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Letter of Nomination

June 4, 2016

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

Dear President Gibson McElhaney and members of the City Council:

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

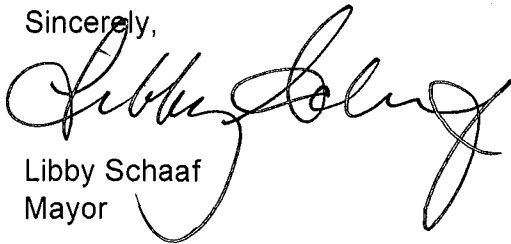
CIVIL SERVICE BOARD

David Jones Mayoral appointment to serve the term beginning May 5, 2015 and ending May 4, 2018, filling the seat previously held by himself

Andrea R. Gourdine Mayoral appointment to serve the term beginning May 5, 2015 and ending May 4, 2018, filling the seat previously held by herself

Thank you for your assistance in this matter.

Sincerely,



Libby Schaaf
Mayor

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**Andrea R. Gourdine
Resume**

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

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

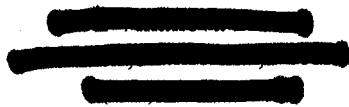
CURRENT MEMBERSHIP

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

REFERENCES

AVAILABLE UPON REQUEST

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EMPLOYMENT

Stanford University, 07/07 - Present

Vice President for Human Resources, University Human Resources, Stanford, California

Serves as the university's chief human resources officer charged with leading an activist HR organization that delivers well-conceived and well-designed compensation, benefits, recruitment, training, development, and employment services to the University's exempt, non-exempt, and contingent staff employees. Maintaining the HR organization's existing commitment to quality of service, the Vice Presidents responsible for driving the organization's effectiveness in providing proactive and focused support, guidance, and training to academic and business units across the University that enables them to meet strategic objectives. Chairs the university's Retirement Programs Investment Committee.

Associate Vice President, Employee & Management Services, Office of Human Resources, Stanford, California

Served as a member of the Human Resources senior leadership team responsible for establishing key strategies designed to advance the notion of excellence in teaching and research at Stanford. Specifically responsible for directing fifteen Human Resource Managers (HRMs) in the delivery of human resources services to the business, and central administrative units of the University including the offices of the President and Provost, the Department of Athletics, Residential and Dining services, among others. Fostered proactive HR service through early consulting, creative planning, innovation, client coaching, and problem solving. Develops University HR initiatives and strategies to prepare academic and business/administrative areas to enable Stanford to attract, develop and retain outstanding employee talent. Led all labor relations activities in connection with the negotiation and administration of two collective bargaining agreements covering 1100 employees. Served as a voting member on the Committee of Faculty & Staff Human Resources.

Dignity Health (formerly, Catholic Healthcare West), 1/03 - 06/07

Corporate Vice President, Employee and Labor Relations, Office of Human Resources, San Francisco, California

Served as the organization's leader, and collaborator-in-chief with respect to all matters related to employee and labor relations and specifically the management of all aspects of the relationship with 12 unions representing over 35K employees. Was responsible for providing the leadership required to achieve an unprecedented level of peaceful and productive labor management relations in a manner that allowed the organization to accomplish tremendous financial and strategic success. Worked collaboratively with the organization's corporate and field leadership to develop long-range contract negotiation strategies and oversees negotiation preparation for multiple unions. Provided consultation regarding preventative labor relations, or interpretation and resolution of disputes involving collective bargaining negotiations.

Harvard University, 1/99 - 12/02

Director of Labor and Employee Relations, Office of Human Resources, Cambridge, Massachusetts, 7/00-12/02

Responsible for labor, employee relations and disability insurance programs within the University's decentralized operating environment; managed a staff of 15 and an operational budget of approximately \$1.4 million. Participated in strategic planning, policy development and team building for the Office of Human Resources and Harvard HR community. Was responsible for contract negotiations with the University's 10 labor unions, and administration of 8 collective bargaining agreements. Provided counsel in relation to the conduct of mediation, arbitration and proceedings before the National Labor Relations Board. In partnership with the Office of the General Counsel, administrative deans and HR directors, oversees the University's efforts to comply with federal and state employment and labor laws. Acted as counsel and advisor to the University President and University-wide committee charged with addressing issues of low-wage workers at Harvard. Led the University's efforts in the implementation of committee recommendations-- including the development of a wage and benefits parity policy.

Director of Workforce Initiatives, Office of Human Resources, Cambridge, Massachusetts, 1/99-6/00

Responsible for working collaboratively with OHR Directors, the Office of the General Counsel, Office of the Assistant to the President, and the broader HR community to review/improve Harvard's employment policies, to coordinate the University's employment, training, compensation, and employee relations efforts in order to create an environment more welcoming to a diverse community.

Southern California Edison Company, 9/95 - 12/98

Manager, Corporate Employee Relations, Rosemead, California, 6/97-12/98

Responsible for providing leadership, program design and oversight for fostering a positive employee relations environment at Edison. Specifically, responsible for policy development/revision, implementation, and interpretation, managing the company's problem resolution procedure, and HR communications. Provided advice, counsel, and training on employee policy issues to the HR Community and senior level executives. Participated as a contributing member of the corporation's Human Resources Council--a forum created for fashioning human resources policy and strategy for the corporation as a whole.

