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2013 APR -2 PM 12: 25

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 persons as members of the following Board or Commission, subject to the City Council's confirmation:

CITIZEN'S POLICE REVIEW BOARD

Almaz Yihdego Mayoral appointment to serve the term beginning February 16, 2014 and ending February 15, 2016; filling the seat previously held by Sarah Cohen.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

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APPROVED FOR FORM AND LEGALITY

~~DRAFT~~
CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF ALMAZ YIHDEGO TO THE CITIZEN'S POLICE REVIEW 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. 12454 C.M.S., adopted November 12, 2002 (repealing Ordinance Nos. 11905 and 12102 C.M.S.) created the Oakland Citizen's Police Review Board to investigate and review certain complaints regarding conduct of Oakland police officers and park rangers, thereafter deliver timely advisory reports to the City Administrator regarding the facts of and recommended disposition of these complaints, as well as disciplinary recommendations if appropriate and additionally it may recommend policy changes to the Public Safety Committee regarding matters within its jurisdiction; and

WHEREAS, the Citizen's Police Review Board consists of nine members and three alternative members serving two-year staggered terms with no more than two consecutive terms; and

WHEREAS, the Honorable Mayor Jean Quan has appointed Aimaz Yihdego to serve a two-year term on the Citizen's Police Review 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 appointment of Almaz Yihdego to serve a two-year term on the Citizen's Police Review Board beginning February 16, 2013 and ending February 15, 2015, filling the seat previously held by Sarah Cohen.

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

ALMAZ YIHDEGO

Focus: Administration and Public Policy Development

Knowledge & Experience Summary

- Experience in developing, planning and coordinating found rising events and seminars
- Knowledge of governmental laws and regulations related to public services
- Excellent experience in reviewing and managing contracts
- Excellent experience in Microsoft Word, Microsoft Excel, PowerPoint, Publisher and internet research

PROFESSIONAL EXPERIENCE

Global Communication Services— Oakland, CA

Service Coordinator, 2011 to Present

Performing variety of tasks: Related to counseling, language interpreter, and training services to the Bay Area community groups

Key Results:

- Providing interpreter and translating services English into a foreign language and foreign language into English in Healthcare Organization, Courts and Public Service Institutions
- Organize and develop training services on topics like health education, nutrition and violence prevention including other government and public services programs

John F. Kennedy University— Pleasant Hill, CA

Professor Assistant, 2010 – 2011

Responsible in assisting professor for 3 courses (Anatomy and Physiology, Social Ecology of Health in Global and Community Populations, and US Health Care System & Health Policy) with at least 20-25 students

Key Results:

- Assisted in preparing lecture for undergraduate health science classes, teaching and grading student work
- Worked collaboratively with a team of professors to ensure that all students are successfully progressing through the program
- Evaluated and developed program learning outcome of the health science program to improve teaching guidelines

Eden Medical Center — Castro Valley, CA

Clinical Administrative, 1998 – 2008

Interviewed new hires and prepared job descriptions, verified employee licenses and medical certifications to ensure accuracy and current licenses

Key Results:

- Prepared staff meeting covering variety of topics including HIPAA compliance, patient safety and health information technology
- Provided administrative support to the hospital supervisors with different projects
- Processed employee benefit enrollment packages and conducted performance evaluations

Kaiser Permanente — Oakland, CA

Administrative Specialist II, Asst. to Executive Director, 2005 – 2006

Developed, implemented, and monitored departmental policies and procedures which support the organization goals and healthcare objectives, and Conducted training sessions for professional development and staff provides the highest quality of care and service in compliance with JCAHO, federal, state, and local requirements

Key Results:

- Collaborated with Physicians and other healthcare providers in established procedures and agendas
- Managed and resolved, labor relations, employee and department safety, and risk management issues

Health Net — Oakland, CA

Medical Data Technician, Asst to Claims Manager, 2000 – 2002

Coordinated and monitored day-to-day medical record of each patient by inquired patient medical information from medical records, hospitals, and doctors' offices and provided patient status report to UR Claim Manager

- Entered patient reports to MDM Diary Note software information system
- Developed record keeping and communication protocols between the UR Nurse's to ensure timely and accurate transmission of data

EDUCATION & CERTIFICATIONS

Master's in Public Administration (MPA)

Focus: Healthcare Administration and Public Policy Development

California State University, East Bay, Hayward, CA 2010

Bachelors of Science (B.S.)

Focus: Healthcare Administration, Financial Management, and Environmental Science

California State University, East Bay, Hayward, CA 2005