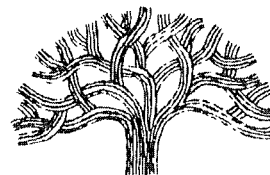


ALIAS
OFFICE OF THE CITY CLERK
OAKLAND

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CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3rd FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Honorable Libby Schaaf
Mayor

(510) 238-3141
Fax (510) 238-4731

Letter of Appointment

September 1, 2017

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

Dear President Reid and members of the City Council:

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

Public Safety and Services Violence Prevention Oversight Commission

Carlotta Brown, to serve a two-year term on the Public Safety and Services Violence Prevention Oversight Commission as a District 6 labor representative beginning April 21, 2017 and ending April 20, 2019, filling the seat previously held by June Williams.

Thank you for your assistance in this matter.
Sincerely,

A handwritten signature in cursive script, appearing to read "Libby Schaaf".

Libby Schaaf
Mayor

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OAKLAND

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Profile

Carlotta

First Name

L.

Middle Initial

Brown

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

City

[Redacted]

Suite or Apt

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

University of California

Employer

Employee Relations Operations
Coordinator

Job Title

Which Boards would you like to apply for?

Sugar Sweetened Beverages Community Advisory Board: Submitted

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

May 11, 2017 City Administrators Office City of Oakland 1 Frank Ogawa Plaza 3rd Floor Oakland, CA 94612 Re: Sugar Sweetened Beverages Community Advisory Board Dear City Administrator: Kindly accept the enclosed resume as an expressed interest in joining Oakland's Sugar Sweetened Beverages Community Advisory Board for Measure HH to contribute and develop my skills. As you will note from my enclosed resume, I possess a number of strengths and attributes which uniquely qualifies me for the Sugar Sweetened Beverages Community Advisory Board position. The key proficiencies I possess which relate directly to your job requirements include: Self Starter - understanding of an organization's diversity, inclusiveness, and retention opportunities and legal obligations. Correspondence – compose high-level communications including documents on-behalf of an executive relating to strategic plans, initiatives, and public engagement notices. Professionalism - perceived as trustworthy, competent, and respectful to others. Relationship Building - successful in building strong collaborative relationships across socio-economic spheres. Diverse Representation - identifying underrepresented needs and strategizing compliant solutions. Service Orientation - delivering customized and tailored solutions for government, residents, and businesses. I am convinced that my broad experience to date has equipped me with a strong set of valuable competencies that meet your needs. I would welcome the opportunity to meet with you to discuss ways in which my capabilities might suit your needs. Please consider my application and direct your response to the contact information provided above. Thank you again for your time and consideration. Kindest regards, Carlotta L. Brown, M.P.A. Carlotta L. Brown, M.P.A. Enclosure: Resume / CV, Professional References Upon Request

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

[CL_Employee_Relations_Resume_CV.pdf](#)

Upload a Resume

Please paste the text of your resume or curriculum vitae below.

Please click the acknowledgement below.

Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.

I Agree *

Carlotta L. Brown, M.P.A.

[REDACTED] | [REDACTED]
Compliance | *Strategic Relationships* | *Diversity & Inclusion*

PROFESSIONAL PROFILE

Results orientated professional with over 10 years of successful experience in diversity and inclusion strategy, equal employment opportunity compliance (EEO), executive administration, and building strong collaborative relationships.

PROFESSIONAL TRAINING & DEVELOPMENT

12/14 – M.P.A. Masters of Public Administration – SJSU – San Jose, CA

12/07 – B.A. – Political Science – SJSU – San Jose, CA

AREAS OF EXPERTISE

- Content Management of Websites
- Proficient in the Use of MS Word, PowerPoint and Excel
- Flexibility & Adaptability
- Achievement Driven
- Extraordinary Communications
- Self – Starter/Initiative
- Resourceful
- Rapport & Relationship Building
- Presentation Skills
- Community Relations & Coordination
- Up-to-date on Equal Opportunity and Affirmative Action Policies / EEOC
- Fast-Paced Environments
- Executive Correspondence
- Sound Judgment/Discretion
- Advanced Knowledge of HR Guiding Principles Pertain to Diversity & Inclusion
- Professional Demeanor
- Experience Ensuring Diverse Staff and Student Representation
- Works Well Under Pressure
- Records Management
- Quick & Absorptive Learner

CAREER HIGHLIGHTS

2017 – Employee Relations Operations Coordinator – **University of California Office of the President Systemwide Human Resources, Oakland CA**

- Managed time and expense coding, auditor inquiries, and reclassifications
- Acquired career development and coaching techniques and tools
- Road-mapping special projects and accessing Case Management Systems

2016 – Sr. Administrative Analyst – **BART – Oakland, CA**

- Facilitated administrative support to the San Francisco Bay Area Rapid Transit Board of Directors and District Secretary's Office
- Functioned as the budget coordinator, and developed guidelines and instruction on budget process and procedures
- Maintained the BART website and external communication tools, correspondence, and authored job training manual

