

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Vacant *District 3*

David Warren *Commission Vice President, 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 24, 2026 @ 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. April 1, 2026
- b. April 2, 2026
- c. May 27, 2026

4. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

5. Receive and File: Annual Report

- a. Annual Report 2025

6. Request to Approve New Job Specification(s), and Abolish Obsolete Job Specification(s):

- a. Water Laboratory Manager (New), and Water Quality Manager (Obsolete)

Civil Service Commission

7. Public Comment on Closed Session Items

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.

8. Closed Session - Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Jamie L. Russell, or designee

9. 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*

Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, April 1, 2026 @ 9:00 a.m.

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

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Santos

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

County Counsel: Daniel Solish

Outside Counsel: Steve Simas

Absent: Commissioners: Commissioner Warren, Commissioner Sibbach

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioners Warren and Sibbach were 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. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – Ms. Russell stated that there was no need address agenda item 6 in Closed Session.

Civil Service Commission

4. Request to Approve New Job Specification(s):

- a. Principal Accountant (New)

Human Resources Analysts Mackenzie Lawrie and Teresa McCarthy White presented the new specification. President Nicholson invited public comment. There was none. Commissioner Santos motioned to approve the new specification as presented. Commission Vice President Baltodano seconded the motion. The motion to approve the new specification as presented passed 3-0-2.

5. Public Comment on Closed Session Items

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. Hearing no public comment, President Nicholson moved to Closed Session.

6. Closed Session - Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Jamie L. Russell, or designee

Commission President Nicholson stated that this item was not discussed in closed session.

7. Closed Session - Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal #A25-09

Commission President Nicholson stated that there was no reportable action taken in closed session.

8. Adjournment

President Nicholson adjourned the meeting at 5:07 p.m.

**** 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.***

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*

Minutes

County of San Luis Obispo Civil Service Commission

Special Session Meeting

Thursday, April 2, 2026 @ 9:00 a.m.

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

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Santos

Staff: Commission Secretary Miranda Wall
Commission Clerk Shaley Salisbury

Outside Counsel: Steve Simas

Absent: Commissioners: Commissioner Warren, Commissioner Sibbach

County Counsel: Daniel Solish

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioners Warren and Sibbach were absent.

2. 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. Hearing no public comment, President Nicholson moved to Closed Session.

3. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)):

Hearing and deliberations regarding Appeal #A25-09

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

Civil Service Commission

4. Adjournment

President Nicholson adjourned the meeting at 11:30 a.m.

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DRAFT

Civil Service Commission



Jed Nicholson *Commission President, District 1*

Lesley Santos *District 2*

Vacant *District 3*

David Warren *Commission Vice President, District 4*

Gere Sibbach *District 5*

Jamie L. Russell *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

Wednesday, May 27, 2026 @ 9:00 a.m.

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

Present: Commissioners: President Nicholson, Vice President Warren, Commissioner Santos

Staff: Commission Secretary Stephanie Nute
Commission Clerk Shaley Salsbury, Gianni Bocardo

County Counsel: Daniel Solish

Outside Counsel: Steve Simas

Absent: Commissioners: Commissioner Sibbach

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:00 a.m. and led the flag salute. Roll was called. Commissioner Sibbach was absent.

2. Nomination of Vice President to Fill Vacancy for Remainder of 2026 Term

Commissioner Santos nominated Commissioner Warren for Commission Vice President for the remainder of the 2026 calendar year. President Nicholson seconded the motion. The motion to elect Commissioner Warren as Vice President passed 2-1-1 with Commissioner Warren abstaining.

3. 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.

Civil Service Commission

4. Minutes

The following draft minutes are submitted for approval:

- a. February 25, 2026
- b. April 1, 2026
- c. April 2, 2026
- d. April 22, 2026

Commission Vice President Warren abstained from voting in the minutes of April 1, 2026, and April 2, 2026, due to his absence at those meetings. Mr. Solish stated that due to Commission's rules, three votes are required. Commission Vice President Warren ultimately chose to abstain from voting, and both minutes were moved to the June 24, 2026, agenda. The motion to approve the February 25, 2026 and April 22, 2026 minutes passed as presented.

5. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – HR Deputy Director Stephanie Nute thanked Shaley Salsbury for her service as Commission Clerk, as Ms. Salsbury had accepted a new position with the County, and introduced Gianni Bocardo as the new Commission Clerk.

6. Request to Approve by Consent:

- a. Approval to grant Human Resources the administrative authority to update existing classifications that reference the "Health Agency" to reflect alignment with the new Public Health and Behavioral Health Departments, as appropriate.

Human Resources Analyst Teresa McCarthy White introduced this item.

Commission President Nicholson requested a list of the new classifications. Human Resources Analyst Teresa McCarthy White will provide a report on the classification changes along with the newly proposed titles on the June 24, 2026 agenda. Commission President Nicholson invited public comment. There was none. Commission Vice President Warren motioned to approve the administrative authority as amended. Commissioner Santos seconded the motion. The motion to approve administrative authority as amended passed 3-0-2.

Civil Service Commission

7. Request to Approve New Job Specification(s) and Revised Job Specifications

a. Deputy Director – Public Health (New)

Human Resources Analyst Teresa McCarthy White introduced the new specification along with Principal Human Resources Analyst Frank Stapleton and Public Health Administrator/Health Officer, Dr. Penny Borenstein.

Commission Vice President Warren requested amendment to page 7a.07, line 11 as page 7a.08, line 2 already mentioned the same requirement and deemed it unnecessary.

Commission President Nicholson referred to Dr. Penny Borenstein for the requirement of a master's degree in the new job specification. Dr. Borenstein stated that it is preferred with a background in health policy, but not mandatory. Commission President Nicholson requested to specify wording at this level of recruitment. Dr. B concluded that a bachelor's degree was a minimum requirement.

