

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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46 **4. Reports**

47 **Commission Vice President** – None

48 **Commission Counsel** – None

49 **Commission Outside Counsel** – None

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

54

55 **5. Request to Approve by Consent:**

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

59

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

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

73

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

76 a. Administrative Classifications: Supervising Administrative Assistant (New),
77 Administrative Coordinator (New), Administrative Officer (New), Administrative
78 Manager (New), Principal Administrative Manager (New), Division Manager –
79 Administrative and Fiscal (New), Supervising Administrative Clerk I (Obsolete),
80 Supervising Administrative Clerk II (Obsolete), Administrative Services Officer I-II
81 (Obsolete), Administrative Services Manager (Obsolete), Department Administrator
82 (Obsolete)

83

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

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

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91 phrase "the level and" and to replace "classification level" with "classifications." The full
92 proposed amended phrasing reads, "Levels in the administrative classification family
93 are generally based on, but not limited to, nature of work performed, size and
94 complexity of the organization and budget, type and number of functions and
95 programs overseen, and scope and classifications of staff supervised." Additionally,
96 Vice President Baltodano requested amendment to page 6a.013 to add a period to line
97 6 following "college or university."

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

102 Commission Vice President Baltodano motioned to approve the new specifications as
103 amended, and to abolish the obsolete specifications pending approval by the Board of
104 Supervisors. Commissioner Warren seconded the motion. The motion to approve the
105 new specifications and abolish the obsolete specifications passed 5-0-0.
106

107 **7. Public Comment on Closed Session Item**

108 Members of the public wishing to address the Civil Service Commission on Closed Session
109 matters agendaized here may do so when recognized by the President. Presentations are
110 limited to three minutes per individual. There was no public comment.
111

112 **8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service 113 Rule Update. (Gov Code Section 54957.6):** Agency designated representative: Jamie 114 Russell or designee

115 President Nicholson reported that the Commission would participate in the Joint Labor
116 Management Committee, date(s) to be determined.
117

118 **9. Adjournment**

119 President Nicholson adjourned the meeting at 11:30 am.
120

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