



# Solano County

675 Texas Street  
Fairfield, California 94533  
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## Minutes - Final Civil Service Commission

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Wednesday, March 12, 2025

5:30 PM

Solano County Board of Supervisors Chambers

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### SOLANO COUNTY CIVIL SERVICE COMMISSION

#### TO THE PUBLIC

1. Call to Order/Roll Call

Vice President Petullo called the March 12, 2025 Civil Service Commission meeting to order at 5:30 p.m. Present – Vice President Petullo, Commissioner Gantt, Commissioner Bryant, and Commissioner Schuster. Absent - President Neal. Also present were Executive Secretary and Human Resources Assistant Director, David Pak and Deputy County Counsel Kelly Welsh.

2. Pledge Of Allegiance

This meeting with the Solano County Service Commission continued with the Salute to the Flag.

3. Items from the Public

Vice President Petullo invited members of the public to address the Commission on matters not listed on the agenda, but with subject matter jurisdiction of the Commission. There were no items from the public.

4. Approval of Minutes of the Commission on February 5, 2025

**[CSC 25-0005](#)**

*Attachments:* [A - 2.5.2025 CSC Minutes Special Meeting FINAL](#)

On motion of Commissioner Gantt and seconded by Commissioner Schuster, the Commission approved the Special Meeting minutes of the Solano County Civil Service Commission for February 5, 2025 as submitted. So ordered by the 4-0 vote.

5. Communications

Vice President Petullo invited Executive Secretary, David Pak, to provide communications. Pak introduced the Solano County Human Resources Recruitment Team who were in attendance: Jessica Smith; Michelle Pellegrino; Becky Iacobucci; Jennifer Valencia; Melaniece Lovejoy; Larita Clow; Sukari Dixon; and Alicia Bennett.

6. Information Items (No Action Required by Commissioners)

Vice President Petullo invited Commissioners, staff, and members of the public to present information. There were no information items received.

7. Additions to, or deletions from, the Agenda

There were no additions or deletions from the agenda.

8. Approval of the Agenda

On motion of Commissioner Gantt and seconded by Commissioner Bryant, the Civil Service Commission approved the Agenda of the Civil Service Commission for March 12, 2025. So ordered by 4-0 vote.

## SCHEDULED CALENDAR

**[CSC 25-0008](#)** Establish the Latent Print Examiner I classification specification and amend the Latent Print Examiner II classification specifications

*Attachments:* [A - Latent Print Examiner I Final Version](#)  
[B - Latent Print Examiner II Add-Delete Version](#)  
[C - Latent Print Examiner II Final Version](#)

Senior Human Resources (HR) Analyst, Michelle Pellegrino, presented the Latent Print Examiner I classification specification and the amended Latent Print Examiner II classification specification. HR was asked to create the Latent Print Examiner I classification specification, an entry-level position, in order to help the County recruit new people and promote to the journey level of this series. HR also updated the Latent Print Examiner II classification specification, which is the journey-level classification. There are two of these positions allocated in the Sheriff's Office – no other departments have allocated these positions. HR worked with the department to update and revise class specifications. There were no requests received from the unions to meet and confer. HR asked the Commission to establish the Latent Print Examiner I classification specification and amend the Latent Print Examiner II classification specification.

Commissioner Bryant asked for more information about the process for background checks for the role. Pellegrino stated this occurs after department interviews. Candidates receive a contingent offer, and then go through background check process.

Commissioner Bryant asked who conducts the background checks. Pellegrino responded that investigators in the Sheriff's Office conduct the background checks and make a recommendation. The results and recommendations then go through a review process within the department.

On motion from Commissioner Gantt and seconded by Commissioner Schuster, the Latent Print Examiner I classification specification was established and the Latent Print Examiner II classification specification was amended. So ordered by 4-0 vote.

**CSC 25-0009** Establish the Budget Coordinator - CAO classification specification

*Attachments:* [A - Budget Coordinator CAO Final](#)

Senior Human Resources (HR) Analyst, Becky Iacobucci, presented the Budget Coordinator – CAO classification specification. The County Administrator's Office (CAO) requested HR create a classification specification for a single, journey-level position within the CAO's office. This position will assist the budget officer, CAO analysts, and others in the CAO's office with coordinating, preparing, distributing and presenting the County's annual, mid-term and mid-year budgets. HR, in coordination with the CAO, developed this new class specification. HR notified the unions on February 4, 2025 and received no requests to meet and confer. HR recommends the Commission establish the new class specification of Budget Coordinator – CAO.

On motion from Commissioner Schuster and seconded by Commissioner Bryant, Budget Coordinator – CAO classification specification was established. So ordered by 4-0 vote.

## MISCELLANEOUS ITEMS

### 9. Commission/Staff Comments

Vice President Petullo asked if Solano County Human Resources will be impacted by new regulations from the federal government around changing gender identity designations/definitions? Assistant Director Pak stated that HR has not received any new directives related to this from the federal government. However, Pak shared that the Solano County Board of Supervisors (BOS) recently announced that the County will not be able to back-fill funding for state- or federally-funded programs in the event that their funding is pulled. The BOS has requested an impact report of those programs and services. The Commission asked that the impact report be shared with them as well.

## Adjourn

The meeting adjourned at 5:44 PM.