

Civil Service Commission



1 **Jed Nicholson** *Commission President, District 1*
2 **Lesley Santos** *District 2*
3 **Erica Flores Baltodano** *Commission Vice President, District 3*
4 **David Warren** *District 4*
5 **Gere Sibbach** *District 5*

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7 **Jamie L. Russell** *Commission Secretary*
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Minutes

County of San Luis Obispo Civil Service Commission

Regular Session Meeting

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12 **Wednesday, April 23, 2025 @ 9:00 a.m.**
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15 **1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408**
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17 **Present:** Commissioners: President Nicholson, Vice President Baltodano, Commissioner
18 Santos, Commissioner Warren, Commissioner Sibbach
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20 Staff: Commission Secretary Jamie Russell
21 Commission Clerk Shaley Salsbury
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23 County Counsel: Daniel Solish
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26 **Absent:** Outside Counsel: Steve Simas
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28 **1. Call to Order / Flag Salute / Roll Call**

29 Commission President Nicholson called the meeting to order at 9:00am and led the flag
30 salute. Roll was called. All Commissioners were present.
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32 **2. Public Comment Period**

33 Members of the public wishing to address the Civil Service Commission on matters other than
34 those scheduled below may do so when recognized by the President. Presentations are limited
35 to three minutes per individual. There was no public comment.
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37 **3. Minutes**

38 The following draft minutes are submitted for approval:
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40 a. March 19, 2025
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42 Commission President Nicholson invited public comment. There was none.
43 Commissioner Warren motioned to approve the minutes as presented. Commissioner
44 Santos seconded the motion. The motion to approve the minutes from March 19,
45 2025, as presented passed 5-0-0.

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47 4. Reports

48 **Commission President** - None

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

50 **Commission Outside Counsel** – Absent

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

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

55 a. Risk Manager (New)

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57 Deputy Director of Human Resources Mark Zeltmann and Human Resources Analyst
58 Mackenzie Lawrie introduced the proposed new specification. Vice President
59 Baltodano requested amendment to relocate the bullet point on page 5a.006, lines 26-
60 30, beginning with “provide leadership...” from the *knowledge of* subsection to the
61 *ability to* subsection of the specification. Commissioner Santos requested amendment
62 to page 5a.007 line 26 to read, “Formulate policies necessary to minimize and avoid
63 risk, and plan, coordinate, and initiate actions necessary to implement those policies.”
64 At the suggestion of both Commissioner Santos and Vice President Baltodano, Mr.
65 Zeltmann dictated amendment of page 5a.008 line 15 to read, “...administration,
66 finance, risk management, public administration, or a closely related field...”
67 Commission President Nicholson suggested the addition of a training or certificate of
68 completion related to OSHA. Mr. Zeltmann suggested the additional requirement of
69 completion of an OSHA 30 hour course within 12 months of appointment. Following a
70 short break in the meeting, Ms. Lawrie presented the Commission with an updated
71 draft specification reflecting the requested amendments for review.

72

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

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80 6. Adjournment

81 President Nicholson adjourned the meeting at 10:21 am.

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