

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

April 19, 2021

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

Dear President Bas 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

Michael Brown, to a four-year term beginning May 5, 2021 and ending May 4, 2025, filling a vacant seat.

Brooke Levin, to a four-year term beginning May 5, 2021 and ending May 4, 2025, filling the seat previously held by herself.

Carmen Martinez, to a four-year term beginning May 5, 2021 and ending May 4, 2025, filling the seat previously held by herself.

Beverly Williams, to a four-year term beginning May 5, 2021 and ending May 4, 2025, filling the seat previously held by herself.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Libby Schaaf".
Libby Schaaf
Mayor

Profile

Michael

First Name

L

Middle Initial

Brown

Last Name

[Redacted]@aol.com

Email Address

[Redacted]

Street Address

Suite or Apt

Oakland

City

CA

State

94605

Postal Code

Mobile: (415) [Redacted]

Primary Phone

Home: (510) [Redacted]

Alternate Phone

City and County of SF Public Health

Employer

(Retiree) Director of Human Resources

Job Title

Which Boards would you like to apply for?

Civil Service Board: Submitted

Interests & Experiences

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

My background demonstrates a deep knowledge of the practice of human resources within a complex structure that includes a civil service system. I have experience making high level management decisions that equitably considered the interrelationships between all stakeholders, employees, unions, management, CSC Rules, SF Charter, Board of Supervisors Ordinances, policies and procedures. I believe that my experience and analytical ability will prove beneficial for the Oakland Civil Service Board and simultaneously provide a positive way for me to support the City where I reside.

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.

Resume.pdf

Upload a Resume

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

MICHAEL L. BROWN 11163 Elvessa Street Oakland, California 94605 EDUCATION San Francisco State University 1970 – 1976 Graduated with B.A. in General Biology WORK EXPERIENCE Director of Human Resources, San Francisco Department of Public Health November 4, 2019 – January 31, 2021 (Retired) Served as the Director of Human Resources for the largest San Francisco city department with an operating budget of over \$2.7 billion with approximately 8,000 employees. Managed over 100 plus employees in decentralized locations for HR: Operations, Payroll, Merit Examinations, Equal Employment Opportunity, Workforce Development, Labor Relations and Occupational Health and Safety. Provided consultation for the Department Head, executive leadership and represented the Department before the Board of Supervisors, Civil Service Commission, Mayor's Office and in litigation. Department Head/Director, San Francisco Civil Service Commission January 5, 2015 – November 3, 2019 Appointed as the Department Head and Executive Officer to the Civil Service Commission (CSC). The Commissions' role is to act as the appellate body for merit system matters under their jurisdiction. I provided day-to-day oversight, policy direction and guidance to the Department of Human Resources (DHR) on merit system matters, while collaboratively ensuring citywide conformity with CSC Rules, Charter provisions and adherence to transparency requirements. In addition, I conducted audits and investigations into alleged merit system violations and issued a mandated plan of correction for violations; managed the provisions of the city's Employee Relations Ordinance concerning the city's relationships with organized labor; provided trainings, and presentations before the Commission, Board of Supervisors, Department Heads, Mayor; and represented the CSC within city government, mediation and litigation proceedings. Managed five (5) staff, and five (5) Commissioners with a \$1.4 million budget. Director of Labor Relations, San Francisco Department of Public Health 2010 – December 2014 Manager of Labor Relations, San Francisco Department of Public Health January 1996 - 2010 Sr. Human Resources Analyst, San Francisco Department of Public Health April 1992 – December 1995 Responsible for interpretation, administration and enforcement of negotiated Collective Bargaining Agreement provisions, CSC Rules, City Ordinances, Policies and Procedures, including State and Federal laws affecting the public sector. Provided case management for complex employment cases. Represented the Department in negotiations, arbitrations, mediation, discipline, grievance, settlement, and PERB hearings. Developed and conducted trainings on new contract provisions, employment laws, rules, policies and regulations affecting the public sector. Assistant Personnel Analyst and Personnel Analyst, Civil Service Examinations 1988 – 1992 Conducted job analysis, developed, administered merit system exams and reviewed statistical analysis to identify disparate impact. Represented the Department on matters of appeal before the Civil Service Commission. REFERENCES AVAILABLE UPON REQUEST

