

# Civil Service Commission



**Jed Nicholson** *Commission President, District 1*

**Lesley Santos** *District 2*

**Erica Flores Baltodano** *Commission Vice President, District 3*

**David Warren** *District 4*

**Gere Sibbach** *District 5*

**Jamie L. Russell** *Commission Secretary*

## AGENDA

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

**Regular Session Meeting**

**Wednesday June 25, 2025 @ 9:00 a.m.**

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

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

**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 President. Presentations are limited to three minutes per individual.

**3. Minutes**

The following draft minutes are submitted for approval:

- a. May 28, 2025

**4. Reports**

Commission President  
Commission Counsel  
Commission Outside Counsel  
Commission Secretary

**5. Receive and File: Annual Report**

- a. Annual Report 2024

**6. Request to Approve New Job Specification(s) and Approve Revised Job Specification(s):**

- a. Sheriff's Cadet (Revised)
- b. Digital Forensics Lab Manager (New) and Victim and Witness Assistance Division Manager (New)

**7. Adjournment**

# Civil Service Commission



**Jed Nicholson** *Commission President, District 1*  
**Lesley Santos** *District 2*  
**Erica Flores Baltodano** *Commission Vice President, District 3*  
**David Warren** *District 4*  
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**Jamie L. Russell** *Commission Secretary*

## Minutes

### County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, May 28, 2025 @ 9:00 a.m.

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

**Present:** Commissioners: President Nicholson, Vice President Baltodano, Commissioner Warren, Commissioner Sibbach

Staff: Commission Secretary Jamie Russell  
Commission Clerk Shaley Salisbury

County Counsel: Daniel Solish

**Absent:** Commissioners: Commissioner Santos

Outside Counsel: Steve Simas

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

Commission President Nicholson called the meeting to order at 9:00am and led the flag salute. Roll was called. Commissioner Santos 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 President. Presentations are limited to three minutes per individual. There was no public comment.

#### 3. Minutes

The following draft minutes are submitted for approval:

a. April 23, 2025

Commission President Nicholson invited public comment. There was none.  
Commissioner Sibbach motioned to approve the minutes as presented. Commission

# Civil Service Commission

Vice President Baltodano seconded the motion. The motion to approve the minutes from April 23, 2025, as presented passed 4-0-1.

## 4. Reports

**Commission President** – President Nicholson noted that three commissioners would be unavailable for the Regular Session meeting as scheduled on Wednesday July 24, 2025. Commission Vice President Baltodano motioned to move the July Regular Session meeting to Wednesday July 30, 2025. Commissioner Warren seconded the motion. The motion to move the Regular Session meeting to July 30, 2025, passed 4-0-1.

**Commission Counsel** – None

**Commission Outside Counsel** – Absent

**Commission Secretary** – Jamie Russell introduced Human Resources Analyst Miranda Wall. Ms. Wall requested the Commission release held dates August 26-28, 2025, and hold September 23-25, 2025, and October 27-31, 2025, as potential hearing dates.

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

President Nicholson took item 5b prior to 5a to accommodate staff availability.

### a. Enterprise Resource Planning System Analyst (New)

Principal Human Resources Analyst Taj D'Entremont introduced the proposed new specification with Jim Hamilton, Auditor-Controller-Treasurer-Tax Collector, and Dan MacKirdy, Deputy Director of Information Technology. President Nicholson invited public comment. SLOCEA Senior Labor Representative Theresa Schultz stated her concern regarding the placement of this position in the unrepresented bargaining unit and thanked the Commission for their clarifying questions. Commission Vice President Baltodano motioned to approve the new specification as presented. Commissioner Warren seconded the motion. The motion to approve the new specification as presented passed 4-0-1.

### b. 4H Program Assistant (Revised)

Human Resources Analysts Mackenzie Lawrie and Teresa McCarthy White introduced the proposed revisions to the specification along with Shannon Klisch, Director of University of California Cooperative Extension (UCCE) in San Luis Obispo County. President Nicholson invited public comment. There was none. Commissioner Warren motioned to approve the new specification as presented. Vice President Baltodano seconded the motion. The motion to approve the revised specification as presented passed 4-0-1.

## 6. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual. There was no public comment.

# Civil Service Commission

91  
92 **7. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service**

93 **Rule Update. (Gov Code Section 54957.6):** Agency designated representative: Jamie

94 Russell or designee

95 President Nicholson stated that there was no reportable action in Closed Session.

96  
97 **8. Adjournment**

98 President Nicholson adjourned the meeting at 9:57am.

99  
100 ***\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists***  
101 ***and will remain as the official, complete record of all proceedings by the Civil Service Commission.***





# **SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT**

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**2024 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. Click through the chapter sections below to view the County Code.

### 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.

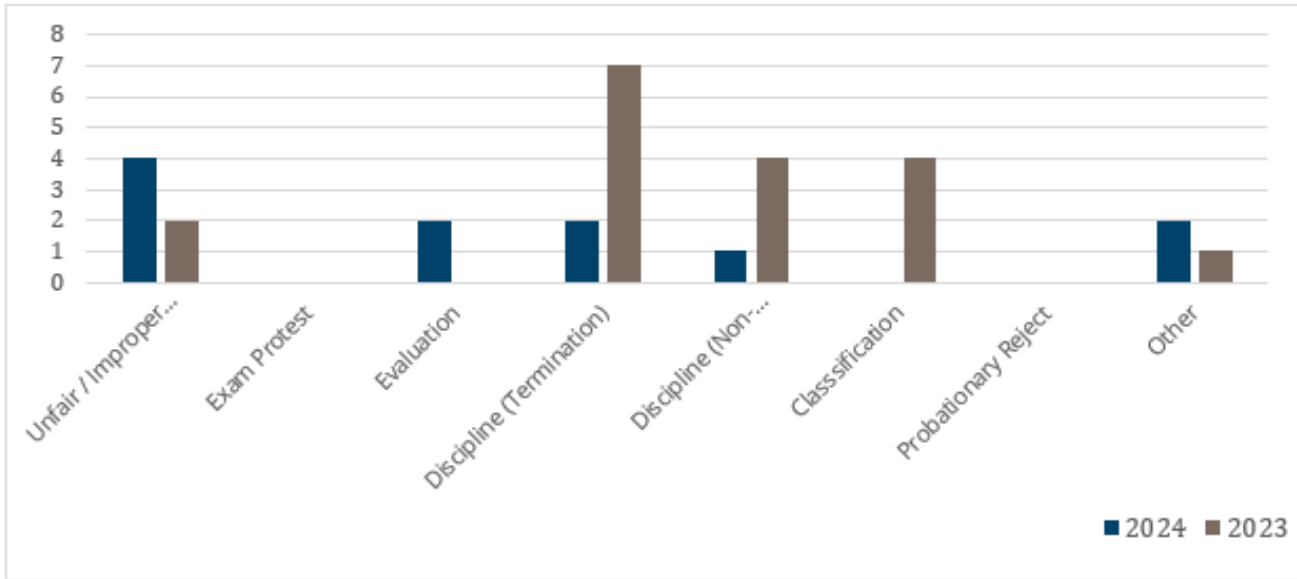
## GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	2024	2023	2022	2021	2020
ADMINISTRATIVE OFFICE					
AIRPORTS		1			
AGRICULTURAL COMMISSIONER					
ASSESSOR					
AUDITOR-CONTROLLER/TREAS TAX				2	
CENTRAL SERVICES				1	
CHILD SUPPORT SERVICES	1				1
CLERK-RECORDER	1				
COUNTY COUNSEL					3
DISTRICT ATTORNEY	1	2			
HEALTH AGENCY	2	4	2	2	2
HUMAN RESOURCES					
INFORMATION TECHNOLOGY					
LIBRARY	1	1	1		
PARKS AND RECREATION	1			1	
PLANNING AND BUILDING		1	1		1
PROBATION	1	1			
PUBLIC WORKS		3		2	2
SHERIFF-CORONER	3	5	2	3	1
SOCIAL SERVICES	1				1
VETERANS SERVICES					
<b>TOTAL</b>	<b>12</b>	<b>18</b>	<b>6</b>	<b>11</b>	<b>11</b>