Commission President Nicholson invited public comment. There was none. Commissioner Santos motioned to approve the new specification as amended. Commission Vice President Warren seconded the motion. The motion to approve the new specification as amended passed 3-0-2.

b. Assessment Technician I-II-III-IV (Revised)

Human Resources Analyst Natalie Fixler introduced the revised specifications along with Human Resources Analyst Teresa McCarthy White and Assessor Tom Bordonaro.

Commissioner Santos requested amendment to page 7b.09, line 157, to replace "observe" with "evaluate", and amendment to page 7b.09, line 162, to read "Keep and direct the work of staff".

Commission Vice President Warren requested amendment to page 7b.06, lines 68 and 69 as the requirement mentioned had already been included in the classifications prior.

Commission President Nicholson invited public comment. There was none. Commission Vice President Warren motioned to approve the revised specification as amended. Commissioner Santos seconded the motion. The motion to approve the revised specification as amended passed 3-0-2.

Civil Service Commission

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. There was no public comment.

9. Closed Session – Public Employee Discipline (per Government Code Section 54957(b)): Hearing and deliberations regarding Appeal #A25-10

Commission President Nicholson stated an order was issued for case assignment for the July 9th and 10th 2026 hearing dates.

10. Adjournment

President Nicholson adjourned the meeting at 10:46 a.m.

*** 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.**

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

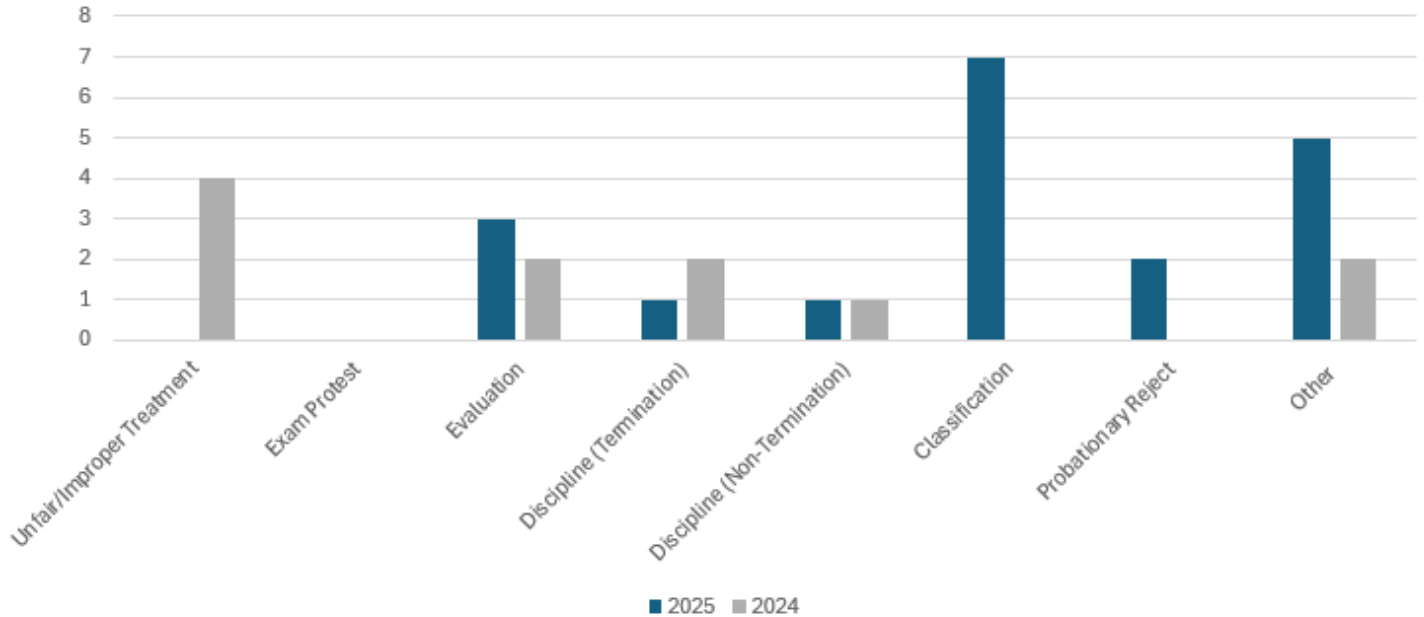
The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.

