



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.gov

## Minutes - Final Civil Service Commission

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Wednesday, April 8, 2026

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

President Neal called the April 8, 2026 Civil Service Commission meeting to order at 5:30 p.m. Present – Vice President Petullo, Commissioner Gantt, President Neal, and Commissioner Schuster. Also present were Executive Secretary, Human Resources Director, Niger Edwards and Deputy County Counsel Kelly Welsh.

2. Pledge Of Allegiance

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

3. Items from the Public

President Neal 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 11, 2026.

**[CSC 26-0007](#)**

*Attachments:* [A - 2.11.2026 CSC Minutes Regular Meeting FINAL](#)

On motion of Commissioner Gantt and seconded by Commissioner Schuster, the Commission approved the Regular Meeting Minutes of the Solano County Civil Services Commission for February 11, 2026. So ordered by a 4-0 vote.

5. Communications

President Neal invited Executive Secretary, Niger Edwards, to provide communications. There were no communication items received.

6. Information Items (No Action Required by Commissioners)

President Neal invited Commissioners, staff, and members of the public to present information. Executive Secretary Edwards notified the commissioners that Commissioner Shawn Bryant gave his notice of resignation, effective immediately, on Monday, April 6, 2026. Human Resources has notified The District 1 Board of Supervisors representative of Commissioner Bryant's resignation and advised them to make a new appointment. Deputy County Counsel, Kelly Welsh has also been notified and will be working with Supervisor Cassandra James' office on the process to move forward once a new appointment is selected.

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 Schuster and seconded by Commissioner Gantt, the Commission approved the Agenda of the Civil Service Commission for April 8, 2026 as provided. So ordered by a 4-0 vote.

## SCHEDULED CALENDAR

**CSC 26-0008** Amend the Accountant-Auditor II classification specification

*Attachments:* [A - Accountant Auditor II Job Description - ADD DELETE](#)  
[B - Accountant Auditor II Job Description - FINAL VERSION](#)

Executive Secretary, Niger Edwards, introduced Jennifer Valencia, Human Resources Analyst (Senior) to present the item.

Valencia presented a summary of the item to the commissioners. The proposed amendment would allow the Accountant-Auditor II classification to supervise clerical and paraprofessional staff, establishing a progressive career ladder and providing employees more opportunities to build supervisory experience before advancing to Accountant-Auditor III level.

Vice President Petullo inquired whether the amendment would result in a change in pay. Valencia clarified that the amendment would not affect pay; it would only change the role from providing oversight of clerical and paraprofessional staff to formally supervising them.

On motion from Commissioner Schuster and seconded by Commissioner Gantt, the Commission approved the amendment of the Accountant-Auditor II Classification Specification. So ordered by 4-0 vote.

## MISCELLANEOUS ITEMS

9. Commission/Staff Comments

President Neal invited Commissioners, staff, and members of the public to present any miscellaneous items. No miscellaneous items were received.

## Adjourn

The meeting adjourned at 5:36 PM.