

Renee Rungis

**Director of Human Resources**

Human resources and financial administration  
Labor relations and contract negotiation  
Continuous improvement and quality management  
Risk management  
Diversity programs management  
Wage, salary and benefits administration  
Local, state and federal government relations

**Experience:**

City of Santa Clara  
Santa Clara, CA

1999 - present

**Director of Human Resources.** Management of labor relations program, including negotiations, disciplinary actions and grievances; team development, quality improvement and customer service in all human resources programs for a full service City, including electric and water and sewer utilities, library services and police and fire services; employee development; recruitment and selection; classification and compensation; diversity programs; Staff Liaison to Civil Service Commission and responsible for: administration of civil service, personnel rules/regulations and labor contracts; and, workers' compensation, safety program, and benefits administration.

**Social Services Agency County of Alameda**

Oakland, CA

1995 - 1999

**Human Resources Director.** Responsible for: labor relations program, including negotiations, disciplinary actions and grievances; team development, quality improvement and customer service in all human resources programs; employee development and recognition; recruitment and selection; diversity programs; administration of civil service, personnel rules/regulations and labor contracts; and, Agency risk management program, including workers' compensation, safety program, liability claims/lawsuits, disaster preparedness, benefits administration and building security.

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**Menlo Park Fire Protection District**

Menlo Park, CA

1985 - 1995

**Chief Administrative Officer.** Management of human resources function: recruitment and selection; position classification, compensation; equal employment opportunity program, administration of personnel rules/regulations; labor contract negotiations, grievances, discipline; total quality management; employee development and recognition; management of financial administration: budget, accounting, revenue forecasting, contracts administration, management information systems; management of District risk management program, including benefits administration, workers' compensation, safety program, and liability insurance program; coordination of administrative/support functions for the District and Board of Directors, prepare staff reports for policy recommendations to elected officials; assist General Manager with special projects.

**City of Mountain View**

Mountain View, CA

1984 - 1985

**Personnel Analyst.** Management of recruitment and selection; workers' compensation, safety program, employee benefits; equal employment opportunity program administration; assist in labor relations, resolving employee grievances and disciplinary actions; conduct classification studies; prepare job descriptions; responsible for: employee orientation, development and recognition.

**United Public Employees,  
Local 790 SEIU, Oakland, CA**

1979 - 1984

**Business Representative.** Represent members in grievances and contract negotiations using an effective collaborative approach, inter-personal communications, leadership and motivation.

**Education:**

B.A., English, California State University, Hayward, CA, 1980. Post-graduate courses in business and public administration.

**University of California, Davis, CA, 1967-1969.** Undergraduate courses in social sciences and liberal arts.

**Workers' Compensation Self-Insurance Administrator Certificate, 1994,** State of California, Department of Industrial Relations.

**Associate in Risk Management (ARM) 1992,** Insurance Institute of America.

**Certified Employee Benefit Specialist Program, International Foundation of Employee Benefit Plans, Wharton School, University of Pennsylvania, 2001.**

**University of California Extension, Santa Cruz, CA, 1995.** Certificate: Continuous Improvement and Quality Management.

**University of California Extension, Santa Cruz, CA, 1995.** Certificate: Team Development.

Special Achievements:

Commissioner, City of Oakland Civil Service Board, Oakland, CA, 1997 - 2002.  
Chairperson, 1998-99.

President, Northern California Chapter, International Personnel Management Association, 2000 - present. Member, Board of Directors, Northern California Chapter International Personnel Management Association, 1999.

Secretary, Western Region International Personnel Management Association, 1997;

University of California Extension, Berkeley, CA, 1996. Instructor for Executive Development Program - Labor Relations.

Western City Magazine, "One Department's Approach to Affirmative Action Hiring," published October, 1988. Republished: The California Fireman, January, 1989.

City Hall Digest, Eighth City Hall Public Information Awards Competition, Award of Merit for Training Video, "The Tour," 1986.

Memberships:

International Personnel Management Association  
California Public Employers Labor Relations Association

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