2015 – 2016 – Executive Assistant – **Informatica Corporation – Redwood Shores, CA**

- Directly supported three Executive Vice Presidents simultaneously; CISO (Corporate Security Information Officer), VP of IT Operations, and the VP of Business Systems
- Maintained strict confidentiality with sensitive information, financial documents, records and personal matters
- Orchestrated events for employee training and growth and development

2009 – 2014 – Operations Partner – **Intel Corporation – Santa Clara, CA**

- Supported a Vice President and lead a Senior Executive Administrative Team of 8 that spans globally across 13 cities in 6 countries with a multi-million-dollar budget
- Assisted in two successful Intel acquisitions maintaining strict confidentiality with sensitive information, financial documents, and records
- Synthesized ways to improve diversity and fine-tuned the best ideas
- Executed two large scale programs impacting Intel's Corporate Social Responsibility

2009 – 2014 – Diversity & Inclusion Manager – **Intel Corporation – Santa Clara, CA**

- Developed and implemented diversity strategies in accordance with guidelines
- Liaised between executive staff and ~50+ employees to assemble ways to improve diversity, and fine-tune best ideas using tact, diplomacy and discretion in all written and verbal communications
- Prepared and distributed materials on diversity and cultural competency to over 5,000 persons
- Specialized in Women, LGBT, and ethnic communities and culture
- Created a collegiate recruitment program that was endorsed by two Vice Presidents and secured thousands of dollars in funding

TECHNICAL PROFICIENCIES

- | | | |
|---------------------------|-------------------|---------------|
| • MS Office Suite | • Google Business | • Lotus Notes |
| • SharePoint | • Concur | • MAC / PC |
| • PeopleSoft | • WebEx | • QuickBooks |
| • Internet/Computer Savvy | • Coupa | • Salesforce |

INTERNSHIPS

2007 – 2008 – City of San Jose Council District Three – **Office of Sam Liccardo – San Jose, CA**

- Under Council Staff supervision, conducted research and analyzed data related to issues affecting the City of San Jose's downtown diverse neighborhoods to make sound recommendations
- Provided outreach for neighborhood meetings and events
- Maintained collaborative relationships and conducted strategic meetings with staff and community leaders for resolutions
- Prepared reports, letters, and background materials on policy, neighborhood issues, and city council agenda items

CIVIC ENGAGEMENT

Active Member, Delta Sigma Theta Sorority, Incorporated

Advisory Board Member and Civic Engagement & Leadership Committee Member, The East Oakland Collective

Emerging Leaders Chair, National Forum for Black Public Administrators, Silicon Valley Chapter

Steering Committee Member, CommUniverCity San Jose

Volunteer, San Jose State University, Alternative Spring Break: New Orleans (Hurricane Katrina Relief)

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Approved as to Form and Legality
DRAFT
Oakland City Attorney's Office

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF CARLOTTA BROWN TO THE PUBLIC SAFETY AND SERVICES VIOLENCE PREVENTION OVERSIGHT COMMISSION

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, the 2014 Oakland Public Safety and Services Violence Prevention Act, also known as the Safety and Services Act or Measure Z, adopted by the voters of Oakland, November 4, 2014 in the General Municipal Election creates the Public Safety and Services Violence Prevention Oversight Commission to evaluate, inquire, and review the administration, coordination, and evaluation of strategies and practices mandated by the 2014 Oakland Public Safety and Services Violence Prevention Act; and

WHEREAS, the 2014 Oakland Public Safety and Services Violence Prevention Act specifies that the Public Safety and Services Violence Prevention Oversight Commission shall consist of nine (9) members, one member recommended by the Mayor and one member recommended by each City Council member, with all Commission members being appointed by the Mayor and confirmed by the City Council in accordance with City Charter Section 601; and

WHEREAS, the 2014 Oakland Public Safety and Services Violence Prevention Act specifies that at least two (2) members will have experience working with service-eligible populations, two (2) members will reflect the service-eligible populations, and two (2) members will have professional law enforcement or criminal justice background while all other members will have general experience in criminal justice, public health, social services, research and evaluation, finance, audits, and/or public policy; and

WHEREAS, the City Council adopted Ordinance No. 13303 C.M.S. establishing that Public Safety and Services Oversight Commission members serve two-year terms, and no more than three consecutive terms; and

WHEREAS, the Honorable Mayor Libby Schaaf has appointed Carlotta Brown to the Public Safety and Services Violence Prevention Oversight Commission 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:

Carlotta Brown, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 6 representative for the term beginning April 21, 2017 and ending April 20, 2019, filling the seat previously held by June Williams.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

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

NOES –

ABSENT –

ABSTENTION –

ATTEST:

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