

# 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, 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

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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.

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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.

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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.***