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

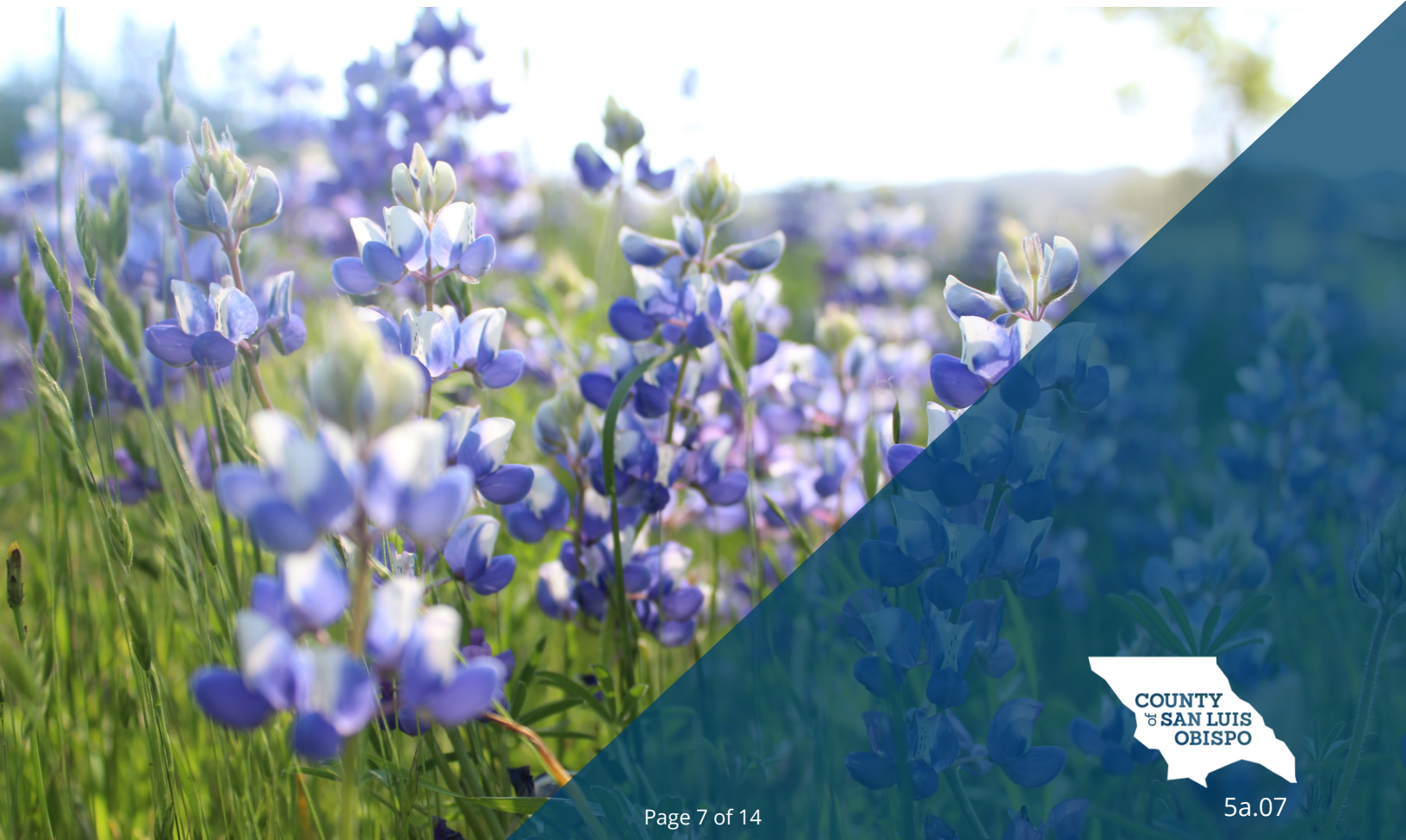
- 4-H PROGRAM ASSISTANT
- AIRPORT OPERATIONS SUPERVISOR
- DIRECTOR OF SOCIAL SERVICES
- PERMIT TECHNICIAN I, II
- SHERIFF'S CADET
- SUPERVISING AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR

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

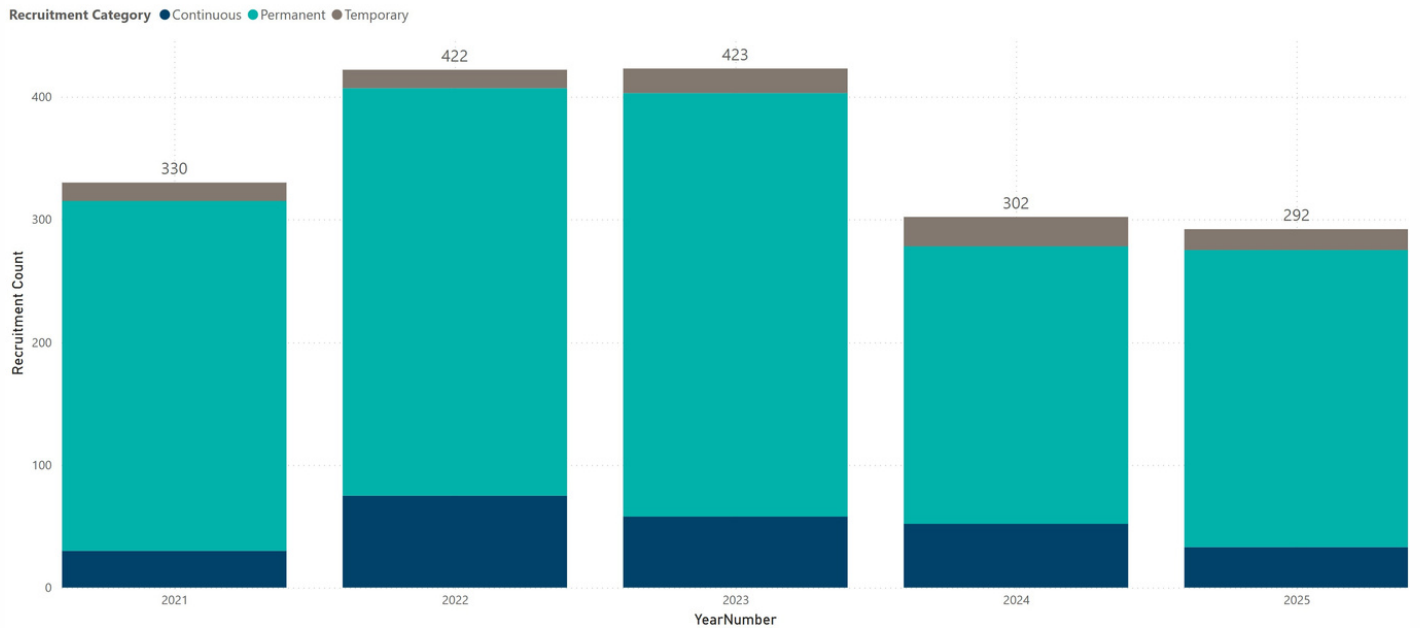
The Administrative Classifications Study represented a landmark initiative for HR, far exceeding the scope of a traditional classification or position review. Unlike typical studies that focus on a single role or a limited group of classifications, this comprehensive effort spanned nearly all County 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.