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 *



PROFILE

Michael Brown returned to the Department of Public Health in November of 2019 to assist with a hiring crisis. There was a high vacancy rate and slow process for hiring nursing staff and other non-clinical classifications. By February 2020, the COVID-19 pandemic emergency required an immediate response. Under his direction, he accomplished hiring over 300 nurses, plus over 150 other clinical and non-clinical staff including patient care assistants, porters, food service workers and other needed staff within a 90-day period, significantly reducing vacancies in preparation for an anticipated COVID-19 surge.

Previously, he was sworn in under Mayor Ed Lee as the Executive Director and Department Head for the Civil Service Commission (CSC) in San Francisco. In that capacity he served for five (5) years as the custodian and authority over the city's Civil Service merit system rules, represented the five (5) member Commission throughout government, managed the complexities of the Employee Relations Ordinance for bargaining units, and oversaw the modernization of the Civil Service policies. He developed and implemented the first CSC Family and Relationship Policy.

Prior to his appointment at the Civil Service Commission, he worked at the Department of Public Health for 23 years and rose through the ranks to become the Director of Labor Relations and Lead Negotiator for Public Health related contracts. He represented the City's largest Department in matters of litigation, mediation, arbitration, labor negotiations and collaborated with the City Attorney's Office in managing high profile and complex cases.

Michael Brown has been a pioneer in reviewing city policies and procedures with an equity lens, within both Civil Service Commission and Public Health, by exploring ways to reduce disparate outcomes. He has served as a mentor, trainer and consultant for employees, supervisors, managers, executive leadership and labor organizations during his 35-year career with the City and County of San Francisco. His plan is to continue his supportive work in the public sector as a retiree.

CONTACT

PHONE: (415) 722-7407 Cell
EMAIL: mbz4mlb@aol.com

MICHAEL L. BROWN

Oakland, California 94605

EDUCATION

San Francisco State University

1970 – 1976 Graduated with B.A. in General Biology

WORK EXPERIENCE

Director of Human Resources, San Francisco Department of Public Health
November 4, 2019 – January 31, 2021 (Retired)

Served as the Director of Human Resources for the largest San Francisco city department with an operating budget of over \$2.7 billion with approximately 8,000 employees. Managed over 100 plus employees in decentralized locations for HR: Operations, Payroll, Merit Examinations, Equal Employment Opportunity, Workforce Development, Labor Relations and Occupational Health and Safety. Provided consultation for the Department Head, executive leadership and represented the Department before the Board of Supervisors, Civil Service Commission, Mayor's Office and in litigation.

Department Head/Director, San Francisco Civil Service Commission
January 5, 2015 – November 3, 2019

Appointed as the Department Head and Executive Officer to the Civil Service Commission (CSC). The Commissions' role is to act as the appellate body for merit system matters under their jurisdiction. I provided day-to-day oversight, policy direction and guidance to the Department of Human Resources (DHR) on merit system matters, while collaboratively ensuring citywide conformity with CSC Rules, Charter provisions and adherence to transparency requirements. In addition, I conducted audits and investigations into alleged merit system violations and issued a mandated plan of correction for violations; managed the provisions of the city's Employee Relations Ordinance concerning the city's relationships with organized labor; provided trainings, and presentations before the Commission, Board of Supervisors, Department Heads, Mayor; and represented the CSC within city government, mediation and litigation proceedings. Managed five (5) staff, and five (5) Commissioners with a \$1.4 million budget.

