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OAKLAND

CITY OF OAKLAND



2009 OCT -8 PM 5: 23

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

Office of the Mayor
Honorable Ronald V. Dellums
Mayor

(510) 238-3141
FAX (510) 238-4731
TDD (510) 238-3254

Letter of Appointment

October 20, 2009

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

Dear President Brunner and members of the City Council:

Pursuant to City Charter section 601, the Mayor has appointed the following person as member of the following Board or Commission, subject to City Council confirmation:

Citizen's Police Review Board

Elizabeth Diaz (Alternate Youth), Mayoral appointment to serve the term beginning February 16, 2009 and ending February 15, 2011 filling a new seat.

Carl Swanson, Mayoral appointment to serve the term beginning February 16, 2009 and ending February 15, 2011, filling the seat previously held by Qa'id Aqeel.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Ronald V. Dellums". The signature is written in a cursive, flowing style.

Ronald V. Dellums
Mayor

CARL EDWARD SWANSON II

WORK EXPERIENCE

HUMAN RESOURCES GENERALIST
CHILDREN'S HOSPITAL & RESEARCH CENTER OAKLAND

MARCH 2007-PRESENT
Oakland, CA

- Conducts internal investigations, responding to labor and management issues
- Participates in the development and implementation of HR policies and procedures
- Assists in prep for union contract negotiations, grievance hearings and arbitration
- Advises management on administrative procedures, contract interpretation, and labor agreements/updates
- Facilitates New Employee Orientation
- Coordinates employee recognition functions
- Manages HR Compliance tracking

ADMINISTRATIVE ASSISTANT
KELLY SERVICES

JULY 2006-MARCH 2007
Oakland, CA

- Children's Hospital & Research Center Oakland
 - Updated job description and compensation binders for Benefits and Compensation
 - Provided wage and hour update summaries for the Director of Labor and Employee Relations
 - Purged and updated personnel files
 - Responded to general HR inquiries

INDEPENDENT BUSINESS CONSULTANT

FEBRUARY 2006- JUNE 2006
Washington, DC

- Utilized private and public databases in locating federal contract opportunities for RD Strategies
- Created the Articles of Organization and Operating Agreement submitted to the Secretary of State for approval of LLC status for Real Talk Music, LLC

HUMAN RESOURCES ADMINISTRATIVE CLERK
Office of Chief Counsel, IRS

MAY 2004-FEBRUARY 2006
Washington, DC

- Received and processed employment applications for job requisitions
- Maintained the database which housed attorney applications for both the Honors and Lateral programs
- Prepared Workforce Management for the OPM audit of Delegated Examining Unit Positions
- Scheduled on-campus recruitment programs for the Attorney Recruitment Division
- Assisted in preparation for open enrollment

EDUCATION

B.A. POLITICAL SCIENCE -IN PROGRESS
San Jose State University (Spring 2007-Fall 2008)
Howard University (Fall 2003-Spring 2006)

San Jose, CA
Washington, DC

SKILLS/CERTIFICATIONS

2008 Labor Arbitration Institute on Labor Law and Labor Arbitration
Microsoft Office: Word, Excel & PowerPoint Proficient

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APPROVED FOR FORM AND LEGALITY

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CITY ATTORNEY

DRAFT OAKLAND CITY COUNCIL

DRAFT

RESOLUTION No. _____ C.M.S.

**RESOLUTION APPOINTING ELIZABETH DIAZ AND CARL SWANSON, AS MEMBERS OF
THE CITIZEN'S POLICE REVIEW BOARD**

WHEREAS, Ordinance No. 11905 C.M.S. creates the Citizen's Police Review Board, whose members are nominated by the Mayor and approved by the City Council; and

WHEREAS, Ordinance No. 11905 C.M.S. specifies that members of the Citizen's Police Review Board are to serve 2-year terms, which are to be staggered so that some appointments will expire every year, and appointments to fill a term of office are only to be for the remainder of that term; now, therefore, be it

RESOLVED, that by the nomination of the Mayor, the following individuals are hereby appointed to the term set forth below:

Elizabeth Diaz (Alternate Youth), Mayoral appointment to serve the term beginning February 16, 2009 and ending February 15, 2011 filling a new seat.

Carl Swanson, Mayoral appointment to serve the term beginning February 16, 2009 and ending February 15, 2011, filling the seat previously held by Qa'id Aqeel.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES- KERNIGHAN, NADEL, QUAN, DE LA FUENTE, BROOKS, REID, KAPLAN,
AND PRESIDENT BRUNNER

NOES-

ABSENT-

ABSTENTION-

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of the Council
of the City of Oakland, California