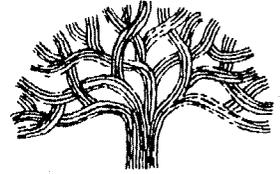


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CITY OF OAKLAND



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

Office of the Mayor  
Honorable Libby Schaaf  
Mayor

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

Letter of Appointment

March 6, 2017

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 appointed the following person as a member of the following board or commission, subject to City Council confirmation:

**Civil Service Board**

**Beverly A. Williams** is appointed to the Civil Service Board to serve the remainder of a three-year term beginning May 5, 2015 and ending May 4, 2018, filling the seat previously held by Alex Drexel.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf  
Mayor

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

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## RESUME FOR:

Beverly A. Williams

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:**

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

Active Urban Habitat Transportation for Justice Committee

Active Interim Co-Chair, NCPC 34X – Oakland

Active Member Block By Block Organization Oakland One (BBBON)

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: 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

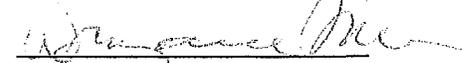
Education: BA Public Administration, Golden Gate University, SF

References upon Request

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

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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

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### RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF BEVERLY A. 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 three-year staggered terms with no more than two terms served consecutively; and

**WHEREAS**, the Honorable Mayor Libby Schaaf has appointed Beverly A. Williams 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 appointment as follows:

**Beverly A. Williams** is appointed to the Civil Service Board to serve the remainder of a three-year term beginning May 5, 2015 and ending May 4, 2018, filling the seat previously held by Alex Drexel.

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 Council  
of the City of Oakland, California