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OAKLAND

2012 APR 26 PM 8:11

Letter of Nomination

April 23, 2012  
The Honorable City Council  
One City Hall Plaza, Second Floor  
Oakland, CA 94612

Dear President Reid and members of the City Council:

Pursuant to City Charter section 601, the Mayor, hereby appoints the following person as a member of the following Board or Commission, subject to the City Council's confirmation:

**PUBLIC ETHICS COMMISSION**

Monique Rivera Mayoral appointment to serve the term beginning January 22, 2012 and ending January 21, 2015 filling the seat previously held by Ai Mori.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan  
Mayor

## Monique Rivera

### SUMMARY OF QUALIFICATIONS

- 15 years of experience managing information technology programs and enterprise resource projects; management and controls programs, and strategic marketing analysis and planning.
- Effectively managed multi-million dollar budgets while meeting stringent schedules and working with teams responsible for complex, high-visibility projects.
- Successfully planned and managed the release, quality assurance and testing process for large enterprise resource projects.
- Offer strong analytical, planning and management skills.
- Expertise in team building and mentoring.
- Extensive experience in managing project start up for large scale IT Infrastructure projects.
- Managed complex IT Infrastructure department that serviced multiple sites and systems.
- Extensive background in the engineering-construction industry within the refinery, buildings, high-tech manufacturing, transportation, water systems and environmental sectors in the global marketplace.

### PROFESSIONAL EXPERIENCE

Business Manager, Mustang Engineers & Constructors, Martinez, CA

2006 - 2010

- Responsible for the financial functions including, preparing proposal estimates, responding to request for proposals, managing and reporting the \$20 M revenue and profit for west coast division.
- Managed project controls, estimating, and procurement functions, business development and proposal efforts and coordination with corporate Human Resources and Information Technology divisions.
- Lead project controls function for a \$36 million engineering Out Side Battery Limits refinery project in Bakersfield; \$20 million engineering Small Capitals refinery project in Martinez, \$10 million Capital Improvement Lubrications facility project in Richmond, CA.
- Responsible for cost, estimate, forecast and schedule for separate work packages including monthly earned value and critical path reporting, invoicing and change management.
- Manage financial reporting of division budgets, projecting backlog and workload and resource planning.
- Prepared department budgets.
- Developed growth targets, strategy and proposal estimates and schedules.

Information Systems and Technology Manager, Bechtel Systems and Infrastructure, Inc. San Francisco, CA

2004 - 2006

- Led infrastructure information systems department in the San Francisco office for U.S. and International Engineering, Construction projects.
- Managed a team of 15 server administrators, user support technicians, data base administrators and developers with a budget of over \$4 million.
- Successfully planned and Implemented IT Infrastructure for several large engineering projects in multiple locations for both DOE and DOD contracts; and private sector projects including, an airport design project in the Middle East.
- Responsible for wireless communications and Blackberry Infrastructure, including deployment, security policies and Infrastructure for over 1,000 users.
- Managed WAN, LAN with Citrix and wireless communications. Administered 35 applications and systems servers with over 4 terabytes of data including SAN, Exchange, Blackberry, OA and application systems with databases for CAD, UG and Oracle. Successfully migrated and relocated servers to a collocation facility and SAN environment.
- Supported the infrastructure for over 1,500 diverse users for NT and XP operating systems in multiple locations including engineering, procurement, human resources, project controls and various support functions.
- Managed the security of the network, applications and systems.

Release and Quality Assurance Manager, Bechtel Corporation. San Francisco, CA

2001 - 2003

- Responsible for managing and implementing the release and quality assurance program for the Human Resources Management System in SAP.
- Responsible for all software changes, security patches and upgrades to the SAP and Business Objects Human Resources, U.S. and international payroll, time keeping and data warehouse production environment with interfaces to the Oracle financial systems for over 30,000 employees.
- Led Release and Quality Assurance team in a successful Implementation of SAP Human Resources Management System from Oracle environment for over 25,000 employees.
- Successfully converted several thousands of records from multiple sources into a Business Objects data warehouse.
- Responsible for release, quality assurance, change management, leading change control board between IT groups and customers, conducting testing for the SAP Human Resources Management System.
- Developed change control processes, determined release and quality assurance procedures, scheduled critical or vital releases, developed test plans and scripts, managed integration testing and security and transports into the production environments.

- Developed metrics and re-engineered processes.
- Lead a team of up to 30 developers and business analysts.
- Directly responsible for managing content planning through a controlled software change management process.
- Developed project software test methodology, including a repeatable and comprehensive integration test plan/schedule; reviewed test cases; managed integration testing;
- Coordinated and created the required release announcement and communication with IT groups and stakeholders.
- Designed and implemented comprehensive software change management process. Designed and implemented quarterly release plan that replaced a reactionary, firefighting approach with a systematic, controlled process for maintenance and enhancements.
- Lead tax gathering, tax gross up and payroll per diem change implementation and testing from user functional requirement gathering to implementation.
- Responsible for Change Management Tool, Teamtrack and HEAT including administering tool, developing workflows, developing SQL and Crystal reports and Access Database System Thread Manager.

