

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 23, 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: Daniel Solish

Absent: 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. All Commissioners were present.

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. March 19, 2025

Commission President Nicholson invited public comment. There was none. Commissioner Warren motioned to approve the minutes as presented. Commissioner Santos seconded the motion. The motion to approve the minutes from March 19, 2025, as presented passed 5-0-0.

Civil Service Commission

4. Reports

Commission President - None

Commission Counsel – Mr. Solish introduced himself to the Commission.

Commission Outside Counsel – Absent

Commission Secretary – Jamie Russell introduced Human Resources Analyst Miranda Wall. Ms. Wall requested the Commission hold August 26-28, 2025, as potential hearing dates.

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

a. Risk Manager (New)

Deputy Director of Human Resources Mark Zeltmann and Human Resources Analyst Mackenzie Lawrie introduced the proposed new specification. Vice President Baltodano requested amendment to relocate the bullet point on page 5a.006, lines 26-30, beginning with “provide leadership...” from the *knowledge of* subsection to the *ability to* subsection of the specification. Commissioner Santos requested amendment to page 5a.007 line 26 to read, “Formulate policies necessary to minimize and avoid risk, and plan, coordinate, and initiate actions necessary to implement those policies.” At the suggestion of both Commissioner Santos and Vice President Baltodano, Mr. Zeltmann dictated amendment of page 5a.008 line 15 to read, “...administration, finance, risk management, public administration, or a closely related field...” Commission President Nicholson suggested the addition of a training or certificate of completion related to OSHA. Mr. Zeltmann suggested the additional requirement of completion of an OSHA 30 hour course within 12 months of appointment. Following a short break in the meeting, Ms. Lawrie presented the Commission with an updated draft specification reflecting the requested amendments for review.

President Nicholson invited public comment. SLOCEA Senior Labor Representative Theresa Schultz discussed the continued need for staff education to mitigate risk at individual contributor and supervisory staff levels. Commission Vice President Baltodano motioned to approve the new specification as amended. Commissioner Warren seconded the motion. The motion to approve the new specification as amended passed 5-0-0.

6. Adjournment

President Nicholson adjourned the meeting at 10:21 am.

*** 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.**