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CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3rd FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Honorable Libby Schaaf
Mayor

(510) 238-3141
Fax (510) 238-4731

Letter of Appointment

October 8, 2018

The Honorable City Council
One Frank H. Ogawa Plaza, Second Floor
Oakland, CA 94612

Dear President Reid and members of the City Council:

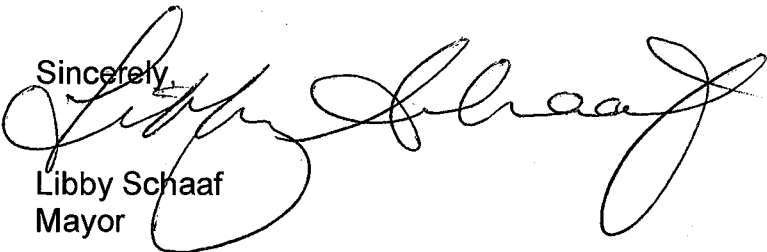
Pursuant to City Charter Section 601, the Mayor has reappointed the following persons as members of the following board or commission, subject to City Council confirmation:

Civil Service Board

Yvonne Hudson-Harmon is reappointed to the Civil Service Board to serve a term beginning May 5, 2018 and ending May 4, 2021, retaining the seat she currently holds.

Thank you for your assistance in this matter.

Sincerely,


Libby Schaaf
Mayor

Profile

Yvonne S Hudson-Harmon
First Name Middle Initial Last Name

Email Address

Street Address Suite or Apt
Oakland CA 94619
City State Postal Code

Home: Home:
Primary Phone Alternate Phone

Employer Job Title

Which Boards would you like to apply for?

Civil Service Board: Appointed

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

I have over 30 years of Human Resources experience in municipal government and currently serve on the Civil Service Board. My appointment expires May 4, 2018.

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

RESUMEYH-3.pdf
Upload a Resume

Please paste the text of your resume or curriculum vitae below.

YVONNE S. HUDSON-HARMON
EMPLOYMENT HISTORY AUGUST 2012 – AUGUST 2015
CITY OF OAKLAND OFFICE OF THE CITY ATTORNEY LEGAL ADMINISTRATIVE SERVICES
MANAGER Manage administrative services division of the City Attorney's office including budget development and monitoring, personnel, payroll, contract administration, record system management, information technology and other administrative functions. Develop administrative policy and provide direction and supervision to support staff. JANUARY 2005 – August 2012 CITY OF OAKLAND DEPARTMENT OF HUMAN RESOURCES MANAGEMENT RETIREMENT AND BENEFITS DIVISION HUMAN RESOURCE MANAGER Direct, coordinate, supervise and evaluate staff and activities related to the City's retirement systems, Oakland Municipal Employees Retirement System (OMERS), Police and Fire Retirement System (PFRS) and CalPERS, and the comprehensive health and welfare benefits