*Senior Project Controls Engineer, Bechtel Nevada. Las Vegas, Nevada*

1997 - 2000

- Responsible for developing the cost and schedule for the annual \$16 million budget for the Nevada Test Sites.
- Prepared final cost and schedule for the Department of Energy's (DOE) approval and acceptance.
- Maintained and reported monthly cost and schedule variances to the DOE.
- Prepared 30 year plans and schedule for the entire Nevada Test site.
- Led development, maintenance and analysis of project plan, schedules and budgets for the implementation of an Oracle Data Warehouse (\$3 million) and the Oracle Financials 11 ERP (\$8 million), using the AIM process with the integration of a PeopleSoft payroll system.
- Prepared baseline budgets built on resources and timeline from development of P3 schedules.
- Responsible for identifying and preparing cost estimates for scope and schedule changes; for analyzing budget, schedule and variances for projects and for providing senior management with workarounds and solutions to variances.
- Managed subcontract purchase orders, including Oracle contract, and prepared monthly accruals for costs incurred to-date and not billed.
- Determined information system requirements.

*Market Analyst, Strategic Planning and Project Development, Bechtel Civil Company. San Francisco, CA*

1991 - 1996

- Performed market assessments to target opportunities and develop marketing strategies for the aviation, rail, transit, buildings and water industries in the US and international markets.
- Worked with numerous public agencies and government officials, consultants and vendors to understand regional needs and develop corporate business strategies and plans.
- Developed and assisted in marketing and business development; met with prospective clients worldwide, prepared feasibility studies and reports, qualifications, proposals and presentations for prospective projects.
- Prepared pricing, budgets and cost controls for specific efforts.
- Successfully represented Bechtel both nationally and internationally by interfacing with an extensive number of public and private agencies and coordinated diverse teams in managing complex efforts.
- Experienced in preparing environmental impact statements.

**EDUCATION:**

B.A. Ethnic Studies and Biology, University of California, Berkeley

M.B.A., Golden Gate University, ongoing

Project Management Certificate, Bechtel Corporation

**SKILLS:**

IT Management: Application and Data Servers, Network, LAN, WAN, Wireless, Citrix, SAN Desktop and Helpdesk Support  
ERPs: SAP Human Resources, Payroll, Tax Gathering, Oracle Financials, Data Warehouse, Business Objects, PeopleSoft  
Project Management Tools: Primavera, MS Project, Suretrack, Teamtrack, Remedy, HEAT, Visual Basic  
Software: Word, Excel, Powerpoint, Visio, Access, Dialog, Lotus Notes, HTML and SQL, Blackberry, Crystal Reports  
Language: French - good, Spanish - fair

**Professional Affiliations and Community Activities:**

- Industry: Professional Women in Construction and Construction Management Association of America
- Community Board Member: Oakland Mayor's Ambassador Coordinator, Oakland Community Action Program, Big Brothers/Big Sisters
- Employee Organizations: Hispanic Employee Association, Hispanic Chamber of Commerce
- Mentoring Program: Oakland Technical institute, Calvin Simmon Middle, Hispanic Alumni Association, U.C. Berkeley

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APPROVED FOR FORM AND LEGALITY

**DRAFT**

CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

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RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF MONIQUE RIVERA TO  
THE PUBLIC ETHICS COMMISSION

**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**, the Oakland City Charter, Section 202 created the Public Ethics Commission with functions prescribed by Ordinance no. 11961 C.M.S., adopted January 28, 1997 and Ordinance N. 12101 C.M.S., adopted December 8, 1998, to oversee compliance with the City of Oakland Campaign Reform Ordinance; Code of Ethics; Conflict of Interest regulations pertaining to City elected officials, officers, employees, and members of Boards and Commissions; the Limited Public Financing Act; the Lobbyist Registration Act, and the Oakland Sunshine Ordinance; and to review policies and programs relating to elections and campaigns; as well as to review and adjust City Council salaries in every odd-numbered year; and

**WHEREAS**, the Public Ethics Commission consists of seven (7) members serving three-year terms with three members appointed by the Mayor and four members appointed by the affirmative vote of at least four members of the Commission; and

**WHEREAS**, the Honorable Mayor Jean Quan has appointed Monique Rivera to serve a three year term 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 Monique Rivera to the Public Ethics Commission for a three-year term beginning January 22, 2012 and ending January 21, 2015, filling the seat previously held by Ai Mori.

IN COUNCIL, OAKLAND, CALIFORNIA,  
PASSED BY THE FOLLOWING VOTE:

AYES – BRUNNER, KERNIGHAN, NADEL, SCHAAF, DE LA FUENTE, BROOKS, KAPLAN  
AND PRESIDENT REID

NOES –

ABSTENTIONS-

ABSENT-

ATTEST:

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LATONDA SIMMONS  
City Clerk and Clerk of the Oakland City Council