# GRIEVANCES, APPEALS AND LITIGATION

## GRIEVANCES AND APPEALS FILED BY TYPE



## GRIEVANCES AND APPEALS FILED BY CALENDAR YEAR

	2024	2023
Filed	12	18
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	9	17
Heard before the Commission	3	1
Pending Appeals and Grievances	2	2

## PENDING LITIGATION

In Calendar Year 2024, there were 7 new litigation matters opened.



# COMMISSION MEETINGS

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## SCHEDULED MEETINGS

The Civil Service Commission held a total of thirteen (13) meetings during Calendar Year 2024. Five (5) of those meetings were Regular Session and eight (8) were Special Session. Eleven (11) of the meetings held included closed sessions, and seven (7) meetings were cancelled. The closed sessions were to discuss/deliberate rule updates or hear grievance/appeal matters.

- January 19, 2024, Special Session\*
- January 24, 2024, Regular Session
- February 28, 2024, Regular Session Cancelled
- March 27, 2024, Regular Session\*
- April 23, 2024, Special Session\*
- April 24, 2024, Regular Session\*
- May 6, 2024, Special Session\*
- May 7, 2024, Special Session\*
- May 22, 2024, Regular Session\*
- June 26, 2024, Regular Session Cancelled
- July 24, 2024, Regular Session\*
- August 28, 2024, Regular Session Cancelled
- September 25, 2024, Regular Session Cancelled
- October 23, 2024, Regular Session Cancelled
- November 14, 2024, Special Session\*
- November 15, 2024, Special Session\*
- November 20, 2024, Special Session\*
- November 20, 2024, Regular Session Cancelled
- December 09, 2024, Special Session\*
- December 18, 2024, Regular Session Cancelled

\*Indicates meetings with closed session

## COMMISSION HIGHLIGHTS

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- Jamie Russell was selected as Human Resources Director and became the Commission Secretary.
- The Commission approved widespread changes to the minimum qualification language for job specs with required licenses and certificates.
- The Commission issued a finding and result in three termination appeals.
- The Commission issued a finding and result in one Letter of Reprimand appeal.





# CLASS SPECIFICATION ACTIVITY

## CLASS SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were fifty-four (54) FTE existing positions impacted by classification revisions in CY 2024.

### REVISED SPECIFICATIONS

- ENGINEER I, II, III
- SUPERVISING ENGINEER
- PARALEGAL

### NEW SPECIFICATIONS

- SENIOR PARALEGAL
- SHERIFF'S DEPUTY DIRECTOR – SUPPORT SERVICES BUREAU

The following highlight demonstrates how changes to classification specifications can improve recruitment and retention. In January 2024, when the Engineering classification series was revised, there were 12 vacancies between Engineers and Supervising Engineers with a turnover rate of 53%.

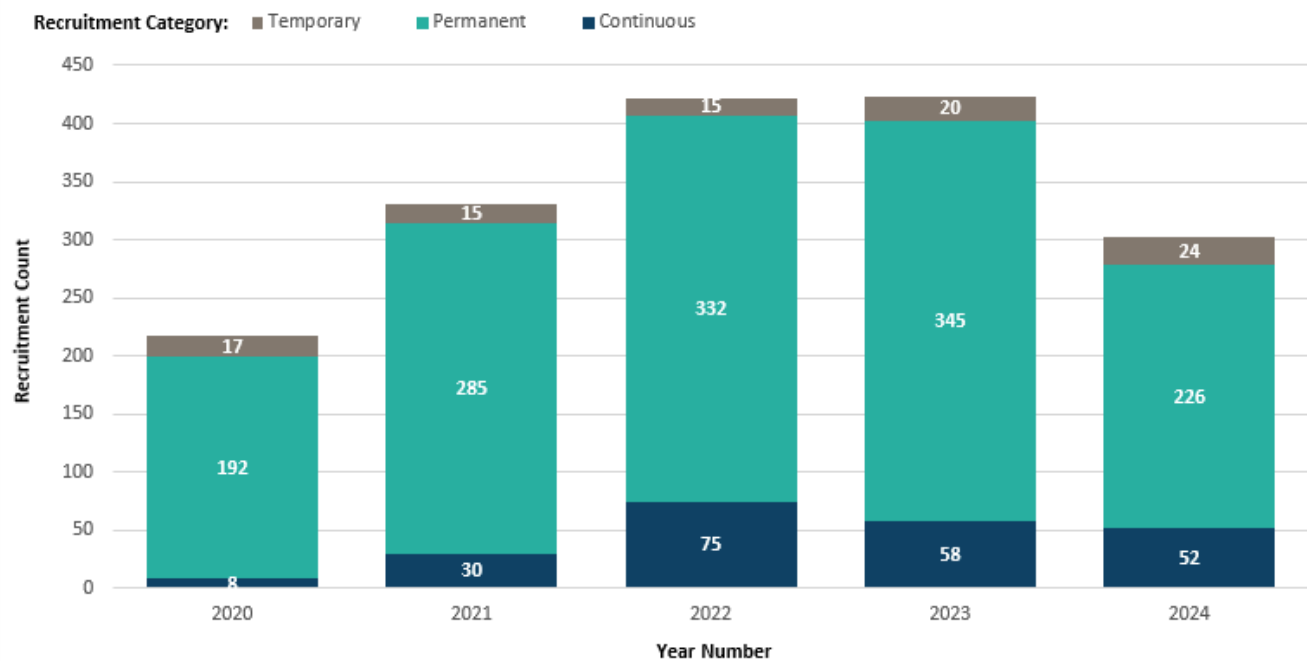
One year after these changes were implemented, which included updating licensing requirements and combining the series, the turnover rate decreased significantly to 7.5%, and the number of vacancies was reduced to just 4.



