

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, August 27, 2025 @ 9:00 a.m.

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

Present:	Commissioners:	President Nicholson, Vice President Baltodano, Commissioner Santos, Commissioner Warren, Commissioner Sibbach
	Staff:	Commission Secretary Stephanie Nute Commission Clerk Shaley Salsbury
	County Counsel:	Daniel Solish
	Outside Counsel:	Steve Simas
Absent:	None	

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. All Commissioners were present.

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. Executive Director of SLOCEA, Emily Landis, introduced SLOCEA's newest labor representative, Jennifer Tate.

3. Minutes

The following draft minutes are submitted for approval:

a. June 25, 2025

Commission President Nicholson invited public comment. There was none. Commissioner Sibbach motioned to approve the minutes as presented. Commissioner Santos seconded the motion. The motion to approve the minutes from June 25, 2025, as presented passed 3-0-2 with Commission President Nicholson and Commissioner Warren abstaining.

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47 **4. Reports**

48 **Commission Vice President** – None

49 **Commission Counsel** – None

50 **Commission Outside Counsel** – None

51 **Commission Secretary** – Ms. Nute introduced Human Resources Analyst Miranda Wall. Ms.
52 Wall requested the Commission continue to hold September 23-25, 2025, and October 30-31,
53 2025, for hearings. Ms. Wall requested the Commission hold January 8-9th, 2026 for an
54 additional hearing.

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56 **5. Request to Approve New Job Specification(s) and Approve Revised Job**
57 **Specification(s):**

58 a. Airport Operations Supervisor (Revised) and Airport Operations Manager (New)

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60 Human Resources Analysts Mackenzie Lawrie and Chrystal Pope introduced the
61 proposed specifications along with Airports Deputy Director, Craig Piper. Vice
62 President Baltodano requested amendment to the Airport Operations Supervisor
63 specification to add the bullet point beginning on line 18 of page 5a.006 to page 5a.016.
64 Commission President Nicholson invited public comment on the Airport Operations
65 Manager specification. There was none. Commissioner Warren motioned to approve
66 the new specification as presented. Vice President Baltodano seconded the motion.
67 The motion to approve the new specification passed 5-0-0.

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69 Commission President Nicholson invited public comment on the Airport Operations
70 Supervisor specification. Senior Labor Representative for SLOCEA, Theresa Schultz,
71 commented that SLOCEA had been conferred with regarding the Airport Operations
72 Supervisor specification only, as this is a represented position. Commission Vice
73 President Baltodano motioned to approve the revised Airport Operations Supervisor
74 specification as amended. Commissioner Santos seconded the motion. The motion to
75 approve the revised specification as amended passed 5-0-0.

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77 b. Payroll Manager (New)

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79 Human Resources Analysts Mackenzie Lawrie and Teresa McCarthy White introduced
80 the proposed new specification along with Auditor-Controller, Treasurer-Tax Collector,
81 and Chief Financial Officer, James Hamilton. Commission President Nicholson invited
82 public comment. There was none. Commissioner Sibbach motioned to approve the
83 new specification as presented. Commissioner Baltodano seconded the motion. The
84 motion passed 5-0-0.

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86 **6. Adjournment**

87 President Nicholson adjourned the meeting at 9:38 am.

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