



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

Office of the Mayor  
Jerry Brown  
Mayor

(510) 238-3141  
FAX: (510) 238-4731  
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Letter of Nomination

July 19, 2005

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

Dear Councilmembers:

Upon nomination of the Mayor, the following persons are hereby appointed as a member of the following Board or Commission:

**Civil Service Board**

Renee Rungis , Mayoral re-appointment to serve the term beginning May 5, 2005 and ending May 4, 2008, filling the seat that she currently holds.

Nooshin Saadat, Mayoral re-appointment to serve the term beginning May 5, 2005 and ending May 4, 2008, filling the seat that she currently holds.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

JERRY BROWN  
Mayor

A handwritten signature in black ink, appearing to read "Jerry Brown", written over the printed name and title.

## Renee Rungis

### **Director of Human Resources**

Human resources and financial administration  
Labor relations and contract negotiation  
Continuous improvement and quality management  
Risk management  
Diversity programs management  
Wage, salary and benefits administration  
Local, state and federal government relations

### **Experience:**

City of Santa Clara  
Santa Clara, CA

1999 - present

**Director of Human Resources.** Management of labor relations program, including negotiations, disciplinary actions and grievances; team development, quality improvement and customer service in all human resources programs for a full service City, including electric and water and sewer utilities, library services and police and fire services; employee development; recruitment and selection; classification and compensation; diversity programs; Staff Liaison to Civil Service Commission and responsible for: administration of civil service, personnel rules/regulations and labor contracts; and, workers' compensation, safety program, and benefits administration.

### **Social Services Agency County of Alameda**

Oakland, CA

1995 - 1999

**Human Resources Director.** Responsible for: labor relations program, including negotiations, disciplinary actions and grievances; team development, quality improvement and customer service in all human resources programs; employee development and recognition; recruitment and selection; diversity programs; administration of civil service, personnel rules/regulations and labor contracts; and, Agency risk management program, including workers' compensation, safety program, liability claims/lawsuits, disaster preparedness, benefits administration and building security.

**Menlo Park Fire Protection District**

Menlo Park, CA

1985 - 1995

**Chief Administrative Officer.** Management of human resources function: recruitment and selection; position classification, compensation; equal employment opportunity program, administration of personnel rules/regulations; labor contract negotiations, grievances, discipline; total quality management; employee development and recognition; management of financial administration: budget, accounting, revenue forecasting, contracts administration, management information systems; management of District risk management program, including benefits administration, workers' compensation, safety program, and liability insurance program; coordination of administrative/support functions for the District and Board of Directors, prepare staff reports for policy recommendations to elected officials; assist General Manager with special projects.

**City of Mountain View**

Mountain View, CA

1984 - 1985

**Personnel Analyst.** Management of recruitment and selection; workers' compensation, safety program, employee benefits; equal employment opportunity program administration; assist in labor relations, resolving employee grievances and disciplinary actions; conduct classification studies; prepare job descriptions; responsible for: employee orientation, development and recognition.

**United Public Employees,  
Local 790 SEIU, Oakland, CA**

1979 - 1984

**Business Representative.** Represent members in grievances and contract negotiations using an effective collaborative approach, inter-personal communications, leadership and motivation.

**Education:**

B.A., English, California State University, Hayward, CA, 1980. Post-graduate courses in business and public administration.

**University of California, Davis, CA, 1967-1969.** Undergraduate courses in social sciences and liberal arts.

**Workers' Compensation Self-Insurance Administrator Certificate, 1994,** State of California, Department of Industrial Relations.

**Associate in Risk Management (ARM) 1992,** Insurance Institute of America.

**Certified Employee Benefit Specialist Program, International Foundation of Employee Benefit Plans, Wharton School, University of Pennsylvania, 2001.**

**University of California Extension, Santa Cruz, CA, 1995.** Certificate: Continuous Improvement and Quality Management.

**University of California Extension, Santa Cruz, CA, 1995.** Certificate: Team Development.

Special Achievements:

Commissioner, City of Oakland Civil Service Board, Oakland, CA, 1997 - 2002.  
Chairperson, 1998-99.

President, Northern California Chapter, International Personnel Management Association, 2000 - present. Member, Board of Directors, Northern California Chapter International Personnel Management Association, 1999.

Secretary, Western Region International Personnel Management Association, 1997;

University of California Extension, Berkeley, CA, 1996. Instructor for Executive Development Program - Labor Relations.

Western City Magazine, "One Department's Approach to Affirmative Action Hiring," published October, 1988. Republished: The California Fireman, January, 1989.