Director of Labor Relations, San Francisco Department of Public Health
2010 – December 2014

Manager of Labor Relations, San Francisco Department of Public Health
January 1996 - 2010

Sr. Human Resources Analyst, San Francisco Department of Public Health
April 1992 – December 1995

Responsible for interpretation, administration and enforcement of negotiated Collective Bargaining Agreement provisions, CSC Rules, City Ordinances, Policies and Procedures, including State and Federal laws affecting the public sector. Provided case management for complex employment cases. Represented the Department in negotiations, arbitrations, mediation, discipline, grievance, settlement, and PERB hearings. Developed and conducted trainings on new contract provisions, employment laws, rules, policies and regulations affecting the public sector.

Assistant Personnel Analyst and Personnel Analyst, Civil Service Examinations
1988 – 1992

Conducted job analysis, developed, administered merit system exams and reviewed statistical analysis to identify disparate impact. Represented the Department on matters of appeal before the Civil Service Commission.

REFERENCES AVAILABLE UPON REQUEST

Profile

Carmen L. Martinez
First Name Middle Initial Last Name

[Redacted]@pacbell.net
Email Address

[Redacted] Suite or Apt

Oakland CA 94611
City State Postal Code

Mobile: (510) [Redacted] Home: (510) [Redacted]
Primary Phone Alternate Phone

Notre Dame de Namur University Library Director
Employer Job Title

Which Boards would you like to apply for?

Civil Service Board: Submitted

Interests & Experiences

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

My long career as a Library Administrator, my 13 years with City of Oakland as Library Director and 3 years as Interim Director for the Alameda County Library System have prepared me well for the kinds of Civil Service related business and issues that require Board action. I enjoy and appreciate the importance of quorums, intelligent discussion, and voting on sound decisions that keep board policy active and moving forward. My recent year on the Board has given me enormous exposure to how the Board operates and I look forward to another term in service to City of Oakland.

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.

CM Resume Revised April 2020.doc
Upload a Resume

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

Please click the acknowledgement below.

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I Agree *

Carmen Lorena Martínez

██████████ • Oakland, CA 94611
██████████ net Mobile (510) ██████████ • Home (510) ██████████

PROFESSIONAL EXPERIENCE

- **Interim Academic Library Director**
February 2019 - Present

Gellert Library, Notre Dame de Namur University

Contract employee for small academic library in Belmont California. Reporting to university provost, act as advisor and supervisor to staff during current downsizing and potential closure of the campus.

- **Interim County Librarian** **May 2014 - Sept 2017**

Alameda County Library

As Interim County Librarian, provided executive management services to the 10-branch system that includes services to jails and Juvenile Hall. Hired pending recruitment and appointment of a permanent county librarian.

Under the director of the Alameda County Board of Supervisors and the County Administrator, I quickly became familiar with the \$34M budget, library service contracts with 4 cities and a serious vacancy factor (90 FTE). Directed staff investigations leading to terminations, hired 46 new staff in year one, increased hours by opening every branch on Sunday, coached, trained, and mentored new mid-management team, and assisted with recruitment to successfully hire new County Library Director.

- **Professional Services Contract Employee** **December 2012 - March 2014**

*City of Oakland and Oakland Public Library
Oakland, CA*

As a Contract employee my duties were driven by projects, including development of a \$1.49m federal grant for the African American Museum and Library at Oakland, as well as assisting Oakland Public Library Director with logistics relative to hosting the California Library Association Conference in Oakland, November 2014.

- **DIRECTOR** **October 2000 - December 2012**
*Oakland Public Library
Oakland, CA*

Executive Senior Staff Classification working under administrative direction of the City Administrator and Mayor. Exercised direction and management over 216 full-time equivalent supervisory, professional, technical and other assigned staff. Responsible for operations of the City's Main Library, seventeen branches, the African American Museum and Library, and Second Start Literacy Center. Managed library service contracts with the cities of Piedmont and Emeryville. Developed and managed the Library's \$22m budget, strategic planning, management initiatives and grant proposals. Served as the City's liaison to schools, community, and neighborhood-based organizations, Boards, Commissions and Advisory Councils. Managed 25% Budget Reductions without

layoffs. Greatest accomplishment: building a largely grant funded state of the art 22,000 square foot "Lead Gold" Community Public Library in East Oakland.