# 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



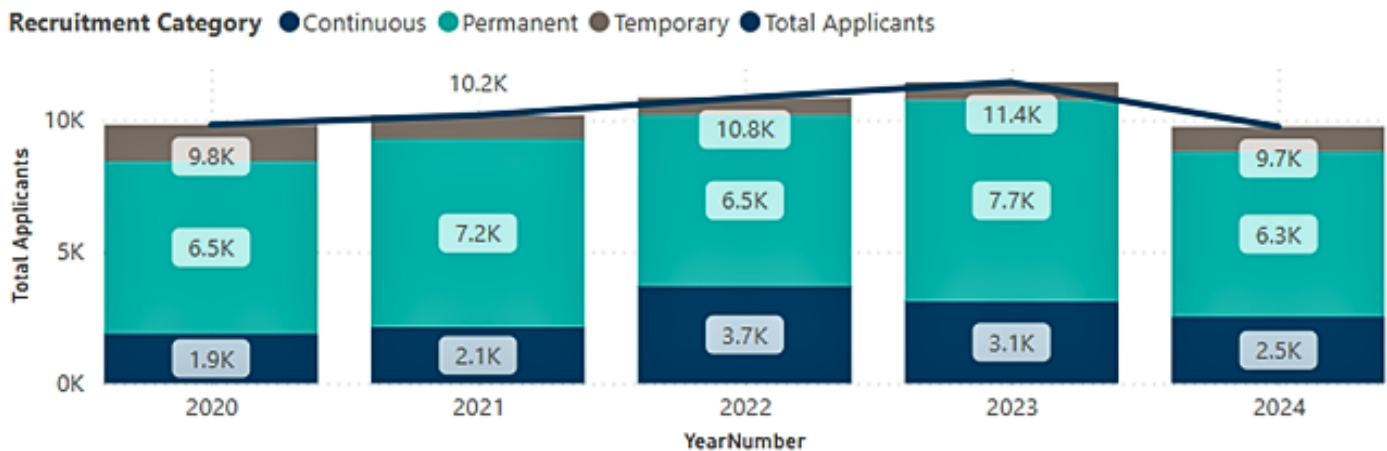
Recruitments, or job postings, are classified into three main categories for reporting: permanent, temporary, and continuous. The Administrative Office implemented a hiring chill in January 2024 as part of a budget rebalancing initiative. With the hiring chill in place, we saw a significant decrease in recruitments in 2024.

# RECRUITMENT ACTIVITY

## AVERAGE APPLICANTS PER RECRUITMENT



## TOTAL APPLICANTS BY RECRUITMENT TYPE



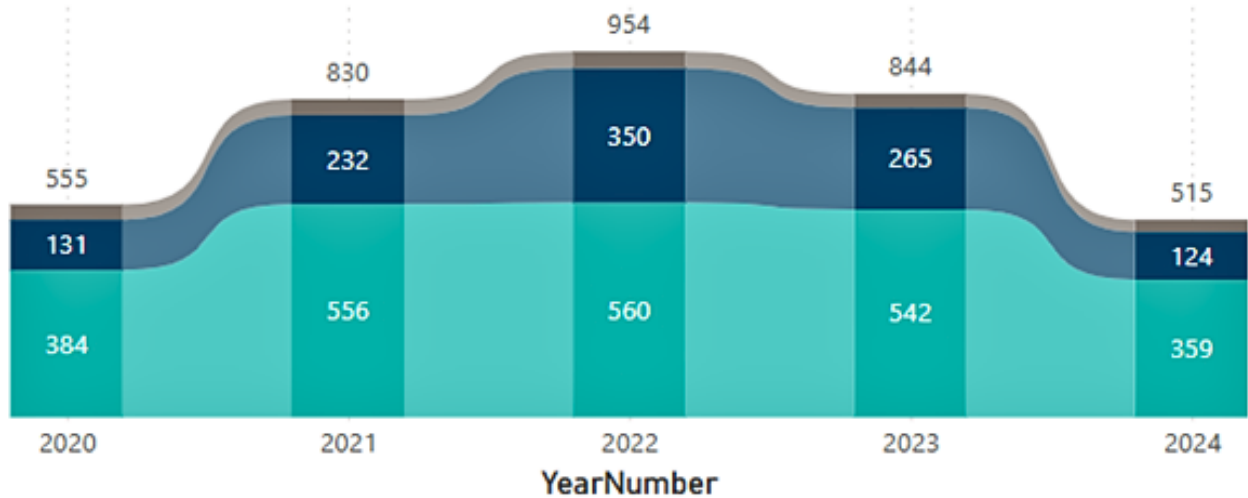
During the pandemic we saw a significant decrease in applicants per recruitment through 2022. In 2023 we saw a slight increase in applicants per recruitment and this upward trend has continued. The second chart illustrates total applicants per year, showing a decline in 2024, likely due to the hiring chill and a decrease in overall recruitments.