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program for active and retired employees. Serve as senior staff to the OMERS and PFRS Boards including preparing for and managing regular and committee meetings, carrying out requests for information, managing and reporting out on their administrative budgets, direct and participate in the development of Requests for Proposal to secure various vendors as requested by the Boards; conduct complex research, prepare and present reports to the Boards and to City Council; direct and participate in developing and interpreting personnel policy, procedures, City Charter provisions, etc.; coordinate services of external consultants and other vendors providing services to administer the retirement and benefits programs; provide leadership and direction to staff in administering payroll and benefits activities for retirees and their dependents and in administration of daily operational activities. Act as HR Director when required. FEBRUARY 2004 – JANUARY 2005 CITY AND COUNTY OF SAN FRANCISCO HUMAN SERVICES AGENCY SENIOR DEPARTMENTAL PERSONNEL OFFICER Manage the Department's comprehensive personnel program, including examinations, classification, workers' compensation, ADA, payroll, personnel operations, employee/labor relations, staff development, and personnel policy development; manage department's Staff Development Section which provides a wide range of program specific and general training for all levels of staff and management. Develop, manage and maintain an HR budget of over \$11 million, with an administrative budget of over \$40 million. APRIL, 2001 – FEBRUARY, 2004 CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES HEALTH SERVICE SYSTEM (HSS) DEPUTY DIRECTOR Manage the City and County's comprehensive employee benefits program that provides medical, dental and other benefits for active employees, retirees and their dependents. HSS runs a self-funded, self-administered PPO Indemnity Plan and maintains a Charter-created trust fund with a net balance of approximately \$16 million which is administered by a seven member Board of trustees consisting of mayoral, labor, Board of Supervisor and retiree appointees and the City Attorney's designee. The HSS currently services over 110,000 lives. YVONNE S. HUDSON-HARMON RESUME OF QUALIFICATIONS Page 2 Develop, manage and maintain the HSS operating budget of approximately \$6 million; direct the preparation, solicitation and review of contracts for materials and vendor services; coordinate the develop of a new benefits administration system in conjunction with the Department of Human Resources Information Technology Division. Total staff size: 61 FEBRUARY, 2000 – APRIL, 2001 CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES HEALTH SERVICE SYSTEM (HSS) ASSISTANT DEPUTY DIRECTOR Manage the City and County's comprehensive employee benefits program that provides medical, dental and other benefits for active employees, retirees and their dependents. HSS runs a self-funded, self-administered PPO Indemnity Plan and maintains a Charter-created trust fund with a net balance of approximately \$16 million which is administered by a seven member Board of trustees consisting of mayoral, labor, Board of Supervisor and retiree appointees and the City Attorney's designee. The HSS currently services over 110,000 lives. Develop, manage and maintain the HSS operating budget of approximately \$6 million; direct the preparation, solicitation and review of contracts for materials and vendor services. FEBRUARY, 1998 – FEBRUARY, 2000 CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN SERVICES SENIOR DEPARTMENTAL PERSONNEL OFFICER Manage the Department's comprehensive personnel program, including examinations, classification, workers' compensation, ADA, payroll, personnel operations, employee/labor relations, staff development, and personnel policy development; manage department's Staff Development Section which provides a wide range of program specific and general training for all levels of staff and management. Develop, manage and maintain budget of over \$11 million (HR) with an administrative budget of over \$40 million. JUNE, 1995 - JANUARY, 1998 LOS ANGELES COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES DIVISION CHIEF, HUMAN RESOURCES Manage a comprehensive integrated personnel program, Space Management functions and the Office of Human Rights, the Department's internal affairs investigative body. Space management functions include facilities acquisition, maintenance, space design and reconfiguration, furniture acquisition and voice communication installation. The Office of Human Rights conducts investigations into allegations of employee misconduct, harassment complaints and casework appropriateness related to cases in litigation and child deaths. Develop and manage budgets for these major sections. Maintain overall responsibility for over 90 staff. Departmental budget \$987,918,000; administrative budget \$445,371,000. JANUARY, 1994 - JUNE, 1995 PERSONNEL OFFICER Develop and administer a comprehensive integrated personnel program for the Department. Responsible for all aspects of Personnel, including development and implementation of policies and standards, employee relations, recruitment and selection, classification, employee benefits, item monitoring, workers' compensation and employee health and safety, and payroll; serve as principal departmental representative at labor negotiations; develop and manage Personnel Section budget; manage the Headquarters Office Support Section which includes mail collection/distribution, supplies; parking and

general office management. MAY, 1989 – JANUARY, 1994 SR. DEPARTMENTAL EMPLOYEE RELATIONS REPRESENTATIVE Responsible for managing and directing technicians and Departmental Civil Service Representative in performing personnel activities in the areas of employee relations, affirmative action, recruitment, grievances, Civil Service Commission matters, and personnel policy development and interpretation. Develop Personnel Manual material and keep it updated as needed. Advise management of appropriate action to take on matters of employee misconduct, poor performance, etc. Act as Department's representative at negotiations. Serve as Department's advocate at Civil Service hearings. Assume responsibility as Personnel Officer in his absence. Recruit Children's Social Workers for areas targeted as hardest to recruit for and those that have the highest employee turnover. Responsible for all aspects of the Department's specialized recruitment program, including research, design, implementation and administration. Develop innovative ways to examine the problems of attracting and retaining social workers who have an interest in YVONNE S. HUDSON-HARMON RESUME OF QUALIFICATIONS Page 3 the welfare of the community for which we are trying to recruit and arrive at solutions. Perform a variety of technical personnel related assignments as needed, including analyzing and making recommendations on matters pertaining to classification, performance based pay, and policy.