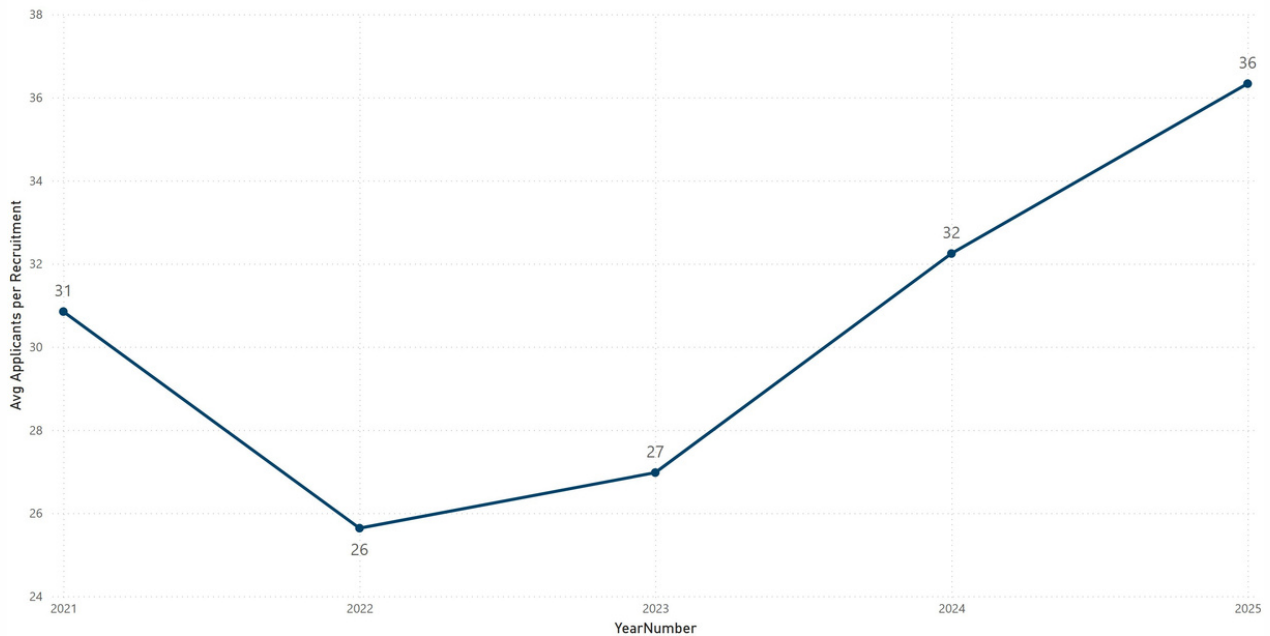
RECRUITMENTS YEAR OVER YEAR BY TYPE



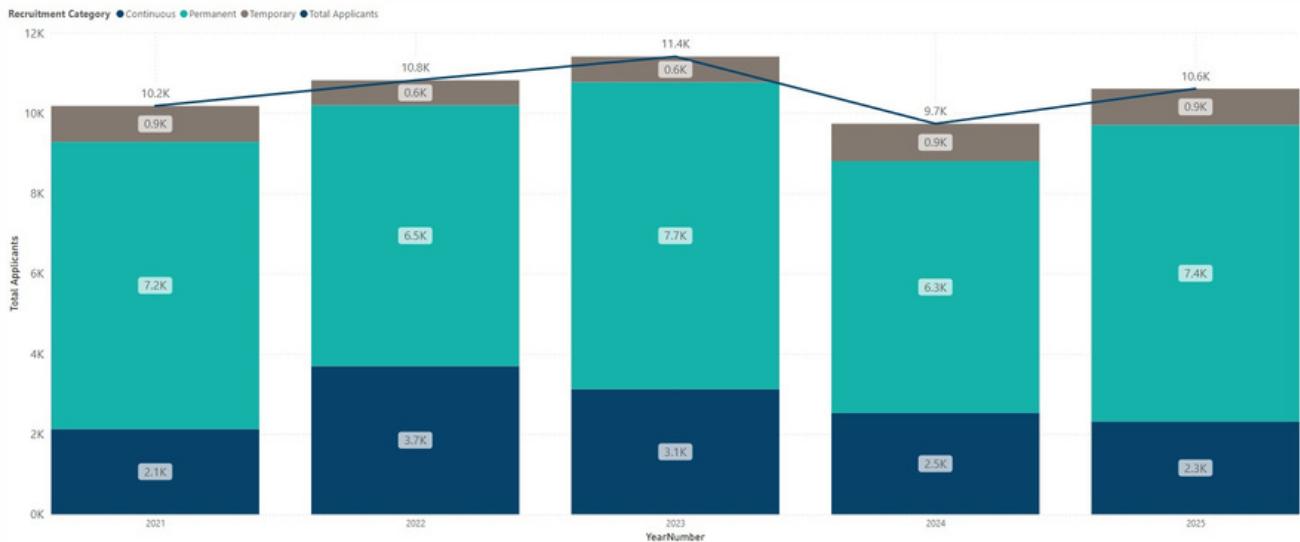
Recruitments, or job postings, are classified into three main categories for reporting: permanent, temporary, and continuous. In the past year, the County has seen an increase in promotional recruitments. The total number of recruitments was nearly identical between 2024 and 2025, with only 10 fewer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