# RECRUITMENT ACTIVITY

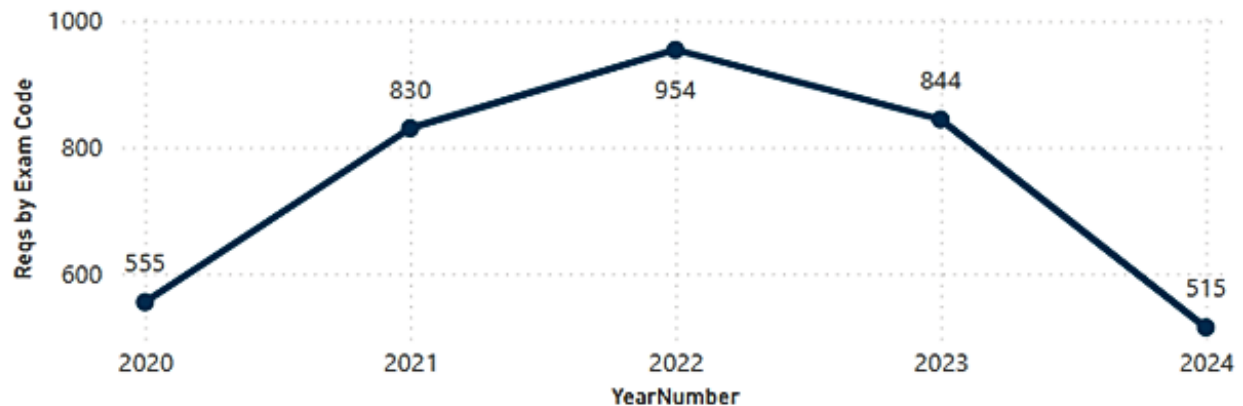
## REQUISITIONS YEAR OVER YEAR BY TYPE

Recruitment Category ● Continuous ● Permanent ● Temporary



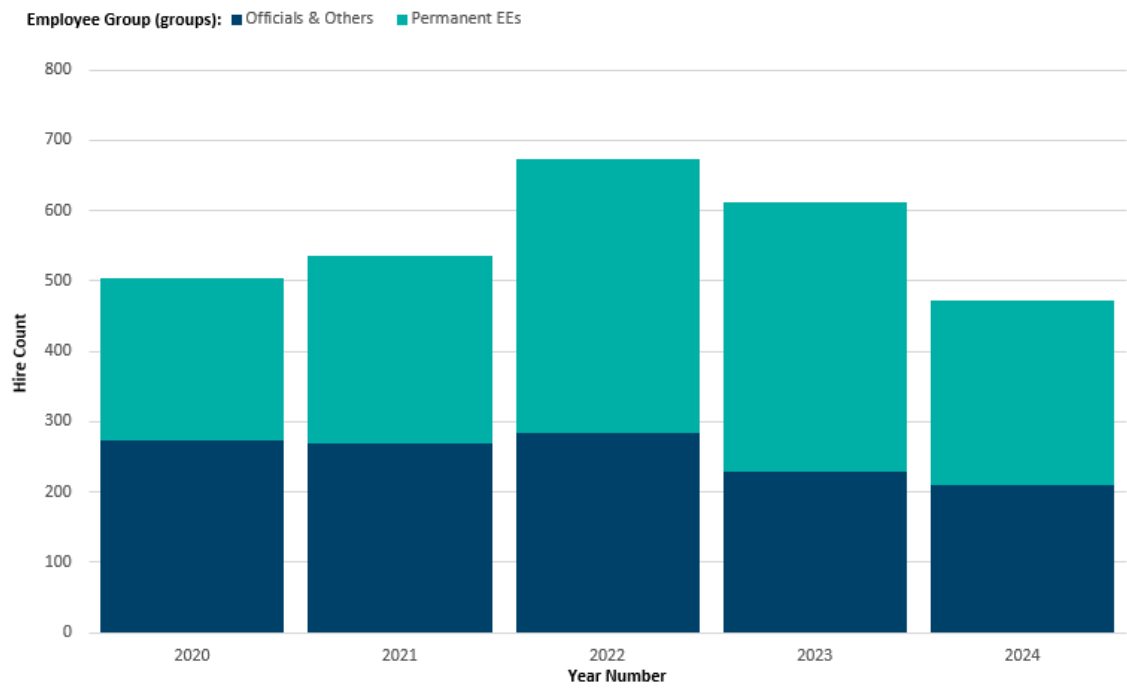
Requisitions, or requests to fill positions, are categorized into three main types for reporting: permanent, temporary, and continuous. Recruitment peaked in 2022 due to the post-pandemic hiring surge. In 2023, hiring requests stabilized. However, 2024 began with a hiring chill, leading to a further decline in requisitions.

### Requisitions Opened



# RECRUITMENT ACTIVITY

## NEW HIRES BY CALENDAR YEAR



Similar to the decline in requisitions, the County has seen a slight decrease in new hires over the past two years. In 2024, there were 473 new hires, down from 611 in 2023.

Notable Changes Over Prior Year	
Total Recruitments	-29.0%
Open Recruitments	-24.0%
Total Hires	-23.0%

Notable Changes Over Five Years	
Total Recruitments	+39.0%
Open Recruitments	+56.0%
Total Hires	-6.0%

# 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	2023	63.44%	25.89%	4.09%	0.07%	0.64%	1.42%	4.46%	0.00%	3,150
	2024	63.29%	25.84%	1.72%	0.20%	0.68%	3.81%	4.39%	0.07%	3,073
New Hires	2023	59.74%	29.79%	1.31%	0.38%	0.76%	4.48%	3.44%	0.00%	611
	2024	63.64%	24.74%	1.48%	0.63%	1.48%	3.17%	4.86%	0.00%	473
Applications	2023	52.99%	31.32%	4.48%	0.00%	0.98%	7.99%	0.00%	2.48%	11,429
	2024	53.58%	30.44%	3.56%	0.00%	1.32%	8.18%	0.00%	2.92%	9,745
US Census Bureau (County of SLO 2020)		64.96%	24.05%	1.53%	0.12%	0.40%	3.54%	4.82%	0.57%	282,424

## GENDER

		FEMALE	MALE	NON-BINARY	UNKNOWN	TOTAL
County Workforce	2023	56.01%	43.89%	0.10%	0.00%	3,150
	2024	56.04%	43.83%	0.13%	0.00%	3,073
New Hires	2023	55.16%	44.52%	0.33%	0.00%	611
	2024	53.07%	46.30%	0.63%	0.00%	473
Applications	2023	54.83%	43.51%	0.40%	1.26%	11,429
	2024	48.28%	49.40%	0.73%	1.59%	9,745
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	2023	12.69%	28.94%	27.97%	20.67%	9.73%	0.00%	3,150
	2024	15.68%	26.52%	26.59%	19.07%	12.14%	0.00%	3,073
New Hires	2023	39.61%	27.66%	16.53%	8.35%	7.86%	0.00%	611
	2024	42.49%	25.16%	15.43%	8.46%	8.46%	0.00%	473
Applications	2023	32.96%	28.31%	20.18%	11.86%	2.48%	2.20%	11,429
	2024	36.86%	27.27%	17.43%	12.03%	3.46%	2.96%	9,745
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  
Jon Ansolabehere, Assistant County Counsel, Commission Counsel  
Steve Simas, Outside Counsel  
Shaley Salsbury, Commission Clerk  
Steven Guevara, 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



Robert Bergman, Commissioner  
District Five



TO: Civil Service Commission  
DATE: June 25, 2025  
FROM: Mackenzie Lawrie, Human Resources Analyst  
SUBJECT: Revised Classification: Sheriff's Cadet  
Department: Sheriff's Office  
Appointing Authorities: Ian Parkinson, Sheriff-Coroner

### **RECOMMENDATION**

It is recommended the Commission approve the revisions to the Sheriff's Cadet specification as proposed.

### **BACKGROUND**

The California Commission on Peace Officer Standards and Training (POST) is the state agency responsible for setting minimum qualification and training requirements for law enforcement in California. POST issued an update to their regulations to now require that individuals complete training on the proper use of firearms and arrest and control techniques pursuant to Penal Code Section 832 (PC 832) prior to being appointed to a classification that includes the exercise of peace officer powers. This means that our Sheriff's Correctional Deputies that work in the jail are now required to go through this training.

### **DISCUSSION**

The Sheriff's Cadet classification is currently used for Deputy Sheriff candidates to attend the Basic POST Academy in preparation for appointment to the Deputy Sheriff classification. Historically, Sheriff's Correctional Deputy candidates have been hired into the Sheriff's

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Correctional Deputy classification and are given 90 days to complete the required PC 832 Arrest and Firearm training in alignment with the previous requirement from POST. With this new regulation, Sheriff's Correctional Deputy candidates would need to complete this training prior to being hired into the Sheriff's Correctional Deputy classification, which includes the exercise of peace officer powers. The proposed revisions expand the use of the Cadet classification to allow the County to hire Sheriff's Correctional Deputy candidates as Cadets while attending the required PC 832 Arrest and Firearms Courses. Upon successful completion, the Cadets would be eligible to transfer to the Sheriff's Correctional Deputy classification.

## **RESULT**

The proposed revisions to the specification accurately describe the classification's duties and employment standards and are consistent with current format, terminology, and titling standards. Updating this job specification aligns the County with the new POST requirements and will provide a single classification for the Sheriff's Office to use to hire law enforcement candidates to attend required training before transferring into a classification which includes the exercise of peace officer powers.