Retired from City Service, December 14, 2012

- **DIRECTOR OF BRANCHES**
1992 - 2000

Los Angeles Public Library
Angeles, CA

Los

As Director of one of the four divisions for the Los Angeles Public Library, my duties included planning, organizing, and directing the work of professional and para-professional library personnel who provided services to the public through a network of 67 branch libraries located throughout the City of Los Angeles. I was responsible for daily operations of the branches, managed through a mid-level management team of six Principal Librarians. As part of the City

Librarian's Management Team, I was involved in all phases, from design to dedication, of a 32- branch capital construction program.

- **ASSISTANT COUNTY LIBRARIAN**
1989-1992

Orange County Public Library

Santa Ana, CA

Assisted the County Librarian in planning, directing, and organizing the operations of the Orange County Public Library, a library system of 27 branch libraries located throughout the county and operated through joint governmental partnerships with 14 cities in Orange County. Responsible for development of operational procedures, and development and preparation of the library's \$26 million budget.

- **ACTING COUNTY LIBRARIAN**
1990-1991

Orange County Public Library

Santa Ana, CA

As Acting County Librarian for 11 months, I had full responsibility for directing all operations and programs of the Orange County Public Library, a system of 27 branch libraries. Under direction of the General Services Director, I maintained relations with elected and appointed county and city officials, public agencies, Friends of the Library, and the Library Foundation. In addition, I had responsibility for management of the Library's Master Plan, and opened 6 new libraries during my tenure.

EDUCATION

- **MLIS MASTER OF LIBRARY SCIENCE**
1974

California State University, Fullerton
Fullerton, CA

School of Mexican American Library Science, a unique program which provided traditional Library Science coursework with emphasis on community activism, advocacy, literacy, and social equity issues in libraries.

- **B.A. SPANISH LANGUAGE AND LITERATURE** **1971-1973**

California State University, Hayward

Hayward, CA

- **CERTIFICADO DE SUFICIENCIA DE LENGUA** **1970-1971**
University of Barcelona, Spain
- **MANAGEMENT TRAINING**
1985 - Present
Various management courses and certificates, including completion of the
UCLA
Management Extension Courses series.

PROFESSIONAL AFFILIATIONS**American Library Association - Member****1980 - Present**

Served on various committees, panels, and programs, as well as proposal evaluator for various grants and NEH funded programs. *Speaker: 2008 National Conference. "Teen Advocacy - The Oakland Public Library's Youth Leadership Council."*

California Library Association - Member**1974 - Present**

Speaker. 2006 State Conference: "Community Support - the Key to Securing the Future of Public Libraries"

Public Library Association - Member**1990 - Present**

Served as Chair and member of various committees: Leonard Wertheimer Multilanguage Award, PLA Recruitment of Public Librarians Report, PLA Present's Program, and the PLA Bylaws Committee, 2006-2008. *Speaker. 2006 National Conference, "Teen Services @the Oakland Public Library" And 2008 National Conference, "Library Master Planning in Oakland California"*

Urban Library Council (ULC) - Member**2000 - Present**

Speaker, May 2007, "Building Vibrant Neighborhoods: How the Oakland Public Library Serves Our Immigrant Populations."

REFORMA - Member**1978 - Present**

The National Association to Promote Library Services to the Spanish speaking. Treasurer, 1990-1992.

BOARD APPOINTMENTS

- Commissioner, City of Oakland Civil Service Board **May 2018- Present**
- California Cultural and Historic Endowment Board **May 2006- Present**
Appointed by House Speaker.
- "Distinguished Judge" - An Artistic Discovery **April 2007-09**
Congressmember Barbara Lee's Annual Fine Arts Competition
For High Schools, 9th District
- Bay Area Library and Information System, Chairperson **July 2010 -June 2013**
- Pacific Library Partnership (PLP), Member, Executive Board **May 2011 - June 2013**

References available upon request.

Brooke A. Levin
Oakland, CA

cell

@yahoo.com

Objective

- To have a positive, sustainable impact by improving my community. To continue bringing innovative approaches to managing public resources. A strategic thinker, problem solver and leader that wants results that improve the quality of life in the community.