RECRUITMENT ACTIVITY

AVERAGE APPLICANTS PER RECRUITMENT



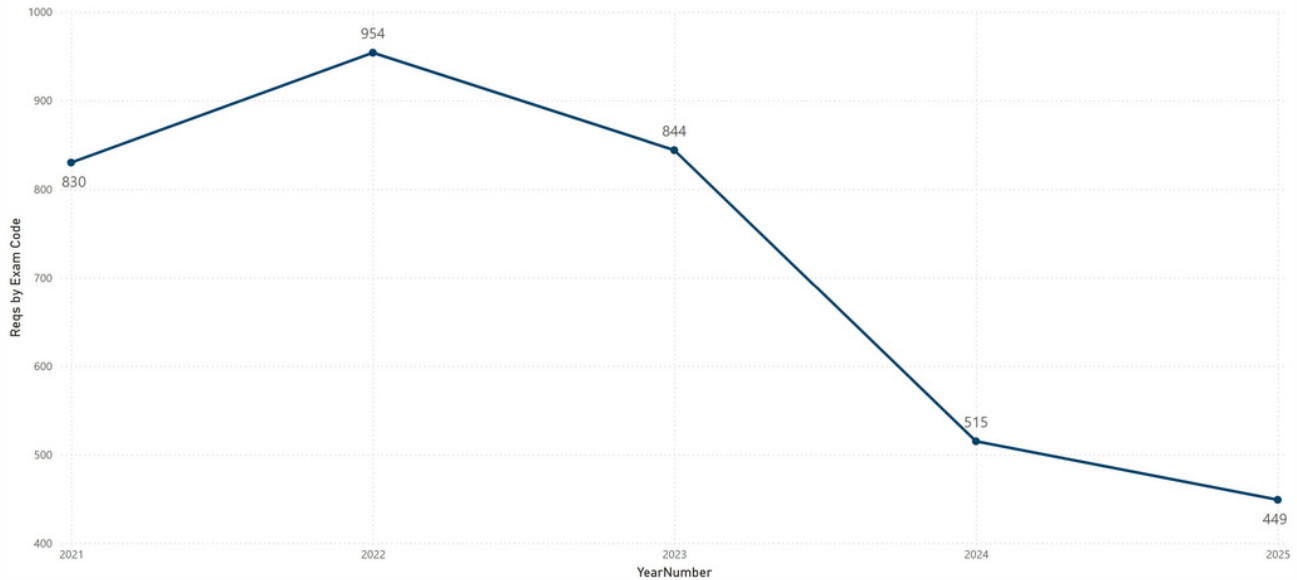
AVERAGE APPLICANTS BY RECRUITMENT TYPE



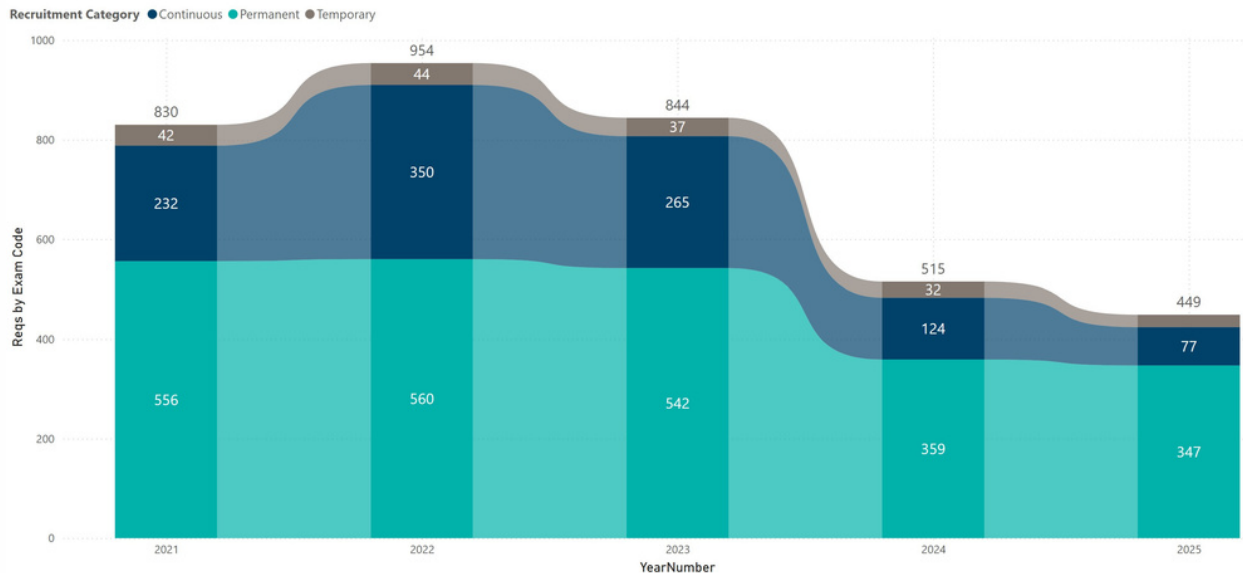
As seen in the first graph, the average number of applicants per recruitment is at a five-year high. As displayed in the second graph, while applicant volume fluctuated over the five-year period, total applicants increased approximately 4% between 2021 and 2025 and approximately 9% from 2024 to 2025.