## **OTHER AGENCY INVOLVEMENT**

The Sheriff's Office and the representing union, DSA, were involved in the revisions of this specification and concur with them as proposed.

## **Attachments:**

1. Proposed Revised Specification for Sheriff's Cadet – Track Changes version
2. Proposed Revised Specification for Sheriff's Cadet – Clean version

# HUMAN RESOURCES DEPARTMENT

## County of San Luis Obispo

### SHERIFF'S CADET

#### DEFINITION:

Under close supervision, attends a basic academy course of study necessary to gain Peace Officer Standards and Training (P.O.S.T.) approved peace officer status; and does other related work as required.

#### DISTINGUISHING CHARACTERISTICS:

Sheriff's Cadet is distinguished as an entry-level classification into the County law enforcement series. Incumbents must complete the Basic P.O.S.T. Academy in order to successfully complete probation as a Sheriff's Cadet and qualify for status as a Deputy Sheriff. Sheriff's Cadets may also complete Penal Code (PC) 832 courses required by POST to qualify for status as a Sheriff's Correctional Deputy. Positions in this classification are distinguished from Deputy Sheriff and Sheriff's Correctional Deputy in that the Sheriff's Cadet is a non-sworn class, which has no police officer powers and shall exercise no peace officer powers or correctional officer-deputy powers. This class is limited to those individuals who have not yet completed the Basic POST Academy or required POST Certifications. Therefore, normal incumbency should not exceed six (6) months, and in no event shall incumbency exceed a candidate's successful completion of the Basic POST Academy Course or required POST Certifications. Failure to successfully complete the Basic P.O.S.T. Academy or required POST Certifications is grounds for automatic rejection from this job classification.

#### TYPICAL TASKS AND REPRESENTATIVE DUTIES:

(Not in order of importance)

- Attends a basic academy course of study which includes those courses necessary to gain P.O.S.T. approved peace officer status.



- mMay attend an orientation on Sheriff's Department Office operations.
- aAssists in routine Sheriff's Department Office functions.

## EMPLOYMENT STANDARDS:

### Knowledge of:

- Basic principles of law enforcement, public safety, and personal security.

### Ability to:

- Understand Ffederal, Sstate, and local laws, ordinances, and regulations
- uUnderstand departmental policies, rules, and instructions pertaining to law enforcement
- eEnforce the law firmly, tactfully, and impartially, and deal courteously with the general public
- eExercise good judgement in handling potentially hostile individuals and have the ability to de-escalate conflicts
- uUnderstand and follow written and oralverbal directions
- rRemember names, faces, numbers, and other details of incidents
- lLearn the proper use of firearms and other devices for personal security and protection of others
- lLearn to write clear and comprehensive reports
- lLearn the techniques of supervising and maintaining surveillance over a group of people
- eEstablish and maintain effective relationships with citizens and public officials, exercising good judgement and tact
- dDemonstrate an interest in and an aptitude for law enforcement work.
- Communicate effectively verbally and in writing
- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

## EDUCATION AND EXPERIENCE:

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

Graduation from high school or possession of a general education development test certificate indicating high school graduation level or its equivalent as determined by the Commission on Peace Officer Standards and Training. Proof of minimum educational requirement may be required.

#### **LICENSES AND CERTIFICATES:**

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

**Note:** Proof of licensure/certification ~~and educational courses~~ must be submitted at the time of application.

#### **OTHER SPECIFICATIONS:**

##### **Other Conditions of Employment:**

**Age and Citizenship:** All applicants must meet the age and citizenship requirements of California Government Code 1031. Written proof of the foregoing will be required.

**Character:** Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any ~~S~~state, the ~~f~~Federal ~~G~~overnment, or a foreign government of a crime which could have been punishable by imprisonment in a ~~F~~federal ~~P~~enitentiary or a ~~S~~state ~~P~~rison.

**Physical/Psychological Exam:** Must meet minimum peace officer standards as specified in California Government Code Sections 1029 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony convictions (unless fully pardoned); good moral character as determined

by thorough background investigation (this includes a polygraph examination and/or computer voice stress analysis); submission of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

**Special Notes:** Incumbents in this position do not engage in law enforcement activities as peace officers or as correctional ~~officers~~ deputies and are miscellaneous members of the Retirement Plan.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 03-23-88

Revised: 06-22-94

03-24-21

03-22-23

04-26-23

# **HUMAN RESOURCES DEPARTMENT**

## **County of San Luis Obispo**

### **SHERIFF'S CADET**

#### **DEFINITION:**

Under close supervision, attends a basic academy course of study necessary to gain Peace Officer Standards and Training (POST) approved peace officer status; and does other related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Sheriff's Cadet is distinguished as an entry-level classification into the County law enforcement series. Incumbents must complete the Basic POST Academy in order to successfully complete probation as a Sheriff's Cadet and qualify for status as a Deputy Sheriff. Sheriff's Cadets may also complete Penal Code (PC) 832 courses required by POST to qualify for status as a Sheriff's Correctional Deputy. Positions in this classification are distinguished from Deputy Sheriff and Sheriff's Correctional Deputy in that the Sheriff's Cadet is a non-sworn class, which has no police officer powers and shall exercise no peace officer powers or correctional deputy powers. This class is limited to those individuals who have not yet completed the Basic POST Academy or required POST Certifications. Therefore, normal incumbency should not exceed six (6) months, and in no event shall incumbency exceed a candidate's successful completion of the Basic POST Academy course or required POST Certifications. Failure to successfully complete the Basic POST Academy or required POST Certifications is grounds for automatic rejection from this job classification.

#### **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Attends a basic academy course of study which includes those courses necessary to gain POST approved peace officer status.
- May attend an orientation on Sheriff's Office operations.
- Assists in routine Sheriff's Office functions.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Basic principles of law enforcement, public safety, and personal security

### **Ability to:**

- Understand federal, state, and local laws, ordinances, and regulations
- Understand departmental policies, rules, and instructions pertaining to law enforcement
- Enforce the law firmly, tactfully, and impartially, and deal courteously with the general public
- Exercise good judgement in handling potentially hostile individuals and have the ability to de-escalate conflicts
- Understand and follow written and verbal directions
- Remember names, faces, numbers, and other details of incidents
- Learn the proper use of firearms and other devices for personal security and protection of others
- Learn to write clear and comprehensive reports
- Learn the techniques of supervising and maintaining surveillance over a group of people
- Establish and maintain effective relationships with citizens and public officials, exercising good judgement and tact
- Demonstrate an interest in and aptitude for law enforcement work
- Communicate effectively verbally and in writing
- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

## **EDUCATION AND EXPERIENCE:**

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

Graduation from high school or possession of a general education development test certificate indicating high school graduation level or its equivalent as determined by the Commission on Peace Officer Standards and Training. Proof of minimum educational requirement may be required.

#### **LICENSES AND CERTIFICATES:**

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

**Note:** Proof of licensure/certification must be submitted at the time of application.

#### **OTHER SPECIFICATIONS:**

##### **Other Conditions of Employment:**

**Age and Citizenship:** All applicants must meet the age and citizenship requirements of California Government Code 1031. Written proof of the foregoing will be required.

