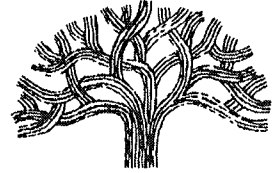


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CITY OF OAKLAND



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

January 20, 2016

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

Dear President Gibson McElhaney and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following person as a member of the following board or commission, subject to City Council confirmation:

**Civil Service Board**

Yvonne Hudson-Harmon 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 Winnie Anderson; and be it

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf  
Mayor

Yvonne Hudson-Harmon

Honorable Mayor Libby Schaaf  
City of Oakland  
City Hall  
1 Frank H. Ogawa Plaza  
Oakland, CA 94612

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OFFICE OF THE CITY CLERK  
OAKLAND

Dear Mayor Schaaf:

As you know I recently retired. It was such an honor to work for the City I live in and would like to continue to make a contribution after retirement. I am very interested in serving on the Civil Service Board and ask that you consider me when a vacancy becomes available.

With over 30 years of progressively responsible HR experience, a very good understanding of Civil Service structure and the City of Oakland in particular, I would be an excellent choice. I have attached my resume for your information. If you need references or additional information, I can provide it upon request. I can be reached by e-mail at \_\_\_\_\_ or by phone at \_\_\_\_\_

Very truly yours



Yvonne Hudson-Harmon

## RESUME OF QUALIFICATIONS

**YVONNE S. HUDSON-HARMON**

### **EMPLOYMENT HISTORY**

**AUGUST 2012 – AUGUST 2015**

**CITY OF OAKLAND**

**OFFICE OF THE CITY ATTORNEY**

**LEGAL ADMINISTRATIVE SERVICES MANAGER**

Manage administrative services division of the City Attorney's office including budget development and monitoring, personnel, payroll, contract administration, record system management, information technology and other administrative functions. Develop administrative policy and provide direction and supervision to support staff.

**JANUARY 2005 – August 2012**

**CITY OF OAKLAND**

**DEPARTMENT OF HUMAN RESOURCES MANAGEMENT**

**RETIREMENT AND BENEFITS DIVISION**

**HUMAN RESOURCE MANAGER**

Direct, coordinate, supervise and evaluate staff and activities related to the City's retirement systems, Oakland Municipal Employees Retirement System (OMERS), Police and Fire Retirement System (PFRS) and CalPERS, and the comprehensive health and welfare benefits program for active and retired employees. Serve as senior staff to the OMERS and PFRS Boards including preparing for and managing regular and committee meetings, carrying out requests for information, managing and reporting out on their administrative budgets, direct and participate in the development of Requests for Proposal to secure various vendors as requested by the Boards; conduct complex research, prepare and present reports to the Boards and to City Council; direct and participate in developing and interpreting personnel policy, procedures, City Charter provisions, etc.; coordinate services of external consultants and other vendors providing services to administer the retirement and benefits programs; provide leadership and direction to staff in administering payroll and benefits activities for retirees and their dependents and in administration of daily operational activities. Act as HR Director when required.

**FEBRUARY 2004 – JANUARY 2005**

**CITY AND COUNTY OF SAN FRANCISCO HUMAN SERVICES AGENCY**

**SENIOR DEPARTMENTAL PERSONNEL OFFICER**

Manage the Department's comprehensive personnel program, including examinations, classification, workers' compensation, ADA, payroll, personnel operations, employee/labor relations, staff development, and personnel policy development; manage department's Staff Development Section which provides a wide range of program specific and general training for all levels of staff and management. Develop, manage and maintain an HR budget of over \$11 million, with an administrative budget of over \$40 million.

**APRIL, 2001 – FEBRUARY, 2004**

**CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES**

**HEALTH SERVICE SYSTEM (HSS)**

**DEPUTY DIRECTOR**

Manage the City and County's comprehensive employee benefits program that provides medical, dental and other benefits for active employees, retirees and their dependents. HSS runs a self-funded, self-administered PPO Indemnity Plan and maintains a Charter-created trust fund with a net balance of approximately \$16 million which is administered by a seven member Board of trustees consisting of mayoral, labor, Board of Supervisor and retiree appointees and the City Attorney's designee. The HSS currently services over 110,000 lives.

YVONNE S. HUDSON-HARMON

Develop, manage and maintain the HSS operating budget of approximately \$6 million; direct the preparation, solicitation and review of contracts for materials and vendor services; coordinate the develop of a new benefits administration system in conjunction with the Department of Human Resources Information Technology Division. Total staff size: 61

**FEBRUARY, 2000 – APRIL, 2001**

**CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES  
HEALTH SERVICE SYSTEM (HSS)  
ASSISTANT DEPUTY DIRECTOR**

Manage the City and County's comprehensive employee benefits program that provides medical, dental and other benefits for active employees, retirees and their dependents. HSS runs a self-funded, self-administered PPO Indemnity Plan and maintains a Charter-created trust fund with a net balance of approximately \$16 million which is administered by a seven member Board of trustees consisting of mayoral, labor, Board of Supervisor and retiree appointees and the City Attorney's designee. The HSS currently services over 110,000 lives. Develop, manage and maintain the HSS operating budget of approximately \$6 million; direct the preparation, solicitation and review of contracts for materials and vendor services.

**FEBRUARY, 1998 – FEBRUARY, 2000**

**CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN SERVICES  
SENIOR DEPARTMENTAL PERSONNEL OFFICER**

Manage the Department's comprehensive personnel program, including examinations, classification, workers' compensation, ADA, payroll, personnel operations, employee/labor relations, staff development, and personnel policy development; manage department's Staff Development Section which provides a wide range of program specific and general training for all levels of staff and management. Develop, manage and maintain budget of over \$11 million (HR) with an administrative budget of over \$40 million.