Manager, Human Resources, Shared Services, Rosemead, California, 3/96-6/97

Served as chief human resources officer for the Shared Services organization. Responsible for managing all aspects of the human resources function affecting 1400 employees which fostered the organization's ability to attract, recruit, develop, and retain high performance talent, and which ensures that people management figures prominently.

Manager of Projects, Performance Support, Rosemead, California, 9/95-3/96

Served as a special assistant to the Sr. Vice President on projects of significant scale and corporate-wide impact. Specifically, successfully led cross-functional team in aligning corporate-wide HR activity with new corporate governance model. Successfully led Corporate HR and Health care team in the merger of those two organizations that affected approximately 650 employees. Provided significant advice, counsel, and assistance with respect to workforce management initiatives.

Georgetown University, 5/93 – 8/95

Director, Employment & Human Resource Services, GU Medical Center, Washington, D.C., 12/93-8/95

Led the organization's employment, recruitment, employee and labor relations functions. Responsible for the management and development of tools and resources, which facilitated an integrated approach to the organization's employment and recruitment requirements. Responsible for the full range of sourcing activity – advertising vacancies, screening applicants, advising managers, as well as managing search firms. Managed the organization's dispute resolution program. Developed, interpreted, and administered human resources policies and practices. Responsible for contract administration, grievance handling, union negotiations, arbitrations, NLRB and other third party proceedings. Provided advice and counsel to managers, and employees on labor, and employee relations issues.

Director, Employee & Labor Relations, GU Medical Center, Washington, D.C., 5/93-12/93

Served as the organization's chief representative with respect to employee and labor relations. Managed the organization's dispute resolution program. Responsible for contract administration, union negotiations, arbitrations, NLRB and other third party proceedings.

U.S. Department of Justice, Federal Bureau of Prisons, 8/90– 5/93

Assistant Camp Administrator, U.S. Penitentiary, Atlanta Ga., 7/92-5/93

Assisted the Camp Administrator in the overall management of the camp by planning, directing, coordinating, and evaluating programs designed to provide an atmosphere conducive to rehabilitation, discipline and well being of approximately 500 inmates convicted of federal criminal laws. Frequently provided counsel to the Warden and other members of the institution's executive staff on sensitive employee and labor relations matters.

Executive Assistant, Human Resource Management Division, Central Office 12/91-7/92

Aided the Assistant Director (Chief Human Resource Officer for the Bureau) in managing and directing all aspects of the HRM Division by servicing approximately 23,000 employees located at 68 correctional facilities, 6 Regional Offices, and the Central Office. Served as a troubleshooter and advisor with regard to sensitive employee and labor relations issues.

Labor Management Relations Specialist, Human Resource Management Division, Central Office, 8/90-12/91

Acted as principal representative in preparing, and presenting the government's case before Administrative Judges of the MSPB, the EEOC, and the FLRA, and independent arbitrators appointed by the FMCS. Served as management representative in the negotiation, and administration of a nationwide collective bargaining agreement. Served as a labor relations instructor in management training programs.

Howard University, 8/86-8/90

Labor & Employee Relations Specialist, Human Resource Management, 8/86-8/90

Served as management representative with respect to labor negotiations, arbitrations, NLRB proceedings, and the general administration and interpretation of Collective Bargaining Agreements with Hospital, Television Station, Radio Station, Hotel, and service worker Unions; served as management representative in nonunion post-termination grievance hearings. Provided advice, counsel, and training to managers on the range of employee and labor relations issues. Also served as the interim Director for eight months.

EDUCATION

Stanford University, Stanford, California

Stanford Fellows, 2007-2009

Stanford Leadership Academy, 2009-2010

Georgetown University Law Center, Washington, D.C.

LLM, Labor & Employment Law

Howard University School of Law, Washington, D.C.

JD, Emphasis in Labor and Employment Law

Morehouse College, Atlanta, Georgia

BA, Communications

BAR MEMBERSHIPS

District of Columbia Bar

Pennsylvania Bar

BOARDS

Great Place to Work® Institute, Inc. (San Francisco, CA), 2006-2011

Harvard University Employee Credit Union (Cambridge, MA) 2000-2002

Benjamin Banneker Charter School (Cambridge, MA) 2000-2002

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Office of the City Attorney

OAKLAND CITY COUNCIL

Resolution No. _____

C.M.S. _____

RESOLUTION CONFIRMING THE MAYOR'S REAPPOINTMENT OF DAVID JONES AND 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. 1-1777 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 Libby Schaaf has appointed Lisa Charbonneau 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 reappointment of David Jones and Andrea Gourdine to serve a three-year term on the Civil Service Board beginning May 5, 2015 and ending May 4, 2018, filling the seat previously held by Wendell Mitchell; and be it

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - KALB, PRESIDENT GIBSON MCELHANEY, CABBELL-WASHINGTON,
GALLO, BROOKS, REID, KAPLAN AND GUILLEN

NOESABSTENTIONSABSENT

LATONDA SIMMONS

City Clerk and Clerk of the Council