**Character:** Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any state, the federal government, or a foreign government of a crime which could have been punishable by imprisonment in a federal penitentiary or a state prison.

**Physical/Psychological Exam:** Must meet minimum peace officer standards as specified in California Government Code Sections 1029 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony convictions (unless fully pardoned); good moral character as determined by thorough background investigation (this includes a polygraph examination and/or computer voice stress analysis); submission of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

**Special Notes:** Incumbents in this position do not engage in law enforcement activities as peace officers or as correctional deputies and are miscellaneous members of the Retirement Plan.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 03-23-88

Revised: 06-22-94

03-24-21

03-22-23

04-26-23



TO: Civil Service Commission

DATE: June 25, 2025

FROM: Mackenzie Lawrie, Human Resources Analyst

SUBJECT: New Classifications: Digital Forensics Lab Manager  
Victim and Witness Assistance Division  
Manager

Department: District Attorney

Appointing Authority: Dan Dow, District Attorney

### **RECOMMENDATION**

It is recommended that the Commission approve the new classifications and specifications for Digital Forensics Lab Manager and Victim and Witness Assistance Division Manager as proposed and designate the existing Division Manager – District Attorney classification as obsolete, effective upon the reclassification of the current incumbents in September 2025.

### **BACKGROUND**

The District Attorney's Office has a generic Division Manager classification, titled "Division Manager - District Attorney," which was originally designed to support the management of any division within the office. This classification is currently held by two incumbents: one oversees the Central Coast Cyber Forensics Laboratory and the other manages the Christopher G. Money Victim Witness Assistance Center. At the time this classification was created, the Central Coast Cyber Forensics Laboratory did not exist. In addition, the responsibilities and operational scope of the Victim Witness Assistance Division have evolved significantly since the specification was last updated in 2004. As part of a compensation review of the classification, it became evident

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that this generic Division Manager classification does not accurately reflect the scope or complexity of either role and is too broad to effectively define or differentiate the distinct technical and operational requirements of each position.

#### Central Coast Cyber Forensics Laboratory

The Central Coast Cyber Forensics Laboratory (3CFL), a division of the District Attorney's Office Bureau of Investigations, was established in 2017 and serves as a centralized resource for digital forensic investigations across the county to recover, analyze, and preserve data from electronic devices for use in criminal investigations. Unlike most jurisdictions, where digital forensic services are performed by agency-specific local labs or through task force laboratories operated by federal entities such as the FBI, the 3CFL operates under a regionally coordinated model. The 3CFL serves fifteen different local, state, and federal agencies including, but not limited to, the Sheriff's Office, Probation Department, municipal and collegiate campus police departments, the California National Guard, the California Highway Patrol, and the California Department of Justice. The 3CFL utilizes specialized software and equipment to access, analyze, and extract data in support of ongoing investigations. The resulting evidence is prepared in a format that supports law enforcement in reconstructing the events of a crime.

#### Christopher G. Money Victim Witness Assistance Center

The Christopher G. Money Victim Witness Assistance Center serves as a centralized resource for individuals affected by crime. The Center provides guidance and support to victims and their families by connecting them with external services such as counseling and therapy, assisting with restitution claims for lost or damaged property, and offering information about legal rights and court procedures. Its goal is to help victims of crime navigate the criminal and victim justice process in a manner that minimizes further harm, trauma, or frustration.

## **DISCUSSION**

While both positions include managerial-level oversight, budget responsibilities, and interagency coordination, the nature and scope of the roles differ substantially and require distinct knowledge, skills, and abilities to succeed.

The Digital Forensics Lab Manager leads the technical and investigative operations of the Lab. Responsibilities include conducting and overseeing forensic exams, managing case assignments, collaborating with and briefing law enforcement, developing and monitoring the lab's budget, and ensuring all lab operations comply with legal and technical standards. This position requires expertise in digital forensics, a strong understanding of legal standards related to electronic evidence, and the ability to guide the work of technical teams across multiple jurisdictions.

While the Lab is currently staffed by sworn investigators from participating agencies who remain under the supervision of their respective home departments, the Lab Manager is responsible for establishing and enforcing lab policies and procedures and ensuring that all work products within the lab meet professional standards and investigative protocols. Although the Lab Manager does not directly supervise the staff, the position directs the daily operational workflow by assigning cases, setting priorities, monitoring timelines, and providing technical direction and legal compliance oversight. It is also anticipated that as the Lab continues to evolve and expand, additional civilian forensic staff will be added under the direct supervision of the Lab Manager to support its growing operational needs.

In contrast, the Victim and Witness Assistance Division Manager leads a division focused on delivering social service programs designed to support crime victims and witnesses. This role requires comprehensive knowledge of victim advocacy principles, applicable legislation, crisis intervention, and community engagement. The position is responsible for overseeing program

operations, supervising staff, ensuring grant compliance, evaluating services, and representing the division in collaborative efforts with law enforcement and community partners. The role demands strong communication and conflict resolution skills, as well as the ability to manage emotionally sensitive and high-impact work.

While both positions involve leadership, strategic decision-making, and collaboration, the Digital Forensics Lab Manager is primarily a technically focused and investigative role centered on digital evidence operations. Meanwhile, the Victim and Witness Assistance Division Manager focuses on public service delivery, community outreach, and victim support within a legal and social framework. Together, these roles highlight the breadth of expertise required to support the District Attorney's Office functions beyond its core prosecution responsibility. As these functions have grown, the continued use of a generic Division Manager classification is no longer appropriate as it does not provide the technical specificity needed to support these essential service areas.

It is also recommended that your Commission approve the designation of the existing Division Manager – District Attorney classification as obsolete, with the designation to take effect upon the successful reclassification of the current incumbents into their respective new classifications.

## **RESULTS**

The proposed specifications accurately describe the positions' duties and employment standards and are consistent with current format, terminology, and titling standards. Creating distinct classifications to replace the broad Division Manager – District Attorney classification will serve to accurately describe the positions to potential applicants and current employees and will be used as a basis for classification, compensation, and performance management.

## **OTHER AGENCY INVOLVEMENT**

The District Attorney's Office was involved in the creations of these new specifications and concurs with them as proposed.

### **Attachments:**

1. Proposed Specification for Digital Forensics Lab Manager
2. Proposed Specification for Victim and Witness Assistance Division Manager
3. Proposed Organizational Chart for Digital Forensics Lab Manager
4. Proposed Organizational Chart for Victim and Witness Assistance Division Manager

# **HUMAN RESOURCES DEPARTMENT**

## **County of San Luis Obispo**

### **DIGITAL FORENSICS LAB MANAGER**

#### **DEFINITION:**

Under general direction, manages the operations of the District Attorney's Office – Bureau of Investigations' regional Central Coast Cyber Forensics Lab (3CFL); oversees and performs advanced digital forensic examinations in support of local, state, and federal law enforcement agencies; develops, implements, and oversees lab policies, procedures, budgets, and staffing; and ensures lab compliance with legal and technical standards.

