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OAKLAND

2013 APR -2 PM 12: 24

Letter of Nomination

March 29, 2013

The Honorable City Council
One City Hall Plaza, Second Floor
Oakland, CA 94612

Dear President Kernighan and members of the City Council:

Pursuant to City Charter section 601, the Mayor, hereby appoints the following person as a member of the following Board or Commission, subject to the City Council's confirmation:

COMMISSION ON AGING

Ramon K. Williams, Mayoral appointment to serve the term beginning September 2, 2012 and ending September 1, 2015, filling the seat previously held by Karen Anderson. Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

7.13
MEETING OF THE
OAKLAND CITY COUNCIL

APR 16 2013

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2013 APR -3 PM 2:20

APPROVED FOR FORM AND LEGALITY

Macarlas

CITY ATTORNEY

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF RAMON K. WILLIAMS AS
A MEMBER OF THE COMMISSION ON AGING**

WHEREAS, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

WHEREAS, Ordinance No 9921 C.M.S. adopted May 13, 1980 and amended in 1985, 1989 and 1995 establishes the Commission on Aging to advocate for the elderly and serve as an Advisory Board to the Department on Aging; and

WHEREAS, the Commission on Aging consists of eleven (11) members serving not more than two consecutive three year terms; and

WHEREAS, the Honorable Mayor Jean Quan has appointed Ramon K. Williams to serve a three year term subject to confirmation by the City Council; now therefore be it

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of Ramon K. Williams to the Commission on Aging for a three-year term beginning September 2, 2012 and ending September 1, 2015, filling the seat previously held by Karen Anderson..

**IN COUNCIL, OAKLAND, CALIFORNIA,
PASSED BY THE FOLLOWING VOTE:**

**AYES – KALB, PRESIDENT KERNIGHAN, GIBSON MCELHANEY, SCHAAF, GALLO,
BROOKS, REID AND KAPLAN**

**NOES –
ABSTENTIONS-
ABSENT-**

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of the Oakland City Council

RAMON K. WILLIAMS

EDUCATION

UNIVERSITY OF CHICAGO, Chicago, IL
Master of Arts in Social Sciences, March 1999

UNIVERSITY OF CONNECTICUT SCHOOL OF LAW, Hartford, CT
Juris Doctor, May 1994, Member of the Bar of the State of Connecticut, admitted December 1994

MONTCLAIR STATE UNIVERSITY, Upper Montclair, NJ
Bachelor of Arts in Political Science, August 1991

EXPERIENCE

HUMAN SERVICES AGENCY, San Francisco, CA
Estate Investigator – April 2012 to Present

Investigate and administer estates of deceased persons, including marshalling assets, managing affairs and conducting business of estates in probate. Review and approve payment of creditor claims and locate heirs. Locate, inventory and preserve assets of estates. Act as personal representative for deceased persons, dispose of all property under independent public administrator authority or court supervision. Explain policies and procedures to friends, relatives and general public. Coordinate office training opportunities.

Personnel Analyst – June 2011 to April 2012

Conducted sensitive and complex investigations of workplace misconduct and allegations of discrimination. Interpreted and explained personnel rules and policies for agency employees. Prepared reports of investigations, letters and memoranda. Provided advice to department managers on discipline cases. Responded to inquiries and complaints of employment discrimination. Conducted civil rights training for new employee orientation.

BEAVER COUNTRY DAY SCHOOL, Chestnut Hill, MA
Faculty – August, 2007 to June, 2009

Taught Economics, U.S. History and World History to Twelfth, Tenth and Ninth graders, respectively. Advised Student Council and Model U.N. Served as advisor for ninth grade students and school-wide fitness coach.

HOLDERNESS SCHOOL, Plymouth, NH
Faculty – August, 2005 to May 2007

Taught Economics, U.S. History and Theology/Ethics to Twelfth and Tenth graders. Coached Girls JV Soccer and Boys JV Tennis. Served as advisor for eight students and acted as dormitory parent for boy's dormitory.

UNITED STATES POSTAL INSPECTION SERVICE, Chicago, IL
U.S. Postal Inspector – October 2002 to August 2005

Conducted investigations relating to violations of criminal and civil law. Assigned to Fraudulent Workers' Compensation, Mail Theft and Narcotics Investigations. Interviewed witnesses, interrogated subjects, and obtained statements. Prepared investigative reports and participated in legal and other proceedings. Made arrests and executed search and seizure warrants. Supervised contract fraud analysts. Served as defensive tactics instructor for entire Chicago Division.

NEW JERSEY DEPARTMENT OF PERSONNEL, Trenton, NJ

Personnel and Labor Analyst – March 1999 to August 1999 & July 2000 to July 2001

performed legal research and analysis and prepared draft decisions and for NJ Merit System Board on discipline, grievance, lay-off and classification appeals. Provided advice to department managers and staff on interpretation and application of state law and agency regulations. Served as Department Hearing Officer.

7.13

MEETING OF THE
OAKLAND CITY COUNCIL

APR 16 2013

LEGISLATIVE COMMISSIONERS' OFFICE, CONNECTICUT GENERAL ASSEMBLY, Hartford, CT

Legislative Attorney – December 1994 to March 1998

Drafted legislation for the Labor and Public Employees, Public Safety, Housing and General Law Committees. Advised members of the General Assembly and executive agencies. Reviewed regulations of administrative agencies, performed legal research and edited the Connecticut General Statutes.

Memberships/Licenses

Omega Psi Phi Fraternity

CA Licensed Private Investigator

CA Association of Public Administrators, Public Guardians and Public Conservators

7.13

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OAKLAND CITY COUNCIL

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