Major Qualifications

- Director of Public Works from 2013-2017, managing 750 FTE, operating budget of \$194 million dollars and Capital Budget of \$40 million dollars.
- Managed challenging budgets that required major reductions and operational changes
- Served on the Executive Committee for the APWA Accreditation and re-Accreditation processes
- Managed two Citywide ballots for increasing the City's Landscape and Lighting Assessment District which funds the maintenance of parks, street lighting and trees
- Had a lead role in the design and implementation of Agency re-organizations
- Extensive emergency management experience (Oakland Hills Firestorm, Landslides, Civic Unrest, 580 Freeway Collapse, Occupy Oakland) Trained at CSTI on Earthquake response
- Managed the franchise for Solid Waste removal for all residential and commercial properties in Oakland
- Managed the Zero Waste Franchise procurement for a new solid waste, organics, recycling and landfill contracts.
- Extensive experience in working on a variety of contracts and inter-agency agreements
- Worked on labor related issues with four unions including as a member of the management team in contract negotiations and managed complex employee relations issues
- Twenty-six years of experience in the environmental field including overseeing the City of Oakland's Clean Water Program, Watershed and Waterways, Environmental Compliance and Remediation, Recycling and Solid Waste and Sustainability Programs
- Responsible for oversight of a number of formal boards, commissions and currently work with an elected Mayor, City Council and City Administrator
- Policy Advisor to the Mayor, City of Oakland: Public Works and Planning related issues
- City Planning for six municipal governments in Northern California and New Mexico

Professional Experience

Brooke A. Levin, Artist

Artist and owner of a small Oakland business. My work includes art made from re-purposed materials and found objects. Creations include Art Boxes, "Energy Bells" for clearing space of stuck energy, "Rio Charms", Tins, Pocket Altars, Color Pencil and Collage art. The works are inspired by the community and the energy around me.

City of Oakland 1991-2017

Director of Public Works, June 2013-2017

Manage the Departments \$194 million dollar operating budget, CIP budget \$40 million dollars, 750-FTE in four Bureaus, Infra-structure & Operations, Facilities & Environment, Engineer & Construction and Administration. The Department is wide-ranging in its responsibilities including maintenance, design and construction or transportation infrastructure (now part of a re-organization not a new Department), streets and sidewalks, trees, parks, Citywide fleet, solid waste and recycling collection for residents and businesses, stewardship, energy conservation, City facility security, maintenance and operations, sewer collection system, drainage, electrical street lights, signals and traffic maintenance, sustainability, and operating a full service Call Center.

Assistant Director, Public Works Agency, March 2004-June 2013

Manage the Department of Facilities and Environment (DFE), \$60 million dollar budget, four divisions with 300+ full time staff. The DFE's charge is to clean and enhance the built environment. My key areas of responsibility include maintaining and operating 300 city facilities, including those at City Parks, Libraries, Fire Stations, Police Administration, City Hall Complex, and the Public Works Service Centers. The DFE is also responsible for street cleaning, illegal dumping, graffiti abatement, park maintenance, tree service, median maintenance, administration of solid waste and recycling contracts, sustainability, energy efficiency and environmental remediation and compliance services. The DFE facilitates volunteer participation in community beautification and clean-up activities such as adopt-a-spot (creeks, parks, drains, and blocks) programs.

Key Work:

- Manage 300 City facilities, structures in compliance with all building and health codes and review and comment on all major CIP projects
- Provide maintenance of 640 acres of developed parks and 1,000 acres of open space, streetscapes and grounds at city facilities
- Provide environmental site assessment, compliance and remediation services to the City and Redevelopment Agency (now Successor Agency)
- Maintain and enhance the cleanliness, health and appearance of City streets and neighborhoods through street sweeping, illegal dumping removal, weed abatement and graffiti removal