#### **DISTINGUISHING CHARACTERISTICS:**

The Digital Forensics Lab Manager is a single-position management classification responsible for oversight of all functions of the 3CFL, including technical operations, program development, and interagency collaboration. This role serves as the subject matter expert in digital forensics within the County and represents the lab in executive-level discussions on funding, policy, and public safety priorities.

#### **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Plans, organizes, and manages the operations of the regional digital forensics laboratory; oversees the collection, preservation, analysis, and reporting of digital evidence.
- Conducts complex digital forensic investigations using specialized tools such as Cellebrite, Magnet Axiom, Magnet Graykey, and proprietary software developed in-house.
- Provides technical guidance and leadership to staff, contractors, and personnel from partnering law enforcement agencies.
- Supervises daily lab operations including case assignments, quality control, and peer reviews.
- Oversees budgets, procurement, and contract management; forecasts resource needs and develops budget proposals for software, hardware, training, and personnel.
- Analyzes case data to identify emerging trends, patterns, and threats to inform investigative

1 strategies, training needs, and resource planning.

- 2 • Identifies and pursues grant opportunities to secure supplemental funding for lab operations and
- 3 upgrades; writes and submits competitive grant applications.
- 4 • Collaborates with IT staff to develop and maintain secure forensic network infrastructure; directs
- 5 internal software development to support lab efficiency and compliance.
- 6 • Serves as a liaison to local, state, and federal agencies; coordinates resource sharing and training
- 7 across jurisdictions.
- 8 • Develops and delivers educational briefings and training sessions to law enforcement and
- 9 community partners; stays abreast of emerging trends and legal developments in digital forensics.
- 10 • Develops and maintains operational protocols, continuity documentation, and compliance
- 11 procedures in accordance with applicable laws.
- 12 • Directs the preparation and maintenance of a variety of narrative and statistical reports, records,
- 13 and files related to programs, projects, services, personnel, community resources, and financial
- 14 activity.
- 15 • Provides expert testimony in court proceedings; prepares for and responds to subpoenas related
- 16 to digital forensic investigations; serves as a subject matter expert.
- 17 • May participate in strategic planning and executive leadership meetings to advocate for lab
- 18 funding, staffing, and policy direction.
- 19 • Performs other duties as assigned.

## 21 **EMPLOYMENT STANDARDS:**

### 22 **Knowledge of:**

- 23 • Principles, practices, and procedures of digital forensic investigation and digital evidence analysis
- 24 • Chain of custody and evidence handling protocols in compliance with criminal law and courtroom
- 25 standards
- 26 • Specialized digital forensic tools (e.g., Cellebrite, Magnet Axion, Magnet GrayKey) and associated
- 27 certification requirements
- 28 • State and federal laws governing digital privacy, search warrants, and admissibility of evidence,
- 29 including the California Electronic Communications Privacy Act
- 30 • Budget development and financial planning
- 31 • Principles of grant writing, public agency funding, and procurement processes

- Computer systems, mobile platforms, encrypted data structures, and forensic imaging processes
- Best practices in cybersecurity and private network operations
- Current and emerging trends in digital forensics, law enforcement technology, and criminal investigations
- Principles, practices, and procedures of supervision, leadership, mentoring, training, team dynamics, team building, and performance evaluation

#### **Ability to:**

- Plan, organize, and direct the operations of a regional digital forensics laboratory
- Conduct advanced forensic examinations on computers, mobile devices, and digital media
- Interpret, apply, and communicate applicable legal and technical regulations and protocols
- Supervise, mentor, and evaluate multidisciplinary personnel
- Prepare and manage operational budgets, contracts, and financial, narrative, and statistical reports
- Write competitive grant proposals and advocate for funding
- Define technical requirements to guide the development of software solutions to support lab operations and improve workflow efficiency
- Testify clearly and credibly in court on forensic procedures and findings
- Collaborate and engage effectively across functional areas and organizational levels, including with internal teams, law enforcement agencies, and external partners
- Manage multiple complex projects and priorities under tight deadlines
- Communicate effectively verbally and in writing to a diverse population of individuals and groups
- Foster effective and positive working relationships with individuals from diverse perspectives by demonstrating strong interpersonal skills, including active listening, effective communication, advisory expertise, mediation, conflict resolution, and consensus building

#### **EDUCATION AND EXPERIENCE:**

A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes:

A bachelor's degree from an accredited college or university in digital forensics, cybersecurity,

information technology, criminal justice, public administration, or a closely related field. In addition, three (3) years of increasingly responsible experience performing digital forensic investigations, including at least two (2) years in a supervisory or lead capacity. Experience working in or with law enforcement agencies is highly desirable.

#### **LICENSES AND CERTIFICATES:**

Possession of one or more professional certifications in digital or mobile forensics is required at the time of appointment or must be obtained within twelve (12) months of appointment. Examples may include certifications related to mobile device extraction and analysis, digital evidence collection, or forensic software tools currently recognized in the field.

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment and must be maintained throughout employment.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

##### **Character:**

Good moral character as determined by a thorough background investigation, including a fingerprint and records check. No conviction by any state, the federal government, or a foreign government of a crime which could have been punishable by imprisonment in a federal penitentiary or a state prison.

#### **SPECIAL SUBCLASS RECRUITMENT:**

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted:



# **HUMAN RESOURCES DEPARTMENT**

## **County of San Luis Obispo**

### **VICTIM AND WITNESS ASSISTANCE DIVISION MANAGER**

#### **DEFINITION:**

Under general direction, plans, organizes, and directs the operations and activities of the District Attorney's Victim Witness Assistance Center to ensure the effective delivery of services and support to victims and witnesses of crime. This single-position classification is responsible for ensuring compliance with state and federal mandates, managing staff, developing and implementing a division budget, securing and administering grants, and representing the District Attorney's Office in collaborative efforts with community partners.

#### **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Manages the operations of the Christopher G. Money Victim Witness Assistance Center, ensuring efficient delivery of services to victims of and witnesses to crime.
- Develops and implements policies and procedures to ensure ongoing division efficiency and maintains compliance with state and federal mandates.
- Writes and submits grant applications to secure funding for victim/witness service programs and monitors secured grant funding to ensure compliance with grant guidelines and mandates.
- Develops and oversees the budget for the division, ensuring appropriate allocation of resources and maintaining financial accountability.
- Develops, negotiates, and monitors contracts and agreements related to victim/witness service programs.
- Monitors and ensures compliance with state and federal rules and regulations concerning victim/witness services.
- May manage, in the role of Victim Advocate, a caseload and provide direct assistance and support to victims and witnesses.
- Conducts outreach programs and public speaking events to raise awareness of available victim/witness assistance services.