City Hall Digest, Eighth City Hall Public Information Awards Competition, Award of Merit for Training Video, "The Tour," 1986.

Memberships:

International Personnel Management Association  
California Public Employers Labor Relations Association

# NOOSHIN SAADAT

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## EDUCATION

### UNIVERSITY OF CALIFORNIA, BERKELEY

Bachelor of Arts in German Literature & Interdisciplinary Studies,  
*Emphasis: Modernization and Cultural Changes in Developing Nations*

December 2000

## EXPERIENCE

March 2001-Dec 2003

### CITY OF OAKLAND

Oakland, CA

#### Aide to Mayor Jerry Brown

- ◆ Assisted with daily media relations inquiries and public distributions of information
- ◆ Provided direct assistance and research to Mayor for city projects related to affordable housing, public safety, and economic development
- ◆ Represented the Mayor at various events and public hearings

Dec 2000- March 2001

### PREFERRED DISPLAY COMPANY

San Francisco, CA

#### Account Representative

- ◆ Provide project support and administrative assistant to Western Regional Project Manager
- ◆ Prepared and executed presentations for clients and corporate headquarters
- ◆ Customer Service Manager for 75 nation wide stores and 40 specific cosmetic brands

March 1998 – Dec 2000

### INDEX TO FOREIGN LEGAL PERIODICALS BOALT SCHOOL OF LAW

Berkeley, CA

#### Assistant Editor

- ◆ Multi-lingual (German, French, Turkish, Russian, Chinese, Scandinavian & Slavic languages) data entry of legal periodicals
- ◆ Recruited and Supervised new employees on library research techniques
- ◆ Conducted intense research on foreign law journals (specifically in German and Scandinavian languages)

May 1999 – Aug 1999

### CENTER FOR ENVIRONMENTAL AND SUSTAINABLE DEVELOPMENT (CENESTA)

Tehran, Iran

#### Project Co-Director

- ◆ Moderated and Organized workshops related to the role of Women and Children in Sustainable Development
- ◆ Prepared and Executed monthly presentations on rural Community-based Organizations
- ◆ Translated literature on rural and urban development (English to Farsi/Persian)
- ◆ Coordinated rural outreach activities and data gathering for the United Nations (UNICEF), Ministry of Agriculture, and other Non-Governmental Organizations

## ACTIVITIES

Sept 1999-June 2000

### Model United Nations

University of California, Berkeley

#### Member

- ◆ Organized group discussions on current foreign policy issues focusing on Middle East and Europe
- ◆ Attended national Model UN conferences in 1999 and 2000
- ◆ Participated in recruitment selection and fundraising activities

April 1999 - June 2000

### Iranian Women's Studies Foundation Annual Conference

Berkeley, CA

#### Conference Organizer and Production Assistant

- ◆ Coordinated and Directed sub-committee on "Young Professional Iranian-American Women"
- ◆ Conceptualized and Co-Produced independent documentary video
- ◆ Organized fundraising activities
- ◆ Assisted in conference marketing and customer service (1,000 attendees)

Aug 1998 – Jan 1999

### Multicultural Aids Peer Performance

University of California, Berkeley

#### Associate

- ◆ Taught informational AIDS/HIV skits for local organizations and schools
- ◆ Conducted on-campus educational seminars on AIDS prevention for youth groups
- ◆ Organized peer-outreach workshops and conferences

## SKILLS

Multilingual (native fluency: German and Farsi/Persian), Computer Skills: Microsoft Suite, Power Point and Excel.

OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

**DRAFT**

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**RESOLUTION REAPPOINTING NOOSHIN SAADAT AND RENEE RUNGIS AS  
MEMBERS OF THE CIVIL SERVICE BOARD**

**WHEREAS**, Ordinance No. 8979 C.M.S. creates the Civil Service Board, whose members are nominated by the Mayor and approved by the City Council; and

**WHEREAS**, Ordinance No. 11777 C.M.S. specifies that members of the Civil Service Board are to serve three 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 terms set forth below:

Nooshin Saadat, Mayoral appointment to serve the term beginning May 5, 2005 and ending May 4, 2008, filling a position formerly held by herself.

Renee Rungis, Mayoral appointment to serve the term beginning May 5, 2005 and ending May 4, 2008, filling a position formerly held by herself.

**IN COUNCIL, OAKLAND, CALIFORNIA,**

**PASSED BY THE FOLLOWING VOTE:**

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

**NOES-**

**ABSENT-**

**ABSTENTION-**

ATTEST:

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