

# 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, September 24, 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 Jamie Russell  
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 new labor representative, Carrie McGrath.

#### 3. Minutes

The following draft minutes are submitted for approval:

a. August 27, 2025

Commission President Nicholson invited public comment. There was none. Commissioner Warren motioned to approve the minutes as presented. Commissioner Baltodano seconded the motion. The motion to approve the minutes from August 27, 2025, as presented passed 5-0-0.

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## 4. Reports

**Commission Vice President** – None

**Commission Counsel** – None

**Commission Outside Counsel** – None

**Commission Secretary** – Ms. Russell introduced Human Resources Analyst Miranda Wall. Ms. Wall requested the Commission discontinue holding October 30-31, 2025. Ms. Wall requested the Commission hold December 10-12<sup>th</sup>, 2025, and January 7-9<sup>th</sup>, 2026 for tentative hearing dates pending assignment.

## 5. Request to Approve by Consent:

- a. Approval to grant Human Resources the administrative authority to update the driver's license language across all County job specifications to ensure compliance with CA Senate Bill 1100 (SB1100)

Human Resources Analysts Mackenzie Lawrie and Teresa McCarthy White introduced the item. Commission Vice President Baltodano requested amendment of the template language for when driving may be required to read, "Certain positions within this classification may require driving. Positions that require driving as an essential function will be communicated in the job posting...."

Commission President Nicholson requested a final report be presented to the Commission identifying how each classification is categorized and updated. Commission President Nicholson invited public comment. Senior Labor Representative of SLOCEA, Theresa Schultz requested SLOCEA be provided with a list of all classifications where maintaining a driver's license is found to be an essential job function. Commission Vice President Baltodano motioned to approve the implementation of the new driver's license language as amended. Commissioner Warren seconded the motion. The motion to approve passed 5-0-0.

## 6. Request to Approve New Job Specification(s) and Abolish Obsolete Job Classification(s):

- a. Administrative Classifications: Supervising Administrative Assistant (New), Administrative Coordinator (New), Administrative Officer (New), Administrative Manager (New), Principal Administrative Manager (New), Division Manager – Administrative and Fiscal (New), Supervising Administrative Clerk I (Obsolete), Supervising Administrative Clerk II (Obsolete), Administrative Services Officer I-II (Obsolete), Administrative Services Manager (Obsolete), Department Administrator (Obsolete)

Human Resources Analysts Mackenzie Lawrie and Teresa McCarthy White introduced the item and proposed new specifications. Commissioner Sibbach requested amendment to page 6a.013 to add "or" to the end of the phrases on lines 7 and 8 to clarify that either A, B, or C, would be an example of qualifying education and experience.

Commission Vice President requested amendment to the Distinguishing Characteristics language that appears on this set of specifications to remove the

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phrase “the level and” and to replace “classification level” with “classifications.” The full proposed amended phrasing reads, “Levels in the administrative classification family are generally based on, but not limited to, nature of work performed, size and complexity of the organization and budget, type and number of functions and programs overseen, and scope and classifications of staff supervised.” Additionally, Vice President Baltodano requested amendment to page 6a.013 to add a period to line 6 following “college or university.”

Commission President Nicholson invited public comment. Theresa Schultz, Senior Labor Representative for SLOCEA, commented that, although not under Commission authority, employees who are y-rated will see this change as a financial hardship while they receive no salary increase.

Commission Vice President Baltodano motioned to approve the new specifications as amended, and to abolish the obsolete specifications pending approval by the Board of Supervisors. Commissioner Warren seconded the motion. The motion to approve the new specifications and abolish the obsolete specifications passed 5-0-0.

## 7. Public Comment on Closed Session Item

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

## 8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Jamie Russell or designee

President Nicholson reported that the Commission would participate in the Joint Labor Management Committee, date(s) to be determined.

## 9. Adjournment

President Nicholson adjourned the meeting at 11:30 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.***