

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

Minutes

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, April 26, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere
Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:03am 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 were no public comments.

3. Minutes

The following draft minutes are submitted for approval:
a. March 22, 2023

Civil Service Commission

The minutes for March 22, 2023, were considered. Commissioner Baltodano suggested amending item 6 of the draft minutes by substituting two instances of the word “was” for the word “to,” and amending item 8 to reflect recognition by the Vice President. Commissioner Baltodano moved to approve the minutes as amended. Commissioner Bergman seconded the motion. The motion to approve as amended carried 5-0-0.

b. April 6, 2023

The minutes for April 6, 2023, were considered. President Nicholson suggested amendment of item 1 to state “President Nicholson called the meeting to order.” Commissioner Bergman motioned to approve the minutes as amended. Commissioner Warren seconded the motion. The motion to approve as amended carried 5-0-0.

4. Reports

Commission President - None

Commission Counsel - None

Commission Outside Counsel - None

Commission Secretary – Tami Douglas-Schatz recognized Administrative Professionals Day and thanked the County’s administrative professionals for their service.

Principal Human Resources Analyst Frank Stapleton requested the Commission hold June 27-29, 2023, and August 22-24, 2023 for tentative termination hearings.

5. Request to Approve by Consent:

- a. Application of approved preamble language to minimum qualifications and ability to identify and remove or replace language describing allowed formulaic substitutions

Commission President Nicholson invited public comment; there was none. Commissioner Santos motioned to approve. Commissioner Baltodano seconded. The motion to approve carried 5-0-0.

6. Request to Approve Revised Job Specification(s):

- a. Sheriff’s Dispatch Manager

Human Resources Analysts Lynsey Bond and Chrystal Pope presented the specification along with Sheriff’s Commander Trevor McKim. Commissioner Baltodano amended line 57 of page 6a.010 to read “...including statistical activity reports and respond to discovery orders...”

President Nicholson invited public comment; there was none. Commissioner Warren motioned to approve the revised specification as amended. Commissioner Baltodano seconded the motion. The motion carried 5-0-0.

- b. Probation Department Class Specifications

Human Resources Analyst Taj D’Entremont and Chief Probation Officer Robert Reyes presented the group of specifications for revision. Commissioner Baltodano asked that the template

Civil Service Commission

minimum qualification language, "A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes," be substituted into each of the specifications presented. Commission President Nicholson requested amendment of line 73 of page 6b.025 to read, "Exercise good judgment and work habits." President Nicholson invited public comment; there was none. Commissioner Bergman motioned to approve the revisions as amended. Commissioner Baltodano seconded the motion. The motion to approve the specification revisions as amended carried 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. Hearing no public comment, President Nicholson moved to Closed Session.

8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

President Nicholson stated that there was no reportable action in Closed Session.

9. Adjournment

President Nicholson adjourned the meeting at 10:10.

**** 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.***