**JUNE, 1995 - JANUARY, 1998**

**LOS ANGELES COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
DIVISION CHIEF, HUMAN RESOURCES**

Manage a comprehensive integrated personnel program, Space Management functions and the Office of Human Rights, the Department's internal affairs investigative body. Space management functions include facilities acquisition, maintenance, space design and reconfiguration, furniture acquisition and voice communication installation. The Office of Human Rights conducts investigations into allegations of employee misconduct, harassment complaints and casework appropriateness related to cases in litigation and child deaths. Develop and manage budgets for these major sections. Maintain overall responsibility for over 90 staff. Departmental budget \$987,918,000; administrative budget \$445,371,000.

**JANUARY, 1994 - JUNE, 1995**

**PERSONNEL OFFICER**

Develop and administer a comprehensive integrated personnel program for the Department. Responsible for all aspects of Personnel, including development and implementation of policies and standards, employee relations, recruitment and selection, classification, employee benefits, item monitoring, workers' compensation and employee health and safety, and payroll; serve as principal departmental representative at labor negotiations; develop and manage Personnel Section budget; manage the Headquarters Office Support Section which includes mail collection/distribution, supplies; parking and general office management.

**MAY, 1989 – JANUARY, 1994**

**SR. DEPARTMENTAL EMPLOYEE RELATIONS REPRESENTATIVE**

Responsible for managing and directing technicians and Departmental Civil Service Representative in performing personnel activities in the areas of employee relations, affirmative action, recruitment, grievances, Civil Service Commission matters, and personnel policy development and interpretation. Develop Personnel Manual material and keep it updated as needed. Advise management of appropriate action to take on matters of employee misconduct, poor performance, etc. Act as Department's representative at negotiations. Serve as Department's advocate at Civil Service hearings. Assume responsibility as Personnel Officer in his absence.

Recruit Children's Social Workers for areas targeted as hardest to recruit for and those that have the highest employee turnover. Responsible for all aspects of the Department's specialized recruitment program, including research, design, implementation and administration. Develop innovative ways to examine the problems of attracting and retaining social workers who have an interest in

the welfare of the community for which we are trying to recruit and arrive at solutions. Perform a variety of technical personnel related assignments as needed, including analyzing and making recommendations on matters pertaining to classification, performance based pay, and policy.

**MARCH, 1985 - MAY, 1989**

**HEAD DEPARTMENTAL PERSONNEL TECHNICIAN**

Responsible for managing and directing technicians, supervisory and clerical staff in the performance of personnel activities in the areas of payroll, personnel processing, recruitment, exams, workers' compensation, classification, occupational health, salary and employee benefits. Supervise the development and application of personnel and departmental policies and procedures and evaluate their effectiveness. Coordinate training in the areas of examining and appraisal of promotability. Confer with management, supervisors, employees and employee groups on matters concerning personnel problems, procedures and regulations. Evaluate performance of technicians and supervisory staff. Prepare annual Personnel budget. Assume responsibility as Personnel Officer in his absence.

**SEPTEMBER, 1979 - FEBRUARY, 1985**

**LOS ANGELES COUNTY PUBLIC LIBRARY**

**PRINCIPAL DEPARTMENTAL PERSONNEL ASSISTANT**

Perform various technical personnel duties including formulation of procedures and documents to ensure the efficient operation of the personnel office. Supervise the daily operation of the personnel office including maintenance of personnel documents and records. Interpret Civil Service Rules, Salary Ordinance and County Code. Coordinate department exams. Counsel employees and management with work related, retirement, or personal problems. Coordinate return-to-work program. Prepare routine and special reports. Assist with the preparation of the personnel budget. Maintain item control. Handle various technical writing assignments.

**NOVEMBER, 1977 - SEPTEMBER, 1979**

**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES**

**DEPARTMENTAL PERSONNEL ASSISTANT**

Supervise the processing of incoming and outgoing employees including incoming reports, outgoing reports, bilingual bonus certification, retirement processing, maintenance of personnel files and records. Compile periodic statistical reports of hires, terminations, retirements, ethnic distribution and bilingual bonus recipients. Interpret provisions of the salary ordinance for employees and supervisors. Assist in conducting clerical examinations. Supervise correction of payroll exceptions.

**EDUCATION**

JUNE, 1986

**BACHELOR OF ARTS DEGREE - MANAGEMENT**

University of Redlands  
Redlands, CA

JUNE, 1981

**ASSOCIATE OF ARTS DEGREE - BUSINESS MANAGEMENT**

West Los Angeles College  
Culver City, CA

SEPTEMBER, 2005

**CERTIFICATE IN PUBLIC PLAN  
POLICY EMPLOYEE PENSIONS**

International Foundation of Employee Benefit Plans (IFEBP)

MARCH, 2007

**CERTIFICATE IN PRINCIPLES OF PENSION MANAGEMENT**

California Association of Public Retirement Systems (CALAPRS)

**PROFESSIONAL ORGANIZATIONS**

- Society of Human Resource Managers (SHRM)
- International Foundation of Employee Benefit Plans (IFEBP)
- National Association of Government Defined Contribution Administrators (NAGDCA)
- California Association of Public Retirement Systems (CALAPRS)
- National Forum for Black Public Administrators (NFBPA)

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## OAKLAND CITY COUNCIL

### RESOLUTION NO. C.M.S.

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#### RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF YVONNE HUDSON-HARMON 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 Yvonne Hudson-Harmon 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 Yvonne Hudson-Harmon 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 Winnie Anderson; 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

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LATONDA SIMMONS

DRAFT