- Oversee community volunteer programs with over 87,000 volunteer hours annually
- Manage the Solid Waste and recycling contracts for residential and commercial Citywide
- Manage the Zero Waste Procurement for new recycling, solid waste, organics and landfill contracts
- Oversee energy efficiency programs and the stimulus funding for City projects
- Created and now oversee the City's Sustainable Oakland program that facilitates Oakland's sustainable development through innovative programs and practices

Environmental Services Manager, 1994-2004

Managed a \$12 million dollar annual budget, 25 full time staff and three major environmental program areas. Responsible for Oakland's water quality programs, environmental compliance and remediation and recycling and solid waste services. Acted as lead negotiator and administrator on major contracts, train and supervise professional and technical staff. Had a leadership role on various citywide efforts to improve process and streamline the bureaucracy. Analyze and make recommendations on federal, state and local environmental legislation. Have experience as lead staff for an appointed board, the Environmental Affairs Commission and the Lake Merritt Water Quality Review Committee.

Key work:

- Created the first Environmental Services Division
- Managed implementation of the Creek Protection Storm Water Ordinance (which regulates public/private property development in reference to storm water management and creek protection)
- Actively solicited grant funding from local, state and federal agencies to leverage local resources for creek restoration and watershed planning, recycling and other programs
- Coordinated the Countywide Clean Water Permit
- Responsible for developing and implementing commercial and residential (140,000 customers) solid waste and recycling programs and services to reach the City's adopted goal of 75% waste reduction

Assistant to the Mayor, Public Works and Planning, 1991-1994

Key Work:

- Advisor to the Mayor of Oakland for Public Works and Planning. Handled a wide range of issues and held a leadership role on major policy initiatives including the emergency support and restoration after the 1991 Oakland Hills Fire
- Held a lead role in the development of a strategic plan for Oakland (Oakland Sharing the Vision).
- Leadership role in the restoration after the 1991 Firestorm: Coordinated the Mayor's Emergency Preparation and Community Restoration Task Force, set-up the Disaster Assistance Center and worked with various stakeholders on the cleanup and rebuilding efforts.
- Created and staffed the Mayor's "We Mean Clean" citizen's task force established to find creative new ways to reduce litter and fight blight and grime.
- Delegate representing Oakland, California, winner of the National Civic League "All America City" designation.

Real Estate Appraiser, Donald Ashley and Associates 1985-1991

- Appraised commercial and specialty properties for public agencies

City Planner 1977-1984

- City Planner for the cities of Grants and Albuquerque, New Mexico and San Carlos, Millbrae, Belmont and Woodside, California

Education and Affiliations

- American Public Works Association Fellow
- B.U.S., University of New Mexico
- Charter Member, American Planning Association (retired)

Profile

Beverly

First Name

A.

Middle Initial

Williams

Last Name

[REDACTED]@ceb.ucla.edu

Email Address

[REDACTED]

Street Address

Suite or Apt

Oakland

City

CA

State

94603

Postal Code

Home: (510) [REDACTED]

Primary Phone

Mobile: (510) [REDACTED]

Alternate Phone

CEB (Continuation of the Bar)

Employer

Administrative Assistant

Job Title

Which Boards would you like to apply for?

Civil Service Board: Submitted

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

Currently servicing as a Commissioner on the Civil Service Board 2017 to present. Former Commissioner, Oakland Rent Board 2010 to 2017 serving as Chair/Vice-Chair alternately. Current Chair NCPC Beats 33X/34X all of which exposes me to the complexities a variety of areas for understanding the needs of the City of Oakland. Extensive Human Relations background.

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.