MARCH, 1985 - MAY, 1989 HEAD DEPARTMENTAL PERSONNEL TECHNICIAN Responsible for managing and directing technicians, supervisory and clerical staff in the performance of personnel activities in the areas of payroll, personnel processing, recruitment, exams, workers' compensation, classification, occupational health, salary and employee benefits. Supervise the development and application of personnel and departmental policies and procedures and evaluate their effectiveness. Coordinate training in the areas of examining and appraisal of promotability. Confer with management, supervisors, employees and employee groups on matters concerning personnel problems, procedures and regulations. Evaluate performance of technicians and supervisory staff. Prepare annual Personnel budget. Assume responsibility as Personnel Officer in his absence. SEPTEMBER, 1979 - FEBRUARY, 1985 LOS ANGELES COUNTY PUBLIC LIBRARY PRINCIPAL DEPARTMENTAL PERSONNEL ASSISTANT Perform various technical personnel duties including formulation of procedures and documents to ensure the efficient operation of the personnel office. Supervise the daily operation of the personnel office including maintenance of personnel documents and records. Interpret Civil Service Rules, Salary Ordinance and County Code. Coordinate department exams. Counsel employees and management with work related, retirement, or personal problems. Coordinate return-to-work program. Prepare routine and special reports. Assist with the preparation of the personnel budget. Maintain item control. Handle various technical writing assignments. NOVEMBER, 1977 - SEPTEMBER, 1979 LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES DEPARTMENTAL PERSONNEL ASSISTANT Supervise the processing of incoming and outgoing employees including incoming reports, outgoing reports, bilingual bonus certification, retirement processing, maintenance of personnel files and records. Compile periodic statistical reports of hires, terminations, retirements, ethnic distribution and bilingual bonus recipients. Interpret provisions of the salary ordinance for employees and supervisors. Assist in conducting clerical examinations. Supervise correction of payroll exceptions. EDUCATION

JUNE, 1986 BACHELOR OF ARTS DEGREE - MANAGEMENT University of Redlands Redlands, CA
JUNE, 1981 ASSOCIATE OF ARTS DEGREE - BUSINESS MANAGEMENT West Los Angeles College Culver City, CA
SEPTEMBER, 2005 CERTIFICATE IN PUBLIC PLAN POLICY EMPLOYEE PENSIONS International Foundation of Employee Benefit Plans (IFEBP)
MARCH, 2007 CERTIFICATE IN PRINCIPLES OF PENSION MANAGEMENT California Association of Public Retirement Systems (CALAPRS)
PROFESSIONAL ORGANIZATIONS • Society of Human Resource Managers (SHRM) • International Foundation of Employee Benefit Plans (IFEBP) • National Association of Government Defined Contribution Administrators (NAGDCA) • California Association of Public Retirement Systems (CALAPRS) • National Forum for Black Public Administrators (NFBPA)

Please click the acknowledgement below.

Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.

I Agree *

RESUME OF QUALIFICATIONS

YVONNE S. HUDSON-HARMON

e-mail address:

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EMPLOYMENT HISTORY

AUGUST 2012 – AUGUST 2015

CITY OF OAKLAND

OFFICE OF THE CITY ATTORNEY

LEGAL ADMINISTRATIVE SERVICES MANAGER

Manage administrative services division of the City Attorney's office including budget development and monitoring, personnel, payroll, contract administration, record system management, information technology and other administrative functions. Develop administrative policy and provide direction and supervision to support staff.

JANUARY 2005 – August 2012

CITY OF OAKLAND

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

RETIREMENT AND BENEFITS DIVISION

HUMAN RESOURCE MANAGER

Direct, coordinate, supervise and evaluate staff and activities related to the City's retirement systems, Oakland Municipal Employees Retirement System (OMERS), Police and Fire Retirement System (PFRS) and CalPERS, and the comprehensive health and welfare benefits program for active and retired employees. Serve as senior staff to the OMERS and PFRS Boards including preparing for and managing regular and committee meetings, carrying out requests for information, managing and reporting out on their administrative budgets, direct and participate in the development of Requests for Proposal to secure various vendors as requested by the Boards; conduct complex research, prepare and present reports to the Boards and to City Council; direct and participate in developing and interpreting personnel policy, procedures, City Charter provisions, etc.; coordinate services of external consultants and other vendors providing services to administer the retirement and benefits programs; provide leadership and direction to staff in administering payroll and benefits activities for retirees and their dependents and in administration of daily operational activities. Act as HR Director when required.

