

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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4. Reports

Commission Vice President – None

Commission Counsel – None

Commission Outside Counsel – None

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

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

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

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

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

b. Payroll Manager (New)

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

6. Adjournment

President Nicholson adjourned the meeting at 9:38 am.

*** 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.**