

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

11 **County of San Luis Obispo Civil Service Commission**
12

13 **Regular Session Meeting**
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15 **Wednesday, May 28, 2025 @ 9:00 a.m.**
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17 **1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408**
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20 **Present:** Commissioners: President Nicholson, Vice President Baltodano, Commissioner
21 Warren, Commissioner Sibbach
22

23 Staff: Commission Secretary Jamie Russell
24 Commission Clerk Shaley Salsbury
25

26 County Counsel: Daniel Solish
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29 **Absent:** Commissioners: Commissioner Santos
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31 Outside Counsel: Steve Simas
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34 **1. Call to Order / Flag Salute / Roll Call**

35 Commission President Nicholson called the meeting to order at 9:00am and led the flag
36 salute. Roll was called. Commissioner Santos was absent.
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38 **2. Public Comment Period**

39 Members of the public wishing to address the Civil Service Commission on matters other than
40 those scheduled below may do so when recognized by the President. Presentations are limited
41 to three minutes per individual. There was no public comment.
42

43 **3. Minutes**

44 The following draft minutes are submitted for approval:
45

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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46 Vice President Baltodano seconded the motion. The motion to approve the minutes
47 from April 23, 2025, as presented passed 4-0-1.
48

49 **4. Reports**

50 **Commission President** – President Nicholson noted that three commissioners would be
51 unavailable for the Regular Session meeting as scheduled on Wednesday July 24, 2025.
52 Commission Vice President Baltodano motioned to move the July Regular Session meeting to
53 Wednesday July 30, 2025. Commissioner Warren seconded the motion. The motion to move
54 the Regular Session meeting to July 30, 2025, passed 4-0-1.
55

56 **Commission Counsel** – None

57 **Commission Outside Counsel** – Absent

58 **Commission Secretary** – Jamie Russell introduced Human Resources Analyst Miranda Wall.
59 Ms. Wall requested the Commission release held dates August 26-28, 2025, and hold
60 September 23-25, 2025, and October 27-31, 2025, as potential hearing dates.

61 **5. Request to Approve New Job Specification(s) and Approve Revised Job**

62 **Specification(s):**

63 President Nicholson took item 5b prior to 5a to accommodate staff availability.

64 a. Enterprise Resource Planning System Analyst (New)

65 Principal Human Resources Analyst Taj D'Entremont introduced the proposed new
66 specification with Jim Hamilton, Auditor-Controller-Treasurer-Tax Collector, and Dan
67 MacKirdy, Deputy Director of Information Technology. President Nicholson invited
68 public comment. SLOCEA Senior Labor Representative Theresa Schultz stated her
69 concern regarding the placement of this position in the unrepresented bargaining unit
70 and thanked the Commission for their clarifying questions. Commission Vice President
71 Baltodano motioned to approve the new specification as presented. Commissioner
72 Warren seconded the motion. The motion to approve the new specification as
73 presented passed 4-0-1.

74 b. 4H Program Assistant (Revised)

75 Human Resources Analysts Mackenzie Lawrie and Teresa McCarthy White introduced
76 the proposed revisions to the specification along with Shannon Klisch, Director of
77 University of California Cooperative Extension (UCCE) in San Luis Obispo County.
78 President Nicholson invited public comment. There was none. Commissioner Warren
79 motioned to approve the new specification as presented. Vice President Baltodano
80 seconded the motion. The motion to approve the revised specification as presented
81 passed 4-0-1.

82 **6. Public Comment on Closed Session Item**

83 Members of the public wishing to address the Civil Service Commission on Closed Session
84 matters agendized here may do so when recognized by the President. Presentations are
85 limited to three minutes per individual. There was no public comment.
86

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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.

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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.*