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

Office of the Mayor
Jerry Brown
Mayor

(510) 238-3141
FAX: (510) 238-4731
TDD: (510) 839-6451

Letter of Nomination

September 19, 2006

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 members of the following Board or Commission:

Civil Service Board

Gwen McDonald, Mayoral re-appointment to serve for the term beginning 5/4/2006 and ending 5/4/2009, filling the seat she currently holds.

Cheryl Stevens, Mayoral re-appointment to serve for the term beginning 5/4/2006 and ending 5/4/2009, filling the seat she currently holds.

Charles Hahn, Mayoral appointment to serve for the term beginning 5/4/2006 and ending 5/4/2009, filling the seat formerly held by Alan Silver.

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

Respectfully,

JERRY BROWN
Mayor

A large, stylized handwritten signature of Jerry Brown, written in black ink, extending across the bottom of the page.

GWEN McDONALD

FILED
OFFICE OF THE CITY CLERK
SUMMARY OF QUALIFICATIONS:

Over 20 years progressively responsible work experience in human resource management in growing and downsizing organizations. Strategic, self-motivated, effective team player with proven leadership ability. Excellent communications and interpersonal skills. High energy, results-oriented. Experienced working in demanding, fast-paced, multi-cultural environments.

Management:

- Manage Human Resources Department for major utility company.
- Managed a \$5M organization with a staff of 70 providing a broad range of human resource services to a workforce of 5,000.
- Assistant Personnel Director at 600 – bed teaching hospital with a staff of 4,000.
- Operations Manager for small data processing firm.

Organizational Development:

Assist large employer manage change, achieve organizational objectives, and prepare for the future by planning, consultation, policy oversight and staff support on matters such as workforce planning, work process improvement, career development, personnel system re-engineering, customer service, organizational restructuring and downsizing.

Employee/Labor Relations:

Manage organization's labor relations program. Served as Chief spokesperson representing management in negotiations with 5 labor unions, including police and fire. Credible problem-solver who aggressively works to resolve labor problems short of strike. Responsible for employee grievance resolution up through binding interest arbitration. Provided training and counseling to supervisors and employees. Administered progressive disciplinary program for organization employees.

Recruiting and Placement:

Manage recruiting and hiring program, hiring and promoting several hundred employees annually. Recruited volunteers who provided organizational cost benefit of \$9M annually. Recruited entry, mid-management and executive personnel for large financial firm and health care organization. Developed job opportunities and placed employment candidates at various local businesses.

Benefits Administration:

Responsible for administration of both non-industrial and industrial benefit programs. Serve as secretary to local retirement board and chair of joint labor/management deferred compensation program committee. Saved former employer \$1M in benefit program costs over four year period. Coordinated development of large employer's first employee benefits handbook and deferred compensation plan document.

Human Resource Information Systems Implementation:

Directed joint consultant/employee project team in final implementation of large public agency's human resource information and pay system. Responsible for maintaining and

regularly upgrading maintained database of information and processing payroll for employees and retirees.

Employee Development and Training:

Manage the design and delivery of employment development and training programs to prepare employees to effectively perform current work assignments, assume new work assignments, positively adjust to changing priorities and organizational restructuring and comply with mandated policies/laws. Trained managers in supervision, performance planning and appraisal, disciplinary action and other personnel policies and procedures.

Equal Employment/Diversity Management:

Promote equal opportunity in employment and practices. Resolve/respond to discrimination complaints.

Wage and Salary Administration:

Facilitated completion of major classification and pay study for large public employer, updating job descriptions and developing a pay plan for 3000 employees. Responsible for ongoing system maintenance.

EDUCATION: University of Wisconsin, B.A., Sociology
Golden Gate University, Graduate Course Work
Employee Relations Law Certificate
International Personnel Management Association Certified Professional

EMPLOYMENT HISTORY:

9/96 - Present Manager, Human Resources Department
East Bay Municipal District (EBMUD)
3775- 11TH Street
Oakland, CA 94607-4240

2/87 – 7/96 Director, Office of Personnel Resource Management
City of Oakland
1 City Hall Plaza
Oakland, CA 94612

7/85 – 2/87 Assistant Personnel Director
Stanford University Hospital
300 Pasteur Drive
Palo Alto, CA 94305

1/75-7/85 Employee Relations Manager
Management Assistant
Administrative Analyst
City of Oakland

PROFESSIONAL ORGANIZATIONS:

- National Forum for Black Public Administrators
- International Personnel Management Association
- National and California Public Employer Labor Relations Associations
- Cooperative Personnel Services Board of Directors

CHERYL A. STEVENS

EXPERIENCE:

STEVENS & DIAMOND LLP (formerly GRILLO & STEVENS LLP), Oakland, CA 1999-present
Partner
Business litigation, employment and civil rights practice.

