

# 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

February 2, 2022

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

Dear President Bas and members of the City Council:

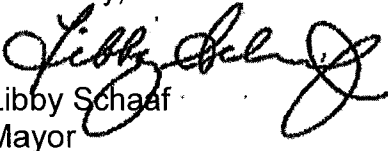
Pursuant to City Charter Section 601, the Mayor has reappointed the following persons as members of the following board or commission, subject to City Council confirmation:

### **Privacy Advisory Commission**

**Jessica Leavitt**, to serve a three-year term on the Privacy Advisory Commission beginning March 16, 2021 and ending March 15, 2024 filling the seat previously held by Heather M. Patterson.

Thank you for your assistance in this matter.

Sincerely,

  
Libby Schaaf  
Mayor

---

**Profile**

Jessica \_\_\_\_\_ Leavitt \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_ \_\_\_\_\_  
 Email Address

\_\_\_\_\_ \_\_\_\_\_  
 Street Address Suite or Apt

Oakland \_\_\_\_\_ CA \_\_\_\_\_ 94610  
 City State Postal Code

Mobile: (510) \_\_\_\_\_ \_\_\_\_\_  
 \_\_\_\_\_ e Alternate Phone

NetScout Systems Inc. \_\_\_\_\_ Senior Corporate Counsel  
 Employer Job Title

**Which Boards would you like to apply for?**

Privacy Advisory Commission: Submitted

---

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

I am a compliance attorney and the privacy subject matter expert for my employer (a multi-national publicly traded technology company). I am certified as a Privacy Law Specialist and also have my CIPM (certified information privacy manager) and CIPP/US (certified information privacy professional) certifications from the International Association of Privacy Professionals. I find issues around privacy to be extraordinarily important and compelling, and I would bring a strong sense of significance and import of the work to my participation on the Privacy Advisory Commission. I would welcome the opportunity to consider issues that involve the protection of privacy in conjunction with the use of technology to improve public safety. I have experience with Oakland city boards, both as a commissioner (Public Ethics Commission, Rent Board and Library Board) and as board staff (CPRB and Rent Board); that experience would allow me immediately to participate fully and knowledgeably in a new board appointment.

***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\_2021.docx \_\_\_\_\_  
 Upload a Resume

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

JESSICA LEAVITT \_\_\_\_\_  
 SUMMARY OF EXPERIENCE Experienced attorney with strengths managing diverse projects and establishing positive relationships with colleagues and clients based on excellent communication,