RESUME_FOR_BAW_Short_Version.docx

Upload a Resume

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

Administrative Assistant, Accounts Receivable responsible for processing cash receipts. Prior Position 11/2002 to 2/2010: Administrative Assistant, Accounts Payable responsible for all payables to vendors, responding to all related correspondence, reconciled vendor payments, and processed all AR actions, maintained all files. The position required collaboration and close contact with all in-house staff (e.g. managers, supervisors, and employees). Payables average up to \$500,000+ per month. Job changed due to company restructuring. Prior Position 2/1990 to 11/2002: Program Assistant planned programs for live/video programs for attorneys needing to meet their MCLE requirements, verifying program materials, preparing reports, responding to correspondence, set up banquets, maintained files, and set up telephone conference. Job changed to company restructure. Federal Government, Health and Human Services, Personnel Administration – Combined 20 plus years – short version: Staffing and Classification Specialist, Personnel Management Specialist, Employee Relations Specialist – highlighted responsibilities: • Developed recruiting methods; Located, screened, and referred qualified applicants for employment; Developed ranking criteria; Conducted Promotion Panels; Processed/Reviewed personnel actions; Developed/Revised guidelines, training materials, organizational charts and other informational materials; prepared a variety of reports; Identified classification and position management problems making recommendations for change; Special assignment working directly with Personnel Director conducting position management surveys and annual classification reviews; Regional Coordinator for Mandatory Placement Program (MPP); Maintained the Full Time Equivalency Monthly Report (FTE); Collaborated with departmental, regional, and inter office personnel on draft responses and proposed regulatory changes; Developed performance standards; Evaluated staff utilization and weaknesses; evaluated staffing needs, organizing work, cross training programs and work plan objectives; Provided Personnel training when necessary; Conducted quarterly on-site staff visits providing Employee Relations support to managers, supervisors and employees in the areas of procedural and regulatory compliance; Provided on-site counseling in the areas of employee conduct, work habits, leave abuse, indebtedness, involuntary separation, conflict of interest etc.; Advised managers and supervisors on performance standards, grievances, appeals, disciplinary and adverse actions, and reprimands, reviewing correctional actions; Workers Compensation Specialist; Provided training on various Employee Relations functions • Six month special development program on the job training on Labor Relations Current Volunteer Positions Held: Current Civil Service Board Commissioner 2017 to present– Oakland Current Chair, Board of Governors Love Center Ministries March 2018 – Oakland Current Community Leader/Advocate OPD Advisory Board Oakland Current Chair, NCPC Beats 33X/34X – Oakland Active Member Block By Block Organization Oakland One (BBBON) Former Chair/Vice-Chair, alternately, Commissioner Oakland Residential, Rent, and Relocation Board, 2010 to 2017 Oakland Former Community Leader, ACCE (Alliance of Californians for Community Empowerment), Oakland – emphasis on housing crises Former Urban Habitat Transportation for Justice Committee Moderator/Facilitator for Large Forums Former Board Member and Political Action Committee (PAC) Board Member ACORN Former Urban Strategies, Interim Board Member, Oakland Community Land Trust (OakCLT) Recognitions: Various Recognitions for service as Community Leader/Advocate Alameda Labor Council's 2009 Community Leadership Award Certificate of Recognition for Chapter Leader by Senator Ellen Corbett, District 10 – 2009 Alum Cohort, Boards and Commissions Institute Graduate (BCLI), Urban Habitat 2010 Education: BA Public Administration, Golden Gate University, SF References upon Request

Please click the acknowledgement below.

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I Agree *

RESUME FOR:

Beverly A. Williams

[REDACTED], CA 94603

Home Phone: 510-[REDACTED]

Work Phone: 510-302-2065 -- EMail Address: Beverly.Williams@ceb.ucla.edu

Continuation of the Bar, University of California, UCLA:

Current Position 2/2010 to present:

Administrative Assistant, Accounts Receivable responsible for processing cash receipts.

Prior Position 11/2002 to 2/2010:

Administrative Assistant, Accounts Payable responsible for all payables to vendors, responding to all related correspondence, reconciled vendor payments, and processed all AR actions, maintained all files. The position required collaboration and close contact with all in-house staff (e.g. managers, supervisors, and employees). Payables average up to \$500,000+ per month. Job changed due to company restructuring.

Prior Position 2/1990 to 11/2002:

Program Assistant planned programs for live/video programs for attorneys needing to meet their MCLE requirements, verifying program materials, preparing reports, responding to correspondence, set up banquets, maintained files, and set up telephone conference. Job changed to company restructure.

