

2013 MAY -7 PM 3: 27

Letter of Nomination

May 7, 2013

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

Dear President Kernighan and members of the City Council:

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

**CIVIL SERVICE BOARD**

**Andrea Gourdine**, Mayoral appointment to serve the term beginning May 5, 2012 and ending May 4, 2015, filling the seat previously held by **Winnie Anderson**.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan  
Mayor

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

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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 ANDREA GOURDINE 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, 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 Jean Quan has appointed Andrea Gourdine 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 of Andrea Gourdine to serve a three-year term on the Civil Service Board beginning May 5, 2012 and ending May 4, 2015, filling the seat previously held by Winnie Anderson; and be it

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

AYES – KALB, PRESIDENT KERNIGHAN, GIBSON MCELHANEY, SCHAAF, GALLO,  
BROOKS, REID AND KAPLAN

NOES –

ABSTENTIONS-

ABSENT-

ATTEST:

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LATONDA SIMMONS  
City Clerk and Clerk

**Andrea R. Gourdine**  
**Resume**

**HUMAN RESOURCES EXECUTIVE MANAGEMENT**

Senior executive level with more than twenty years of broad-based (City, County, Utility) and progressively responsible experience in management and human resources. Proven ability to work with senior management teams to integrate the human resource function within the overall public sector operating strategy in a political environment.

**AREAS OF EXPERTISE**

\*Recruitment and Classification \*Employee Benefits Administration \* Equal Employment/Sexual Harassment / ADA Administration \* Employee/Labor Relations \* Workers' Compensation/Risk Management Administration, HR Policy design \* HRIS Implementation  
\*Training and Employee Development \* Creative, Complex Problem-Solver

**PROFESSIONAL EXPERIENCE**

City of Oakland, CA

May 2010 – Present

**DIRECTOR, HUMAN RESOURCES MANAGEMENT:**

Under general direction, plan, direct, and oversee comprehensive Human Resources programs to produce high quality, cost effective services to all city departments including , recruitment , examination, and classification; employee/labor relations; human resource development; employee assistance programs ; and employee benefits/retirement.

- Sought authorization for and implemented a modern on-line application system
- Completed negotiations with all City unions on time, using internal staff for the first time in ten years, saved \$500K - \$1M in outside negotiation expenses
- Negotiations achieved the City's goal of 10% in employee give backs to balance the two year budget cycle FY 11-13
- Resolved a 25 year old problem of inconsistencies in application of the layoff rule between the City and the Port by renegotiating the layoff rule with all City and Port of Oakland unions and developed and implemented working agreement with the Port
- Developed a redeployment program, designed to blunt the impact of layoffs by assigning employees to alternate positions – prior to the effective date of layoff
- Accomplishments achieved in spite of cumulative 40% staff reductions

Retired

May 2004 – April 2010

**CURRENT MEMBERSHIP**

International Personnel Management Association (IPMA), Certified Professional (CP) Lifetime

**REFERENCES**

AVAILABLE UPON REQUEST