responsiveness and creative problem-solving. QUALIFICATIONS • Privacy law expertise • Excellent analytic, communication and customer-service skills • Proven strength in both collaborative and independent work • Effective management of multiple projects in a fast-paced and stressful environment • Creative problem-solving approach to meeting client needs • Experience mastering a variety of legal issues PROFESSIONAL EXPERIENCE Senior Corporate Counsel – Compliance 1/19 – present NetScout Systems, Inc., San Jose, CA • Provide legal guidance on compliance issues in a multinational public company. • Serve as privacy subject matter expert and legal support for cybersecurity issues. • Maintain company policy library; lead policy development team. • Run company-wide training program on compliance topics. • Assist in internal investigations. Senior Corporate Counsel – Revenue 9/16 – 12/18 NetScout Systems, Inc., San Jose, CA • Provided legal guidance for revenue teams in a multinational public company. Deputy City Attorney 1/15 – 9/16 Office of the City Attorney, City of Oakland: Housing, Residential Rent and Relocation Board, Oakland, CA • Provided legal guidance to City Council, Mayor, Board staff, hearing officers, and Board members on issues related to rent and housing. • Drafted and presented legislation for City Council adoption. Consultant to Chancellor's Office 2/06 – 11/07 Peralta Community College District, Oakland, CA • Main contact for a project to develop a Public Safety Training Center. Provided project management services and facilitated stakeholder meetings. Created outreach and marketing materials. Consultant 6/05 – 2/06 Adesso Group, Oakland, CA • Provided strategic real estate consulting for local hospital. Special Assistant to the Chief Trial Counsel 9/03 – 8/05 State Bar of California, San Francisco and Los Angeles, CA • Provided legal analysis and recommendations to Chief Trial Counsel on Office of Chief Trial Counsel (OCTC) policies and procedures. • Reported to the Board of Governors, Legislature, and other stakeholders regarding performance statistics, OCTC \$35,000,000 budget, and special projects. • Developed office performance measures to monitor caseloads and reduce backlog. • Served as team member on Executive Team responsible for strategic planning for State Bar. • Represented Chief Trial Council at public meetings and events. Deputy Trial Counsel/ Policy Analyst 9/01 – 9/03 State Bar of California, San Francisco, CA • Collected and analyzed data regarding activities. • Analyzed and developed policies and procedures affecting the OCTC. • Assisted in developing strategic plans and systems to evaluate OCTC's workload and staffing. • Made recommendations to the Chief Trial Council on policy formulation and other changes. Complaint Investigator 10/99 – 8/01 Citizens' Police Review Board (CPRB), Oakland, CA • Investigated complaints against Oakland police officers and presented cases to civilian Board. • Reported on activities of CPRB to City Council and Council committees as needed. • Liaisoned with Oakland Police Department, Oakland Police Officers' Association and community groups to address stakeholder concerns. APPOINTED GOVERNMENT POSITIONS Commissioner (City Attorney appointee) 9/21 – present Oakland Public Ethics Commission • Investigate and enforce Oakland's ethics ordinance and state ethics/ conflict of interest laws. • Hold hearings on complaints against public officials. • Set salaries for council members. Executive Steering Committee Member (staff appointee) California Violence Intervention and Prevention Executive Steering Committee 9/21 – present • Develop Request for Proposal (RFP) for grant funding. • Evaluate and score RFP responses. Commissioner (Senate appointee) 3/09 – 3/15 California State Board of Vocational Nursing and Psychiatric Technicians • Reviewed Administrative Law Judge decisions and determine whether to adopt, reject, or modify. • Proposed regulatory changes as appropriate. • Heard cases involving reinstatement and modification of probation and render decisions. • Made final decisions following hearings on school accreditation matters. • Oversaw Board policy. Commissioner (Mayor appointee) 2/10 – 2/13 Oakland Library Advisory Commission • Acted as policy advisor on Oakland library matters. Committee Member (staff appointee) 9/11 – 8/12 Special Education Advisory Committee • Provided non-binding recommendations to the Office of Administrative Hearings for improvements to the special education hearing and mediation process. Chairperson (Mayor appointee) 2/06 – 11/09 Oakland Housing, Residential Rent and Relocation Board • Oversaw and controlled appeal hearings on landlord tenant disputes. • Adopted regulation changes. • Guided Rent Adjustment Program policy. CERTIFICATIONS Certified Information Privacy Professional/ US Certified Information Privacy Manager Privacy Law Specialist PUBLICATION Co-Author Improving Medical Outcomes (nonfiction book) published Fall 2011 EDUCATION University of Michigan, School of Information, Ann Arbor, MI • Masters of Science in Information 1999 University of California, Hastings College of the Law, San Francisco, CA • Juris Doctor 1997 • Hastings International and Comparative Law Review 1995 – 1996 Claremont McKenna College, Claremont, CA • Bachelor of Arts, American Studies 1992 • National Merit Scholar

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 \*

**JESSICA LEAVITT**

**SUMMARY OF EXPERIENCE**

Experienced attorney with strengths managing diverse projects and establishing positive relationships with colleagues and clients based on excellent communication, responsiveness and creative problem-solving.

**QUALIFICATIONS**

- Privacy law expertise
- Excellent analytic, communication and customer-service skills
- Proven strength in both collaborative and independent work
- Effective management of multiple projects in a fast-paced and stressful environment
- Creative problem-solving approach to meeting client needs
- Experience mastering a variety of legal issues

**PROFESSIONAL EXPERIENCE**

**Senior Corporate Counsel – Compliance** 1/19 – present

NetScout Systems, Inc., San Jose, CA

- Provide legal guidance on compliance issues in a multinational public company.
- Serve as privacy subject matter expert and legal support for cybersecurity issues.
- Maintain company policy library; lead policy development team.
- Run company-wide training program on compliance topics.
- Assist in internal investigations.

**Senior Corporate Counsel – Revenue** 9/16 – 12/18

NetScout Systems, Inc., San Jose, CA

- Provided legal guidance for revenue teams in a multinational public company.

**Deputy City Attorney** 1/15 – 9/16

Office of the City Attorney, City of Oakland: Housing, Residential Rent and Relocation Board, Oakland, CA

- Provided legal guidance to City Council, Mayor, Board staff, hearing officers, and Board members on issues related to rent and housing.
- Drafted and presented legislation for City Council adoption.