FEBRUARY 2004 – JANUARY 2005

CITY AND COUNTY OF SAN FRANCISCO HUMAN SERVICES AGENCY

SENIOR DEPARTMENTAL PERSONNEL OFFICER

Manage the Department's comprehensive personnel program, including examinations, classification, workers' compensation, ADA, payroll, personnel operations, employee/labor relations, staff development, and personnel policy development; manage department's Staff Development Section which provides a wide range of program specific and general training for all levels of staff and management. Develop, manage and maintain an HR budget of over \$11 million, with an administrative budget of over \$40 million.

APRIL, 2001 – FEBRUARY, 2004

CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

HEALTH SERVICE SYSTEM (HSS)

DEPUTY DIRECTOR

Manage the City and County's comprehensive employee benefits program that provides medical, dental and other benefits for active employees, retirees and their dependents. HSS runs a self-funded, self-administered PPO Indemnity Plan and maintains a Charter-created trust fund with a net balance of approximately \$16 million which is administered by a seven member Board of trustees consisting of mayoral, labor, Board of Supervisor and retiree appointees and the City Attorney's designee. The HSS currently services over 110,000 lives.

Develop, manage and maintain the HSS operating budget of approximately \$6 million; direct the preparation, solicitation and review of contracts for materials and vendor services; coordinate the develop of a new benefits administration system in conjunction with the Department of Human Resources Information Technology Division. Total staff size: 61

FEBRUARY, 2000 – APRIL, 2001
CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES
HEALTH SERVICE SYSTEM (HSS)
ASSISTANT DEPUTY DIRECTOR

Manage the City and County's comprehensive employee benefits program that provides medical, dental and other benefits for active employees, retirees and their dependents. HSS runs a self-funded, self-administered PPO Indemnity Plan and maintains a Charter-created trust fund with a net balance of approximately \$16 million which is administered by a seven member Board of trustees consisting of mayoral, labor, Board of Supervisor and retiree appointees and the City Attorney's designee. The HSS currently services over 110,000 lives. Develop, manage and maintain the HSS operating budget of approximately \$6 million; direct the preparation, solicitation and review of contracts for materials and vendor services.

FEBRUARY, 1998 – FEBRUARY, 2000
CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN SERVICES
SENIOR DEPARTMENTAL PERSONNEL OFFICER

Manage the Department's comprehensive personnel program, including examinations, classification, workers' compensation, ADA, payroll, personnel operations, employee/labor relations, staff development, and personnel policy development; manage department's Staff Development Section which provides a wide range of program specific and general training for all levels of staff and management. Develop, manage and maintain budget of over \$11 million (HR) with an administrative budget of over \$40 million.

JUNE, 1995 - JANUARY, 1998
LOS ANGELES COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES
DIVISION CHIEF, HUMAN RESOURCES

Manage a comprehensive integrated personnel program, Space Management functions and the Office of Human Rights, the Department's internal affairs investigative body. Space management functions include facilities acquisition, maintenance, space design and reconfiguration, furniture acquisition and voice communication installation. The Office of Human Rights conducts investigations into allegations of employee misconduct, harassment complaints and casework appropriateness related to cases in litigation and child deaths. Develop and manage budgets for these major sections. Maintain overall responsibility for over 90 staff. Departmental budget \$987,918,000; administrative budget \$445,371,000.

JANUARY, 1994 - JUNE, 1995
PERSONNEL OFFICER

Develop and administer a comprehensive integrated personnel program for the Department. Responsible for all aspects of Personnel, including development and implementation of policies and standards, employee relations, recruitment and selection, classification, employee benefits, item monitoring, workers' compensation and employee health and safety, and payroll; serve as principal departmental representative at labor negotiations; develop and manage Personnel Section budget; manage the Headquarters Office Support Section which includes mail collection/distribution, supplies; parking and general office management.

MAY, 1989 – JANUARY, 1994
SR. DEPARTMENTAL EMPLOYEE RELATIONS REPRESENTATIVE

Responsible for managing and directing technicians and Departmental Civil Service Representative in performing personnel activities in the areas of employee relations, affirmative action, recruitment, grievances, Civil Service Commission matters, and personnel policy development and interpretation. Develop Personnel Manual material and keep it updated as needed. Advise management of appropriate action to take on matters of employee misconduct, poor performance, etc. Act as Department's representative at negotiations. Serve as Department's advocate at Civil Service hearings. Assume responsibility as Personnel Officer in his absence.

