

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

11
12 **Wednesday, June 25, 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: Vice President Baltodano, Commissioner Santos, Commissioner
18 Sibbach

19
20 Staff: Commission Secretary Jamie Russell
21 Commission Clerk Shaley Salsbury

22 County Counsel: Daniel Solish

23 Outside Counsel: Steve Simas

24
25 **Absent:** Commissioners: President Nicholson, Commissioner Warren
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1. Call to Order / Flag Salute / Roll Call

30 Commission Vice President Baltodano called the meeting to order at 9:00am and led the flag
31 salute. Roll was called. Commission President Nicholson and Commissioner Warren were
32 absent.

33 2. Public Comment Period

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

37 3. Minutes

38 The following draft minutes are submitted for approval:

39 a. May 28, 2025

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41 Commission Vice President Baltodano invited public comment. There was none.
42 Commissioner Sibbach motioned to approve the minutes as presented. Commissioner
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46 Santos seconded the motion. The motion to approve the minutes from May 28, 2025,
47 as presented passed 3-0-2.

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49 **4. Reports**

50 **Commission Vice President** – None
51 **Commission Counsel** – None
52 **Commission Outside Counsel** – None
53 **Commission Secretary** – None

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55 **5. Receive and File: Annual Report**

56 a. Annual Report 2024

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

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62 **6. Request to Approve New Job Specification(s) and Approve Revised Job 63 Specification(s):**

64 a. Sheriff's Cadet (Revised)

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

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

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

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85 **7. Adjournment**

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

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