RECRUITMENT ACTIVITY

REQUISITIONS OPENED



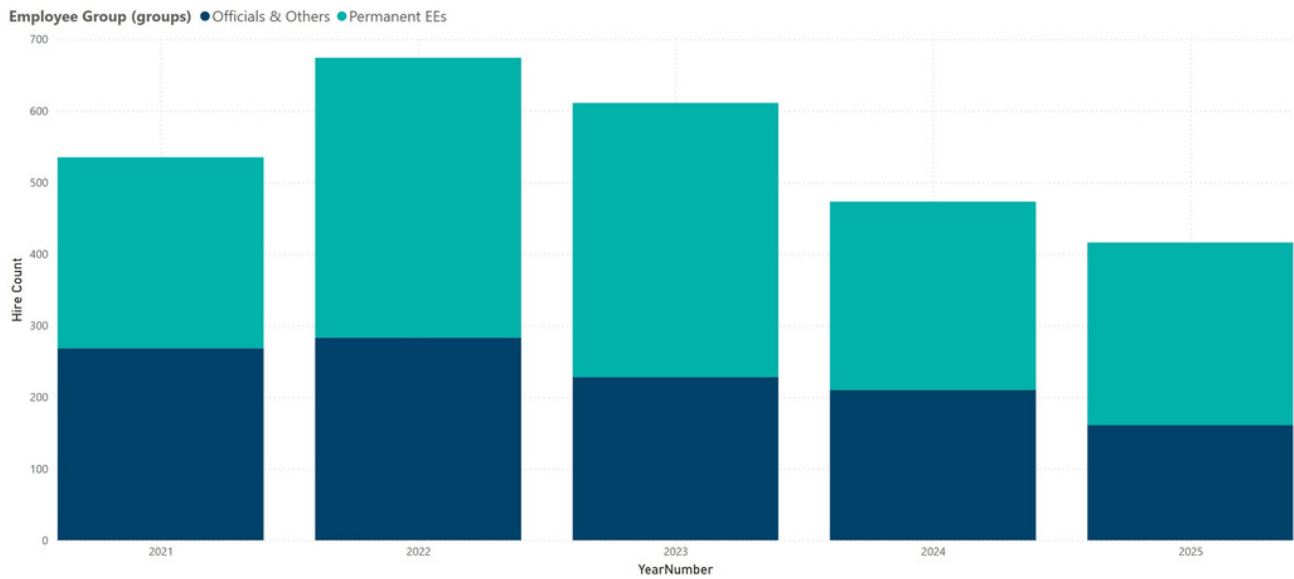
REQUISITIONS YEAR OVER YEAR BY CATEGORY



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



TO: Civil Service Commission

FROM: Mackenzie Lawrie, Human Resources Analyst

DATE: June 24, 2026

SUBJECT: New Classification: Water Laboratory Manager

Department: Public Works

Appointing Authority: John Diodati, Public Works Director

RECOMMENDATION

It is recommended that the Commission approve the proposed new classification and specification for Water Laboratory Manager and designate the existing Water Quality Manager classification as obsolete effective upon the retirement of the current incumbent.

BACKGROUND

The Water Quality Manager classification was originally established in 1974 when the County Water Quality Laboratory primarily supported operations at the Lopez Water Treatment Plant. While the classification has been revised periodically over the years, the overall structure and intent of the classification have remained largely unchanged.

Today, the Water Quality Laboratory serves a substantially broader role within the County's Public Works Department. In addition to supporting drinking water and wastewater operations, the laboratory provides analytical and regulatory support for recycled water, groundwater, stormwater, biosolids, invasive species monitoring, and other water quality programs. The laboratory also provides services to outside agencies and organizations, generating revenue that supports laboratory operations.

As part of a recent review of the classification, Human Resources determined that the current Water Quality Manager specification no longer accurately reflects the level, scope, and nature of the position. Rather than revising the existing specification again, Human Resources recommends replacing the classification with a new Water Laboratory Manager classification that more accurately captures the current and future management needs of the operation.

DISCUSSION

Although titled as a manager, the existing Water Quality Manager classification was historically structured as a highly technical working supervisor responsible for overseeing laboratory activities and performing or directing complex chemical and biological analyses. This is reflected throughout the current specification, which emphasizes laboratory testing, treatment recommendations, report preparation, and operational oversight of laboratory functions. The proposed Water Laboratory Manager classification reflects the evolution of the position into a management role responsible for the overall administration, regulatory compliance, financial sustainability, and strategic direction of the County's Water Quality Laboratory.

Unlike the existing specification, which focuses primarily on laboratory operations, the proposed classification places responsibility for long-term planning, regulatory compliance, quality assurance, budget development, contract administration, and operational improvement. The position is responsible for ensuring the laboratory remains compliant with increasingly complex federal and state regulatory requirements, evaluating emerging regulatory and industry trends, assessing operational impacts, and developing strategies to address compliance obligations.

The position also serves a broader organizational role than contemplated when the original classification was created. The Water Quality Laboratory now supports a wide range of Public Works divisions and programs as well as other County departments, including drinking water,

wastewater, recycled water, and stormwater functions. As a result, the position must evaluate system-wide compliance risks, develop operational and regulatory strategies, coordinate with regulatory agencies and stakeholders, and provide technical and management consultation to Department leadership.

Additionally, the laboratory operates as a fee-supported service model that provides analytical services to both internal and external customers. The proposed classification reflects responsibility for managing the laboratory's overall financial performance, including budget development, resource allocation, fee evaluation, contract administration, and long-term operational sustainability. This level of fiscal responsibility extends beyond the operational budgeting functions described in the current classification.

The proposed Water Laboratory Manager classification also establishes a clearer distinction between management responsibilities and the technical supervisory responsibilities assigned to subordinate classifications. As the complexity and scope of the laboratory's operations have grown over time, additional technical supervisory responsibilities have been assigned to subordinate classifications. The laboratory currently has two Senior Water Systems Chemists who supervise technical staff, oversee day-to-day laboratory operations, and serve as technical leads within the laboratory. The proposed Water Laboratory Manager classification appropriately focuses on overall laboratory administration, including strategic planning, regulatory oversight, fiscal management, contract administration, and long-term operational sustainability.