**Consultant to Chancellor's Office** 2/06 – 11/07

Peralta Community College District, Oakland, CA

- Main contact for a project to develop a Public Safety Training Center. Provided project management services and facilitated stakeholder meetings. Created outreach and marketing materials.

**Consultant** 6/05 – 2/06

Adesso Group, Oakland, CA

- Provided strategic real estate consulting for local hospital.

**Special Assistant to the Chief Trial Counsel** 9/03 – 8/05

State Bar of California, San Francisco and Los Angeles, CA

- Provided legal analysis and recommendations to Chief Trial Counsel on Office of Chief Trial Counsel (OCTC) policies and procedures.
- Reported to the Board of Governors, Legislature, and other stakeholders regarding performance statistics, OCTC \$35,000,000 budget, and special projects.
- Developed office performance measures to monitor caseloads and reduce backlog.
- Served as team member on Executive Team responsible for strategic planning for State Bar.

- Represented Chief Trial Council at public meetings and events.

**Deputy Trial Counsel/ Policy Analyst**

9/01 – 9/03

State Bar of California, San Francisco, CA

- Collected and analyzed data regarding activities.
- Analyzed and developed policies and procedures affecting the OCTC.
- Assisted in developing strategic plans and systems to evaluate OCTC's workload and staffing.
- Made recommendations to the Chief Trial Council on policy formulation and other changes.

**Complaint Investigator**

10/99 – 8/01

Citizens' Police Review Board (CPRB), Oakland, CA

- Investigated complaints against Oakland police officers and presented cases to civilian Board.
- Reported on activities of CPRB to City Council and Council committees as needed.
- Liaisoned with Oakland Police Department, Oakland Police Officers' Association and community groups to address stakeholder concerns.

**APPOINTED GOVERNMENT POSITIONS**

**Commissioner (City Attorney appointee)**

9/21 – present

Oakland Public Ethics Commission

- Investigate and enforce Oakland's ethics ordinance and state ethics/ conflict of interest laws.
- Hold hearings on complaints against public officials.
- Set salaries for council members.

**Executive Steering Committee Member (staff appointee)**

9/21 – present

California Violence Intervention and Prevention Executive Steering Committee

- Develop Request for Proposal (RFP) for grant funding.
- Evaluate and score RFP responses.

**Commissioner (Senate appointee)**

3/09 – 3/15

California State Board of Vocational Nursing and Psychiatric Technicians

- Reviewed Administrative Law Judge decisions and determine whether to adopt, reject, or modify.
- Proposed regulatory changes as appropriate.
- Heard cases involving reinstatement and modification of probation and render decisions.
- Made final decisions following hearings on school accreditation matters.
- Oversaw Board policy.

**Commissioner (Mayor appointee)**

2/10 – 2/13

Oakland Library Advisory Commission

- Acted as policy advisor on Oakland library matters.

**Committee Member (staff appointee)**

9/11 – 8/12

Special Education Advisory Committee

- Provided non-binding recommendations to the Office of Administrative Hearings for improvements to the special education hearing and mediation process.

**Chairperson (Mayor appointee)**

2/06 – 11/09

Oakland Housing, Residential Rent and Relocation Board

- Oversaw and controlled appeal hearings on landlord tenant disputes.
- Adopted regulation changes.
- Guided Rent Adjustment Program policy.

**CERTIFICATIONS**

Certified Information Privacy Professional/ US

Certified Information Privacy Manager

Privacy Law Specialist

## **PUBLICATION**

### **Co-Author**

*Improving Medical Outcomes* (nonfiction book)

published Fall 2011

## **EDUCATION**

**University of Michigan, School of Information**, Ann Arbor, MI

- Masters of Science in Information

1999

**University of California, Hastings College of the Law**, San Francisco, CA

- Juris Doctor
- Hastings International and Comparative Law Review

1997

1995 – 1996

**Claremont McKenna College**, Claremont, CA

- Bachelor of Arts, American Studies
- National Merit Scholar

1992

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 APPOINTMENT OF JESSICA LEAVITT AS A MEMBER OF THE PRIVACY ADVISORY 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 Privacy Advisory Commission (Commission) was created by Ordinance No. 13349 C.M.S., adopted January 19, 2016; now, therefore, be it

**RESOLVED:** That pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of **Jessica Leavitt**, to serve a three-year term on the Privacy Advisory Commission beginning March 16, 2021 and ending March 15, 2024 filling the seat previously held by Heather M. Patterson.

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