

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, April 22, 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 Jamie Russell
Commission Clerk Shaley Salisbury

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. Reports

Commission President – None

Commission Counsel – None

Commission Outside Counsel – Mr. Simas stated his gratitude for Commissioner Baltodano for her commitment to the Commission.

Commission Secretary – Ms. Russell thanked Commissioner Baltodano for her service and contributions to the Commission, the County, and employees. Human Resources

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Analyst, Miranda Wall, requested the Commission hold July 9-10, 2026, September 29–October 1, 2026, October 13-16, 2026, and October 20-23, 2026, for special session hearings pending assignment.

4. Resolution Recognizing Commission Vice President Erica Flores Baltodano

The resolution (Attachment 1) was read and presented by Commission President Nicholson. President Nicholson thanked Vice President Baltodano for her perspective. Vice President Baltodano thanked Commission Counsel Steve Simas, Human Resources Director Jamie Russell, Commission Clerk Shaley Salisbury, and her fellow Commissioners. Commission President Nicholson invited public comment. There was none.

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

- a. Deputy Director – Planning & Building (Revised), Division Manager – Planning (Revised), and Environmental Coordinator (Obsolete)

Human Resources Analyst Mackenzie Lawrie introduced the revised specifications along with Deputy Director of Planning & Building, Mark LaRue, and Human Resources Analyst Miranda Wall. Ms. Lawrie requested the Commission authorize the addition of the flexible minimum qualification language (as seen on page 5a.024 lines 6 and 7) to the education and experience section of the Deputy Director – Planning & Building specification, page 5a.013.

Commissioner Santos requested amendment to page 5a.012, line 23, to remove the phrase, “in all public interactions.” Commissioner Santos requested removal of the term “control” throughout the classifications. Commissioner Warren requested amendment of page 5a.011, line 20, to read, “May serve as, or delegate the Environmental Coordinator duties to a Division Manager - Planning, make environmental determinations...” Vice President Baltodano requested amendment of page 5a.013, line 8, to remove the duplicate word “architecture.”

Vice President Baltodano requested correction of page 5a.021, lines 10 and 26, from “ensure” to “ensures.” Commissioner Santos requested amendment to page 5a.023 line 7 to read, “established land use requirements,” and requested the addition of “Represent the Planning & Building Department with integrity and professionalism” to the *Ability To* section of the Division Manager specification.

Commission President Nicholson invited public comment. There was none. Commission Vice President Baltodano motioned to approve the revised specifications as amended, and to designate the Environmental Coordination specification as obsolete. Commissioner Warren seconded the motion. The motion to approve the revised specifications as

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amended and to designate the Environmental Coordination specification as obsolete passed 5-0-0.

6. Public Comment on Closed Session Items

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. Hearing no public comment, President Nicholson moved to closed session.

7. Closed Session - Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Jamie L.

Russell, or designee

Commission President Nicholson stated there was no reportable action taken.

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

Commission President Nicholson stated there was no reportable action taken.

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

Commission President Nicholson stated that the matter had been heard by the Commission and following deliberation, the Commission had issued a decision.

10. Adjournment

President Nicholson adjourned the meeting at 11:37 a.m.

**** 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.***