RESULTS

The proposed Water Laboratory Manager specification accurately reflects the current scope and level of responsibility assigned to the position and is consistent with the County's current classification and specification standards. Creation of the new classification will ensure the

County maintains a management classification capable of providing strategic leadership, regulatory oversight, and operational direction for the Water Quality Laboratory and the critical services it supports.

OTHER AGENCY INVOLVEMENT

The Public Works Department was involved in the creation of this proposed specification and concurs with the recommendation as proposed. SLOCEA, the employee organization representing the bargaining unit in which the Water Quality Manager classification is currently assigned, was also consulted and concurs with the proposed replacement of the classification.

Attachments:

1. Proposed Water Laboratory Manager Specification
2. Water Quality Manager Specification – Make Obsolete
3. Focused Organizational Chart: Resource Management Group

HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

WATER LABORATORY MANAGER

DEFINITION:

Under general direction, plans, organizes, directs, and oversees the operations and activities of the Department of Public Works' Water Quality Laboratory; ensures and supports compliance with applicable federal, state, and local regulatory requirements governing drinking water, wastewater, recycled water, groundwater, biosolids, stormwater, invasive species, and related laboratory operations; manages laboratory quality assurance and quality control programs; oversees laboratory staff, budgets, contracts, reporting, and operational planning activities; consults with Department staff, contractors, regulatory agencies, and other stakeholders regarding water quality compliance, laboratory operations, and treatment-related issues; and may serve as the Technical Manager in accordance with Title 22 of the California Code of Regulations.

DISTINGUISHING CHARACTERISTICS:

This is a single-position management classification allocated to the Department of Public Works. The Water Laboratory Manager has overall responsibility for the administration, regulatory compliance, operational oversight, quality assurance, and supervision of the County's Water Quality Laboratory.

This classification is distinguished from the Senior Water Systems Chemist in that the latter is a lead-level classification responsible for overseeing staff and coordinating daily laboratory operations, while the Water Laboratory Manager has full management responsibility for laboratory operations, regulatory compliance, budgeting, strategic planning, and personnel administration.

This classification is distinguished from the Deputy Director – Public Works in that the latter has broader responsibility for the overall administration and direction of County wastewater, water treatment, and related public works programs and operations.

TYPICAL TASKS AND REPRESENTATIVE DUTIES:

(Not in order of importance)

- Plans, organizes, directs, and oversees all activities and operations of the Water Quality Laboratory to ensure efficient, effective, and compliant laboratory services.
- Supervises, mentors, and evaluates the performance of assigned staff; interviews and selects employees; recommends appointments, reassignments, and disciplinary actions; assigns and reviews work for accuracy, completeness, and compliance with policies and performance standards.
- Develops and administers laboratory budgets, including forecasting operational needs, monitoring expenditures, evaluating resource allocation, and approving procurement of equipment, materials, supplies, and services.
- Develops, implements, evaluates, and updates laboratory policies, procedures, and quality assurance and quality control (QA/QC) protocols.
- Oversees and maintains compliance with all applicable federal, state, and local laws, regulations, permits, accreditation requirements, and reporting obligations related to laboratory operations, including Environmental Laboratory Accreditation Program (ELAP) standards.
- Monitors changes in legislation, regulations, industry standards, and emerging technologies related to water quality, laboratory operations, and treatment processes; evaluates operational and regulatory impacts and recommends appropriate actions to maintain compliance and improve effectiveness.
- Coordinates with Department management, engineers, operations personnel, regulatory agencies, contractors, consultants, and other stakeholders regarding water quality issues, treatment operations, compliance initiatives, and laboratory services.
- Directs and participates in the preparation, review, and submission of technical reports, compliance documentation, operational data, and regulatory reports to local, state, and federal agencies in accordance with established requirements and deadlines.
- Oversees staff responsible for the laboratory quality assurance program to ensure analytical methods, instrumentation, testing procedures, and laboratory practices produce accurate, reliable, and defensible results.
- Oversees staff responsible for laboratory instrumentation maintenance, calibration, troubleshooting, and quality control activities to ensure proper operating parameters and compliance with regulatory and accreditation standards.

- Evaluates laboratory operations and implements improvements to service delivery methods, procedures, technologies, and operational efficiencies.
- Coordinates with water and wastewater treatment operations personnel regarding laboratory testing requirements and training necessary to support compliant and efficient plant operations.
- Responds to inquiries, complaints, and technical questions from regulatory agencies, outside organizations, County staff, and the public regarding water quality and laboratory-related matters.
- Supports stormwater compliance activities in accordance with the County's Stormwater Management Program (SWMP), National Pollutant Discharge Elimination System (NPDES), and related regulatory requirements.
- Develops and administers grants, contracts, consultant agreements, and related funding or procurement activities.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of organic and inorganic chemistry, microbiology, and laboratory science as related to water and wastewater analysis
- Federal, state, and local laws, regulations, standards, and accreditation requirements governing water quality laboratory operations, including Environmental Laboratory Accreditation Program (ELAP) requirements
- Methods, standards, regulations, and reporting requirements established by the Environmental Protection Agency, California State Water Resources Control Board, California Department of Public Health, and other regulatory agencies related to drinking water, wastewater, surface water, groundwater, recycled water, biosolids, stormwater, and related functions
- Principles and practices of laboratory quality assurance and quality control (QA/QC) programs and procedures
- Laboratory instrumentation, analytical methods, calibration procedures, maintenance practices, and troubleshooting techniques
- Principles and practices of public agency budgeting, procurement, contract administration, and financial planning

- Principles and practices of operational planning, program evaluation, and continuous organizational improvement
- Safe work practices and procedures applicable to laboratory and water quality operations
- Effective verbal and written communication and interpersonal skills
- Principles, practices, and procedures of supervision, leadership, mentoring, training, team dynamics, team building, and performance evaluation

