2024 to 2025.

RECRUITMENT ACTIVITY

REQUISITIONS OPENED



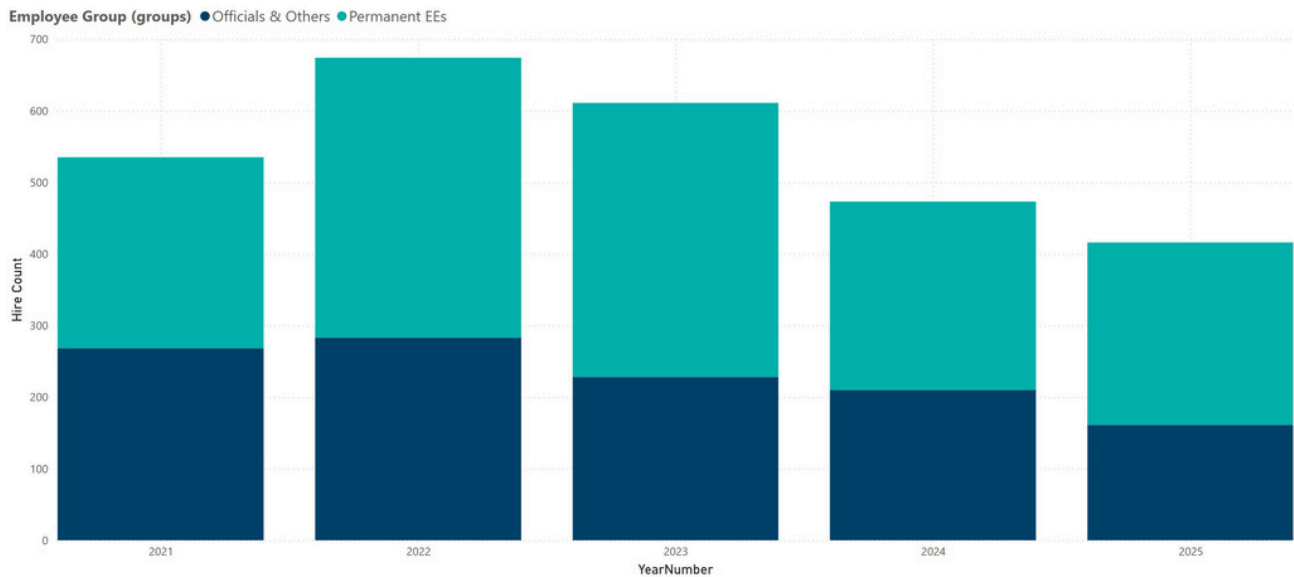
REQUISITIONS YEAR OVER YEAR BY CATEGORY



Requisitions, or requests to fill positions, are classified into three main categories for reporting: permanent, temporary, and continuous. In the past three years, there has been a decrease, with 2022 remaining the County's highest year of recruiting ever.

RECRUITMENT ACTIVITY

NEW HIRES BY CALENDAR YEAR



The County saw a slight decrease in new hires for calendar year 2025 with a total of 416 new hires. In 2024, the County had 473 new hires. Please note that the “Officials & Others” category includes temporary staff.

Notable Changes Over Prior Year	
Total Recruitments	-3%
Open Recruitments	-10%
Total Hires	-12%

Notable Changes Over Five Years	
Total Recruitments	-11.5%
Open Recruitments	-11%
Total Hires	-22%

EQUAL EMPLOYMENT OPPORTUNITY

While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment as part of the Equal Employment Opportunity plan.

RACE

		WHITE	HISPANIC	BLACK	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	AMER INDIAN OR ALASKAN NATIVE	ASIAN	TWO OR MORE RACES	OTHER/ BLANK	TOTAL
County Workforce	2024	63.29%	25.84%	1.72%	0.20%	0.68%	3.81%	4.39%	0.07%	3,073
	2025	60.14%	28.02%	1.94%	0.16%	0.68%	3.72%	4.14%	1.20%	3,091
New Hires	2024	63.64%	24.74%	1.48%	0.63%	1.48%	3.17%	4.86%	0.00%	473
	2025	59.13%	29.33%	2.16%	0.24%	0.72%	4.09%	4.33%	0.00%	416
Applications	2024	53.58%	30.44%	3.56%	0.00%	1.32%	8.18%	0.00%	2.92%	9,745
	2025	48.44%	30.36%	3.10%	0.00%	1.18%	9.48%	3.02%	4.42%	11,395
US Census Bureau (County of SLO 2020)		88.80%	22.90%	2.00%	0.20%	1.40%	4.00%	3.6%	N/A	283,111

GENDER

		FEMALE	MALE	NON-BINARY	UNKNOWN	TOTAL
County Workforce	2024	56.04%	43.83%	0.13%	0.00%	3,073
	2025	56.15%	43.78%	0.10%	0.00%	3,091
New Hires	2024	53.07%	46.30%	0.63%	0.00%	473
	2025	50.96%	48.80%	0.24%	0.00%	416
Applications	2024	48.27%	49.40%	0.73%	1.59%	9,745
	2025	46.54%	50.09%	0.34%	3.04%	11,426
US Census Bureau (County of SLO 2020)		49.40%	50.60%	No Data	0.00%	283,111

EQUAL EMPLOYMENT OPPORTUNITY

Data continued.

AGE

		UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
County Workforce	2024	15.68%	26.52%	26.59%	19.07%	12.14%	0.00%	3,073
	2025	12.79%	28.87%	29.55%	19.94%	8.85%	0.00%	3,091
New Hires	2024	42.49%	25.16%	15.43%	8.46%	8.46%	0.00%	473
	2025	50.00%	23.56%	13.94%	8.17%	4.33%	0.00%	416
Applications	2024	36.87%	27.26%	17.44%	12.01%	3.46%	2.96%	9,745
	2025	39.47%	24.54%	16.64%	11.29%	2.87%	5.20%	11,426
US Census Bureau (County of SLO 2020)		39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	283,111

CIVIL SERVICE COMMISSION CONTACT INFORMATION

STAFF TO THE CIVIL SERVICE COMMISSION

Jamie Russell, Human Resources Director, Commission Secretary

Daniel Solish, Chief Deputy County Counsel, Commission Counsel

Steve Simas, Outside Counsel

Shaley Salsbury, Commission Clerk



John E.D. Nicholson, President
District One



Lesley Santos, Commissioner
District Two



Erica Flores Baltodano, Vice President
District Three



David Warren, Commissioner
District Four



Gere Sibbach, Commissioner
District Five