Federal Government, Health and Human Services, Personnel Administration – Combined 20 plus years – short version:

Staffing and Classification Specialist, Personnel Management Specialist, Employee Relations Specialist – highlighted responsibilities:

- Developed recruiting methods; Located, screened, and referred qualified applicants for employment; Developed ranking criteria; Conducted Promotion Panels; Processed/Reviewed personnel actions; Developed/Revised guidelines, training materials, organizational charts and other informational materials; prepared a variety of reports; Identified classification and position management problems making recommendations for change; Special assignment working directly with Personnel Director conducting position management surveys and annual classification reviews; Regional Coordinator for Mandatory Placement Program (MPP); Maintained the Full Time Equivalency Monthly Report (FTE); Collaborated with departmental, regional, and inter office personnel on draft responses and proposed regulatory changes; Developed performance standards; Evaluated staff utilization and weaknesses; evaluated staffing needs, organizing

work, cross training programs and work plan objectives; Provided Personnel training when necessary; Conducted quarterly on-site staff visits providing Employee Relations support to managers, supervisors and employees in the areas of procedural and regulatory compliance; Provided on-site counseling in the areas of employee conduct, work habits, leave abuse, indebtedness, involuntary separation, conflict of interest etc.; Advised managers and supervisors on performance standards, grievances, appeals, disciplinary and adverse actions, and reprimands, reviewing correctional actions; Workers Compensation Specialist; Provided training on various Employee Relations functions

- Six month special development program on the job training on Labor Relations

Current Volunteer Positions Held:

Current Civil Service Board Commissioner 2017 to present– Oakland

Current Chair, Board of Governors Love Center Ministries March 2018 – Oakland

Current Community Leader/Advocate OPD Advisory Board Oakland

Current Chair, NCPC Beats 33X/34X – Oakland

Active Member Block By Block Organization Oakland One (BBBON)

Former Community Leader, ACCE (Alliance of Californians for Community Empowerment), Oakland – emphasis on housing crises

Former Urban Habitat Transportation for Justice Committee

Moderator/Facilitator for Large Forums

Former Board Member and Political Action Committee (PAC) Board Member ACORN

Former Urban Strategies, Interim Board Member, Oakland Community Land Trust (OakCLT)

Recognitions: Various Recognitions for service as Community Leader/Advocate

Alameda Labor Council's 2009 Community Leadership Award

Certificate of Recognition for Chapter Leader by Senator Ellen Corbett,
District 10 – 2009

Alum Cohort, Boards and Commissions Institute Graduate (BCLI), Urban
Habitat 2010

Education: BA Public Administration, Golden Gate University, SF

References upon Request

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 APPOINTMENT OF
MICHAEL BROWN AND REAPPOINTMENT OF BROOKE LEVIN,
CARMEN MARTINEZ AND BEVERLY WILLIAMS 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 four-year terms; and

WHEREAS, the Honorable Mayor Libby Schaaf has appointed Michael Brown, and reappointed Brooke Levin, Carmen Martinez, and Beverly Williams to serve four-year terms on the Civil Service Board subject to confirmation by the City Council; now, therefore, be it

RESOLVED: That pursuant to section 601 of the City Charter the City Council hereby confirms the Mayor's appointments and reappointments to the Civil Service Board, as follows:

Michael Brown, to a four-year term beginning May 5, 2021 and ending May 4, 2025, filling a vacant seat; and be it

Brooke Levin, to a four-year term beginning May 5, 2021 and ending May 4, 2025, filling the seat previously held by herself, and

Carmen Martinez, to a four-year term beginning May 5, 2021 and ending May 4, 2025, filling the seat previously held by herself, and

Beverly Williams, to a four-year term beginning May 5, 2021 and ending May 4, 2025, filling the seat previously held by herself.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FIFE, GALLO, KALB, KAPLAN, REID, TAYLOR, THAO AND PRESIDENT
FORTUNATO BAS

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

ASHA REED
City Clerk and Clerk of the Council of
the City of Oakland, California