

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, June 25, 2025 @ 9:00 a.m.

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

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

Staff: Commission Secretary Jamie Russell
Commission Clerk Shaley Salsbury

County Counsel: Daniel Solish

Outside Counsel: Steve Simas

Absent: Commissioners: President Nicholson, Commissioner Warren

1. Call to Order / Flag Salute / Roll Call

Commission Vice President Baltodano called the meeting to order at 9:00am and led the flag salute. Roll was called. Commission President Nicholson and Commissioner Warren were 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. May 28, 2025

Commission Vice President Baltodano invited public comment. There was none. Commissioner Sibbach motioned to approve the minutes as presented. Commissioner

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Santos seconded the motion. The motion to approve the minutes from May 28, 2025, as presented passed 3-0-2.

4. Reports

Commission Vice President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – None

5. Receive and File: Annual Report

- a. Annual Report 2024

Human Resources analysts Natalie Fixler and Chrystal Pope presented the 2024 Civil Service Commission Annual Report. Commission Vice President Baltodano invited public comment. There was none.

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

- a. Sheriff's Cadet (Revised)

Human Resources Analysts Mackenzie Lawrie and Chrystal Pope introduced the proposed revisions to the specification along with Undersheriff Nicholson. Commission Vice President Baltodano invited public comment. There was none. Commissioner Santos motioned to approve the revised specification as presented. Commissioner Sibbach seconded the motion. The motion to approve the revised specification as presented passed 3-0-2.

- b. Digital Forensics Lab Manager (New) and Victim and Witness Assistance Division Manager (New)

Human Resources Analysts Mackenzie Lawrie and Chrystal Pope introduced the proposed new specifications along with District Attorney Dan Dow. Commission Vice President Baltodano invited public comment. There was none. Mr. Dow thanked Human Resources Director Jamie Russell, Human Resources Analyst Mackenzie Lawrie, and the human resources staff for their professionalism and expertise throughout the classification study process. Commissioner Sibbach motioned to approve the new specifications as presented and to abolish the *Division Manager – District Attorney* classification. Commissioner Santos seconded the motion. The motion passed 3-0-2.

7. Adjournment

Vice President Baltodano adjourned the meeting at 9:55am.

*** 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.**