

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, February 25, 2026 @ 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 Steven Guevara

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 9:00 a.m. 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. There was no public comment.

3. Minutes

The following draft minutes are submitted for approval:

- a. January 25, 2026

President Nicholson invited public comment. There was none. Commissioner Warren motioned to approve the minutes as presented. Commissioner Santos seconded the motion. The motion to approve the minutes as presented passed 5-0-0.

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4. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – None

Commission Secretary – Ms. Nute recognized that the agenda packet was missing “redlined” versions of job specifications and stated that these would be available by request. Human Resources Analyst, Miranda Wall, confirmed a notice of intent to demote appeal hearing scheduled before the Commission for April 1-3, 2026.

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

- a. Emergency Medical Services Specialist I-II (New), Emergency Medical Services Manager (New)

Human Resources Analyst Mackenzie Lawrie introduced the revised specifications along with Principal Human Resources Analyst Frank Stapleton and Public Health Administrator/Health Officer, Dr. Penny Borenstein.

Commission Vice President Baltodano suggested amendment to clarify the education and experience requirements beginning on page 5a.13, line 29, to read:

“A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. Experience must include service as an Emergency Medical Technician (EMT) or paramedic.

An example of qualifying education and experience includes:

A: Six years of progressively responsible experience in emergency medical services involving a combination of planning, training, coordination, and evaluation, with at least one year in a supervisory or management capacity; or

B: Possession of a bachelor’s degree from an accredited four-year college or university in emergency management, nursing, healthcare administration, public health, public administration, or a closely related field may be substituted for two years of the required total years of experience.”

Commission President Nicholson invited public comment. There was none. Commission Vice President Baltodano motioned to approve the new specifications as amended.

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Commissioner Santos seconded the motion. The motion to approve the new specifications as amended passed 5-0-0.

- b. Nutrition Services Program Manager (Revised), Oral Health Program Manager (Revised)

Human Resources Analyst Mackenzie Lawrie introduced the revised specifications along with Principal Human Resources Analyst Frank Stapleton, and Public Health Administrator/Health Officer, Dr. Penny Borenstein.

Commissioner Santos requested amendment to page 5b.05, line 6, to add, "... related to assigned program area."

Commission President Nicholson invited public comment. There was none. Commissioner Warren motioned to approve the revised specifications as amended. Commissioner Sibbach seconded the motion. The motion to approve the revised specifications as amended passed 5-0-0.

- c. Program Coordinator (New)

Human Resources Analyst Mackenzie Lawrie introduced the proposed new classification. Ms. Lawrie requested correction to page 5c.05, line 8, to add a space between "program" and "areas" and amendment to page 5c.05, line 31 to read, "rules, and regulations."

Commission President Nicholson invited public comment. Executive Director of SLOCEA, Emily Landis, addressed the Commission, and stated that SLOCEA had been consulted and had no concerns regarding the specification.

Commissioner Santos motioned to approve the new specification as amended. Commissioner Warren seconded the motion. The motion to approve the new specification as amended passed 5-0-0.

6. Request to move Regular Session CSC Meeting from March 25, 2026, to April 1, 2026, or Alternate Date as the Commission Deems Appropriate

President Nicholson invited public comment. There was none. Commission Vice President Baltodano motioned to move the regular session Civil Service Commission meeting date from March 25, 2026, to April 1, 2026. Commissioner Santos seconded the motion. The motion 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.

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1 Presentations are limited to three minutes per individual. There was no public
2 comment.

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4 **8. Closed Session – Public Employee Discipline (per Government Code Section**
5 **54957(b)): Hearing and deliberations regarding Appeal #A25-04**

6 President Nicholson stated there was no reportable action in closed session.
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8 **9. Adjournment**

9 President Nicholson adjourned the meeting at 10:47 a.m.
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11 **** Note: These minutes reflect official action of the Civil Service Commission. A digital record***
12 ***exists and will remain as the official, complete record of all proceedings by the Civil Service***
13 ***Commission.***