

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, March 19, 2025 @ 9:00 a.m.

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

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

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere
Outside Counsel: Steve Simas

Absent: None

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. All Commissioners were present.

2. Election of Officers

Commissioner Baltodano nominated Commissioner Nicholson for Commission President. Commissioner Santos seconded. The motion to elect Commissioner Nicholson as Commission President passed 4-0-1 with Commissioner Nicholson abstaining.

Commission President Nicholson nominated Commissioner Baltodano for Commission Vice President. Commissioner Warren seconded. The motion to elect Commissioner Baltodano as Commission Vice President passed 4-0-1 with Commissioner Baltodano abstaining.

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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.

4. Minutes

The following draft minutes are submitted for approval:

- a. January 22, 2025

Commission President Nicholson invited public comment. There was none. Commission Vice President Baltodano motioned to approve the minutes as presented. Commissioner Warren seconded the motion. The motion to approve the minutes from January 22, 2025, as presented passed 5-0-0.

5. Reports

Commission President - None

Commission Counsel – Mr. Ansolabehere reported no new assignment for staff to act as Commission Counsel had been determined.

Commission Outside Counsel – None

Commission Secretary – Jamie Russell introduced Commissioner Gere Sibbach, appointee of District 5 Supervisor Heather Moreno.

Principal Human Resources Analyst Mark McKibben requested the Commission release dates April 22nd, 23rd, and 24th as they would not be utilized as hearing dates. Mr. McKibben reported that there was one pending appeal. The Commission was not asked to hold any hearing dates.

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

- a. County Social Services Director (Revised & Retitled)

Principal Human Resources Analyst Mark McKibben introduced the proposed revisions to the specification. Vice President Baltodano suggested amendment to the bullet point on page 6a.005 line 47 to read, "In addition to the functions typical of Social Services Departments, provide guidance on homelessness issues..." President Nicholson invited public comment. There was none. Commissioner Warren motioned to approve the revised specification as amended. Commissioner Santos seconded the motion. The motion to approve the specification as amended passed 5-0-0.

- b. Land Use Technician I-II (Revised & Retitled)

- c. Senior Permit Technician (New)

Human Resources Analyst Mackenzie Lawrie introduced the revised and new specifications with Principal Human Resources Analyst Mark McKibben, Human Resources Analysts Eryn Becker and Katie Youngdale, Director of Planning and Building Trevor Keith, and Deputy Director of Social Services Linda Belch. President Nicholson invited public comment. There was none. Commission Vice President Baltodano

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91 motioned to approve the revised and new specifications as presented. Commissioner
92 Santos seconded the motion. The motion to approve the specifications as presented
93 passed 5-0-0.

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- 95 d. Program Coordinator (New)
- 96 e. Administrative Services Coordinator (New)
- 97

98 Human Resources Analyst Mackenzie Lawrie introduced the new specifications with Principal
99 Human Resources Analyst Mark McKibben. President Nicholson invited public comment.
100 There was none. Commissioner Sibbach motioned to approve the new specifications as
101 presented. Commissioner Warren seconded the motion. The motion to approve the
102 specifications as presented passed 5-0-0.

103 7. Adjournment

104 President Nicholson adjourned the meeting at 10:00 am.

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