- Reviews and analyzes performance data to identify areas for improvement and implement strategies to enhance service delivery.
- Supervises and evaluates staff, ensuring they have the necessary skills and knowledge to perform their duties effectively; may recommend training to division supervisors and staff.
- Collaborates with law enforcement agencies, community organizations, and other stakeholders to identify additional resources and improve victim/witness services.
- Represents the District Attorney's Office at public events, community forums, and professional conferences, and serves as a representative on statewide boards, commissions, and advisory groups related to victim/witness services, as required.
- Prepares and presents reports on program outcomes, financial status, and grant compliance.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Victim/witness assistance program principles and best practices
- California Penal Code Section 13835 and supporting statutes, The California Victim's Bill of Rights (Marsy's Law), and other relevant legislation
- Crisis intervention techniques and victim support services
- Grant writing, administration, compliance, and reporting
- General best practices of budgeting and financial management
- Public administration and community engagement strategies
- Local, state, and federal regulations affecting victim/witness services
- Data analysis and performance evaluation methods
- Ethical considerations and confidentiality standards in victim/witness services
- Public speaking and media relations techniques
- Modern office practices and procedures
- Verbal and written communication skills
- Contract management and negotiations
- Principles, practices, and procedures of supervision, leadership, mentoring, training, team dynamics, team building, and performance evaluation

1 **Ability to:**

- 2 • Effectively manage a diverse team of professionals, volunteers, interns, and support staff
- 3 • Write clear, compelling, and accurate grant proposals and reports
- 4 • Maintain compliance with evolving legal and regulatory requirements
- 5 • Handle sensitive and emotionally charged situations with tact and professionalism
- 6 • Collaborate effectively with community partners, law enforcement, and other stakeholders
- 7 • Analyze program performance data to drive continuous improvement
- 8 • Prioritize tasks and manage multiple responsibilities simultaneously
- 9 • Make informed decisions based on careful analysis of available data
- 10 • Speak confidently and persuasively in public forums and media interviews
- 11 • Develop and recommend training programs for staff and community partners
- 12 • Represent the District Attorney's Office with integrity and professionalism in all public interactions
- 13 • Communicate effectively verbally and in writing to a diverse population of individuals and groups
- 14 • Foster effective and positive working relationships with individuals from diverse perspectives by
- 15 demonstrating strong interpersonal skills, including active listening, effective communication,
- 16 advisory expertise, mediation, conflict resolution, and consensus building
- 17

18 **EDUCATION AND EXPERIENCE:**

19 A combination of education, training, and experience resulting in the required knowledge, skills, and

20 abilities. An example of qualifying education and experience includes:

21

22 A bachelor's degree from an accredited college or university in social work, criminal justice, public

23 administration, or a closely related field. In addition, five (5) years of experience working within the

24 criminal and victim justice, social services, or advocacy system, including at least two (2) years in a

25 supervisory or management capacity. A master's degree and direct experience working with victims and

26 witnesses is highly desirable.

27

28 **LICENSES AND CERTIFICATES:**

29 Certain positions in this classification may require driving. When driving is an essential function of the

30 position, a valid CALIFORNIA driver's license will be required at the time of appointment and must be

31 maintained throughout employment.

1 **OTHER CONDITIONS OF EMPLOYMENT:**

2 **Character:**

3 Good moral character as determined by a thorough background investigation, including a fingerprint and  
4 records check. No conviction by any state, the federal government, or a foreign government of a crime  
5 which could have been punishable by imprisonment in a federal penitentiary or a state prison.  
6

7 **SPECIAL SUBCLASS RECRUITMENT:**

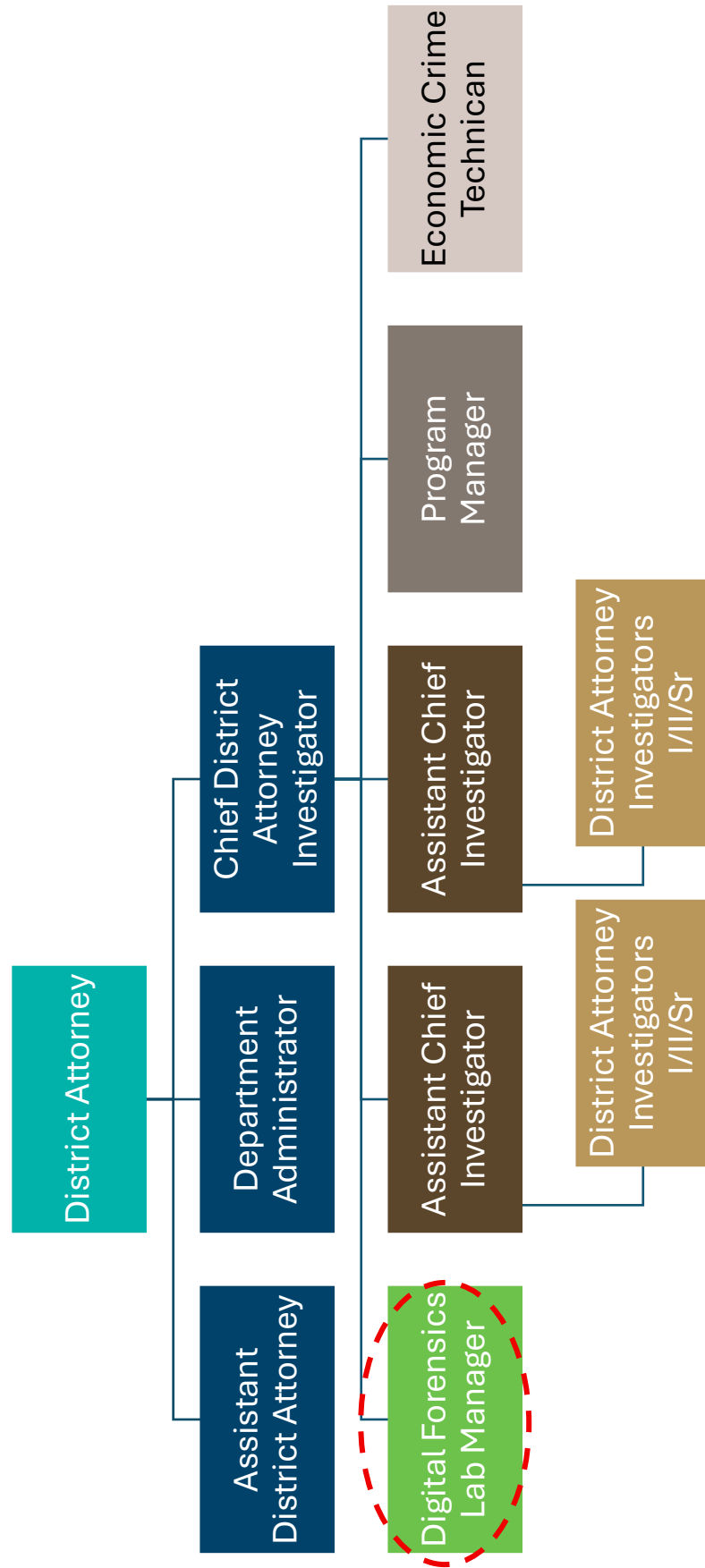
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12 hiring authorities in the selection process. If you have any questions regarding the duties or the working  
13 conditions of the position, please contact the Human Resources Department at (805) 781-5959.  
14

15 Adopted:



# District Attorney's Office

## Focused Organizational Chart: Digital Forensics Lab Manager



# District Attorney's Office

## Focused Organizational Chart: Victim and Witness Assistance Division Manager