LAW OFFICES OF CHERYL A. STEVENS, San Francisco, CA 1997-1999
Owner
Business litigation and civil rights practice.

BANK OF AMERICA, San Francisco, CA 1994-1997
Contract Attorney
General civil litigation practice.

MCGEE, LAFAYETTE, WILLIS & GREENE, San Francisco, CA 1991-1995
Associate
General civil litigation practice including bankruptcy, insurance bad faith, employment and landslide and subsidence actions.

McCUTCHEN, DOYLE, BROWN & ENERSEN, San Francisco, CA 1989-1990
Associate
General civil litigation practice including insurance bad faith, environmental and intellectual property issues.

THE HONORABLE DAMON J. KEITH, UNITED STATES COURT OF APPEALS for the SIXTH CIRCUIT, Detroit, MI 1988-1989
Judicial Law Clerk

WARUHIU & MUIITE, Nairobi, Kenya Summer 1987
Student Advocate

LAWYERS' COMMITTEE FOR CIVIL RIGHTS UNDER LAW 1986-1987
Southern Africa Project, Washington, DC
Legal Intern

EDUCATION:

HOWARD UNIVERSITY SCHOOL OF LAW, Washington, DC 1988
Juris Doctor, cum laude
Editor-in-Chief, Howard Law Journal

UNIVERSITY OF MICHIGAN, Ann Arbor, MI 1982-1984
Completed course work towards Masters of Art in Japanese Studies.

WESLEYAN UNIVERSITY, Middletown, CT 1982
Bachelors of Arts in East Asian Studies and College of Social Studies.

ADMITTED IN CALIFORNIA AND THE DISTRICT OF COLUMBIA
Conversant in Japanese

Charles Hahn

Objective

I am seeking an appointment for volunteer civil service as an advisory member of the Oakland Board of Parks and Recreation. In addition to my hands on experience with the various communities that I have the pleasure of working with, I am pursuing a learning experience in Parks and Recreation.

Related Accomplishments

Morocom Rose Garden Earth Day 2005-2006

- I volunteered in adding mulch and planted new roses
- Trash and plant debris removal
- Pruning plants and trimming excess tree branches

Lakeview Elementary School 2005-2006

- Moving heavy equipment for special events
- Assisted in the beautification of the top tier level garden

Splash Pad Park 2005-2006

- Helped move stage equipment for the annual anniversary
- Planted new plants near the palm trees
- Removed trash and harmful plants from the area
- Provided soil enhancements for focused gardens

Grand Lake Grime Busters 580 Freeway 2005

- Participated with Grand Lake Grime Busters in collaboration with Cal Trans with planting new off ramp plants
- Removed trash and debris from the freeway exit
- Trimmed overgrowth of ivy from concrete structures

Business History

9/23/2003-Current	Owner/Operator	Kwikway Hamburgers, Oakland, CA
8/12/2003-Current	Partner	Hahn Development LLC, Oakland, CA
4/15/2002-Current	Real Estate Sales Associate	Loh Realty & Investments, Oakland, CA
2/1/1998- Current	Owner/ Operator	1/4lb. Giant Burgers, Hayward,CA

Education

May 1999	Bachelors in Arts, Political Science	San Francisco State University, San Francisco, CA
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Charles Hahn

References:

1. Ken Katz, Splash Pad Park
 2. David Yun, Generation Pix
 3. Calvin Lin, Speed Element LLC
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OAKLAND CITY COUNCIL

DRAFT

RESOLUTION NO. _____ C.M.S.

RESOLUTION REAPPOINTING GWEN MCDONALD AND CHERYL STEVENS, AND APPOINTING CHARLES HAHN 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:

Gwen McDonald, Mayoral reappointment to serve the term beginning May 4, 2006 and ending May 4, 2009, filling a position formerly held by herself.

Cheryl Stevens, Mayoral reappointment to serve the term beginning May 4, 2006 and ending May 4, 2009, filling a position formerly held by herself.

Charles Hahn, Mayoral appointment to serve the term beginning May 4, 2006 and ending May 4, 2009, filling a position formerly held by Alan Silver (term: July 15, 2003 – May 4, 2006).

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:

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