



Solano County

675 Texas Street
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Minutes - Final Civil Service Commission

Wednesday, May 13, 2026

5:30 PM

Solano County Board of Supervisors Chambers

SOLANO COUNTY CIVIL SERVICE COMMISSION

TO THE PUBLIC

1. Call to Order/Roll Call

President Neal called the May 13, 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 April 8, 2026.

CSC 26-0009

Attachments: [A - 4.8.2026 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 April 8, 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 provided an update on the status of selecting a new commissioner for District 1. Supervisor Cassandra James' office had been notified of former Commissioner Bryant's resignation and selection of a new commissioner was still in progress.

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 Vice President Petullo, the Commission approved the Agenda of the Civil Service Commission for May 13, 2026 as provided. So ordered by a 4-0 vote.

SCHEDULED CALENDAR

CSC 26-0010 Amend the District Attorney Investigator and District Attorney Investigator (Supervising) classification specifications

Attachments:

[A - District Attorney Investigator Final Version](#)

[B - District Attorney Investigator - Add-Delete Version](#)

[C - District Attorney Investigator \(Supervising\) Final Version](#)

[D - District Attorney Investigator \(Supervising\) - Add-Delete Version](#)

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

Pellegrino presented a summary of the item to the commissioners. The main changes in the proposed amendment would broaden the education requirements for both classifications which will allow for more applicants to qualify, making the positions easier to recruit for and fill. Pellegrino stated that Human Resources worked with the relevant departments and notified the union of the proposed changes; they opted not to meet and confer and have accepted the changes as presented.

President Neal inquired if Human Resources compared to other local counties requirements for similar positions. Pellegrino stated that she reviewed comparable classifications at both levels in nearby counties when working on these amendments.

Commissioner Schuster asked who supervises the supervisors in the District Attorney's office? Pellegrino responded that the Chief District Attorney Investigator supervises them.

Commissioner Gantt sought to confirm that the purpose of the amendment is to broaden the field and get more applications. Pellegrino confirmed that this is the purpose of the amendment.

Commissioner Schuster asked if there are current vacancies for these classifications? Pellegrino stated that there are currently two (2) vacancies,

and one upcoming vacancy at the supervisor level.

Vice President Petullo asked how many applications have been screened for these positions in the past? Pellegrino stated that Human Resources recently completed a recruitment for a District Attorney Investigator and was able to certify seven (7) names, which is one less than the department would normally get. Per Pellegrino, there were applicants that were denied due to the education requirement.

On motion from Commissioner Gantt and seconded by Vice President Petullo, the Commission approved the amendment of the District Attorney Investigator and the District Attorney Investigator (Supervising) classification specifications. 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. Commissioner Gantt asked if it is possible to get the meeting packet electronically on their screens instead of paper. Edwards replied that we will need to look into the capabilities of the system and follow up with an update to the commissioners at the next meeting.

Adjourn

The meeting adjourned at 5:38 PM.