Ability to:

- Plan, organize, direct, and oversee laboratory operations and staff in an effective and efficient manner
- Analyze and interpret laboratory, operational, and regulatory data and make sound recommendations and decisions
- Understand, evaluate, and apply laws, codes, rules, regulations, policies, and procedures
- Develop, implement, and maintain laboratory quality assurance and quality control programs and procedures
- Prepare, administer, and monitor laboratory budgets, contracts, grants, and procurement activities
- Prepare clear, concise, and accurate reports, correspondence, policies, procedures, technical reports, regulatory documentation, and other written materials
- Evaluate operational needs and implement improvements to laboratory services, systems, procedures, and processes
- Effectively represent the County in interactions with regulatory agencies, contractors, consultants, outside organizations, and the public
- Utilize software including those applications specific to the laboratory
- Promote an organized, professional, and safety-conscious work environment
- 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:

1 A combination of education, training, and experience resulting in the required knowledge, skills, and
2 abilities. An example of qualifying education and experience includes:
3

4 Possession of a bachelor's degree from an accredited four-year college or university in chemistry, biology,
5 microbiology, environmental science, or a closely related field. In addition, six years of progressively
6 responsible experience in water or wastewater laboratory testing, including at least two years of
7 supervisory, lead, or administrative responsibility in a laboratory setting.
8

9 **LICENSES AND CERTIFICATES:**

10 Certain positions within this classification may require driving. Positions that require driving as an essential
11 job function will be communicated in the job posting. When driving is an essential function of the position,
12 a valid California driver's license will be required at the time of appointment and must be maintained
13 throughout employment.
14

15 Possession of a valid State of California Department of Public Health Water Treatment Operator Grade 2
16 (T2) certification or higher within 6 months of appointment. The 6-month requirement to obtain a T2
17 certification may be extended up to 12 months by the appointing authority.

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

WATER QUALITY MANAGER

DEFINITION:

Under general direction, administers and supervises the activities of the San Luis Obispo County Water Quality Laboratory; provides services and acts as consultant inside and outside the department, including, but not limited to, consultation to the Public Works Utilities Division water and wastewater systems, County Service Areas, incorporated cities, Community Service and Flood Control Districts and contractors; supervises scientific analyses of the chemical and biological conditions of drinking, wastewater, recycled water and stormwater in connection with water quality and water pollution; serves as the Laboratory Director in accordance with Title 22 of the California Code of Regulations; prepares findings and makes recommendations for solutions to water quality problems; and does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Plans, organizes, performs, directs, and supervises, through subordinates, the activities in the laboratory and the field involving the analyses and recommendations for treatment of drinking, wastewater, recycled water and stormwater supplies and systems; analyses include tests required to demonstrate compliance with Safe Drinking Water Standards for water supplies and Regional Water Quality Control Board (RWQCB) discharge requirements for wastewater, recycled water and stormwater operations.
- Performs or supervises chemical, bacteriological and complex instrumental analyses.
- Determines and recommends the most effective chemical treatment of drinking, wastewater, recycled water, and stormwater supplies to bring them into compliance with applicable health and regulatory standards.
- Participates in determining chemical proportions to be added for effective treatment.
- Recommends ongoing programs to be implemented in maintaining water quality standards.
- Supports efforts for stormwater compliance in accordance with the County's Stormwater Management Program (SWMP) and National Pollutant Discharge Elimination System (NPDES).
- Prepares reports and maintains records of findings and recommendations.
- Prepares cost/benefit reports of alternate methods of maintaining water quality at individual treatment plants.
- Prepares and monitors water quality laboratory budgets.
- Coordinates activities with supervisory engineers, treatment plant personnel, State and local health officials and RWQCB personnel.
- Trains water and wastewater treatment operations personnel to perform basic chemical analyses of water and effluent necessary in maintaining efficient plant operations.
- May represent the County Public Works Department in matters pertaining to water quality management programs.

EMPLOYMENT STANDARDS:

Knowledge of:

- The principles, methods and materials utilized in chemical, biological, bacteriological, and limnological techniques employed in the laboratory analyses of drinking, wastewater, recycled water, and stormwater
- The effects of waste materials and natural substances on water quality
- Principles of supervision
- Federal, State and local standards required for maintaining water quality

Ability to:

- Plan, organize and carry out chemical research work
- Analyze and evaluate data and make effective recommendations based on findings
- Train and instruct water and wastewater plant operational and maintenance personnel in the methods and procedures of basic chemical analyses of drinking, wastewater, recycled water, and stormwater
- Establish and maintain effective working relationships with staff, vendors, contractors and other agency personnel
- Prepare clear, complete and technically accurate reports
- Perform mathematical equations and statistical computations necessary to determine chemical analyses and related work
- Plan and direct the work of the San Luis Obispo County Water Quality Laboratory
- Prepare budgets

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 an accredited four-year college or university with a degree in one of the following fields: chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science. In addition, six years of experience in the field of wastewater treatment, and/or water including the analyses of wastewater and/or drinking water, two years of which must have been in a laboratory supervisory role.

LICENSES AND CERTIFICATES:

Possession of a valid State of California Department of Public Health Water Treatment Operator Grade 2 (T2) certification or higher within 6 months of appointment. The 6-month requirement to obtain a T2 certification may be extended up to 12 months by the appointing authority. Sustained certification including any required continuing education units is mandatory for continued employment. Failure to obtain and maintain the required certifications within the time stated will result in removal from the position unless a time extension is approved by the appointing authority.

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.

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.

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Public Works Department Current Organizational Chart: Resource Management Focus