Recruit Children's Social Workers for areas targeted as hardest to recruit for and those that have the highest employee turnover. Responsible for all aspects of the Department's specialized recruitment program, including research, design, implementation and administration. Develop innovative ways to examine the problems of attracting and retaining social workers who have an interest in

the welfare of the community for which we are trying to recruit and arrive at solutions. Perform a variety of technical personnel related assignments as needed, including analyzing and making recommendations on matters pertaining to classification, performance based pay, and policy.

MARCH, 1985 - MAY, 1989

HEAD DEPARTMENTAL PERSONNEL TECHNICIAN

Responsible for managing and directing technicians, supervisory and clerical staff in the performance of personnel activities in the areas of payroll, personnel processing, recruitment, exams, workers' compensation, classification, occupational health, salary and employee benefits. Supervise the development and application of personnel and departmental policies and procedures and evaluate their effectiveness. Coordinate training in the areas of examining and appraisal of promotability. Confer with management, supervisors, employees and employee groups on matters concerning personnel problems, procedures and regulations. Evaluate performance of technicians and supervisory staff. Prepare annual Personnel budget. Assume responsibility as Personnel Officer in his absence.

SEPTEMBER, 1979 - FEBRUARY, 1985

LOS ANGELES COUNTY PUBLIC LIBRARY

PRINCIPAL DEPARTMENTAL PERSONNEL ASSISTANT

Perform various technical personnel duties including formulation of procedures and documents to ensure the efficient operation of the personnel office. Supervise the daily operation of the personnel office including maintenance of personnel documents and records. Interpret Civil Service Rules, Salary Ordinance and County Code. Coordinate department exams. Counsel employees and management with work related, retirement, or personal problems. Coordinate return-to-work program. Prepare routine and special reports. Assist with the preparation of the personnel budget. Maintain item control. Handle various technical writing assignments.

NOVEMBER, 1977 - SEPTEMBER, 1979

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES

DEPARTMENTAL PERSONNEL ASSISTANT

Supervise the processing of incoming and outgoing employees including incoming reports, outgoing reports, bilingual bonus certification, retirement processing, maintenance of personnel files and records. Compile periodic statistical reports of hires, terminations, retirements, ethnic distribution and bilingual bonus recipients. Interpret provisions of the salary ordinance for employees and supervisors. Assist in conducting clerical examinations. Supervise correction of payroll exceptions.

EDUCATION

JUNE, 1986	BACHELOR OF ARTS DEGREE - MANAGEMENT University of Redlands Redlands, CA
JUNE, 1981	ASSOCIATE OF ARTS DEGREE - BUSINESS MANAGEMENT West Los Angeles College Culver City, CA
SEPTEMBER, 2005	CERTIFICATE IN PUBLIC PLAN POLICY EMPLOYEE PENSIONS International Foundation of Employee Benefit Plans (IFEBCP)
MARCH, 2007	CERTIFICATE IN PRINCIPLES OF PENSION MANAGEMENT California Association of Public Retirement Systems (CALAPRS)

PROFESSIONAL ORGANIZATIONS

- Society of Human Resource Managers (SHRM)
- International Foundation of Employee Benefit Plans (IFEBCP)
- National Association of Government Defined Contribution Administrators (NAGDCA)
- California Association of Public Retirement Systems (CALAPRS)
- National Forum for Black Public Administrators (NFBPA)

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Approved as to Form and Legality

City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

RESOLUTION CONFIRMING THE MAYOR'S REAPPOINTMENT OF YVONNE HUDSON-HARMON TO THE CIVIL SERVICE BOARD

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. 8979 C.M.S., adopted April 2, 1974 and amended by Ordinance No. 11777 C.M.S. (passed March 14, 1995) and Ordinance No. 13120 C.M.S. (passed June 5, 2012), created the Civil Service Board to hear employee disciplinary appeals, to study, investigate and research other personnel matters, and to make reports and recommendations to the City Administrator; and

WHEREAS, the Civil Service Board consists of seven members serving three-year staggered terms with no more than two terms served consecutively; and

WHEREAS, the Honorable Mayor Libby Schaaf has reappointed Beverly A. Williams and Yvonne Hudson-Harmon to the Civil Service Board to serve a three-year term on the Civil Service Board 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 reappointment of:

Yvonne Hudson-Harmon is reappointed to the Civil Service Board to serve a term beginning May 5, 2018 and ending May 4, 2021, retaining the seat she currently holds.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL-WASHINGTON, GALLO, GIBSON MCELHANEY,
GUILLÉN, KALB, KAPLAN AND PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LATONDA SIMMONS
City Clerk and Clerk of the City of Oakland