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Letter of Nomination

November 25, 2014

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

Lisa Charbonneau, Mayoral appointment to serve the term beginning May 5, 2014 and ending May 4, 2017, filling the seat previously held by Wendell Mitchell; and

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

Lisa S. Charbonneau

May 21, 2014

Hon. Jean Quan
Mayor of Oakland
Oakland City Hall
1 Frank H. Ogawa Plaza
Oakland, CA 94612

Dear Mayor Quan:

I write to express my interest in serving on the City of Oakland's Civil Service Board.

I am an employment attorney with seven years of experience litigating high-stakes legal disputes between employees and their employers. In this work I have developed knowledge of and the ability to apply numerous personnel regulations applicable to public sector employees, as well as employees at private employers -- large and small. My work also means that I am extremely knowledgeable about issues of compliance with local, state, and federal employment regulations pertaining to discrimination, medical and family leave, recordkeeping, reporting, and other workplace matters. And finally, my work invariably involves enforcement and interpretation of application workplace regulations and internal rules, and evaluating whether such regulations and rules have been violated.

Although most of my work has involved the representation of employees, I also have experience counseling employers on compliance, personnel issues, and pre-litigation dispute resolution, and have represented numerous employers in courts and administrative agencies. I consistently see both sides of many disputes and am therefore able to make decisions on behalf of my clients that lead to expedient and positive results.

I currently work at a union-side labor firm that represents many municipal unions and their members. From this work, I have developed a thorough understanding of labor relations and the role of public employee unions in state and local government. The work has also taught me new ways of collaborating with public sector H.R. managers and employment / labor attorneys to quickly resolve workplace disputes internally and without resort to litigation. In this job, one is not choosing cases based on their worth in the courtroom, but we instead work hand-in-hand with the public entity to help resolve personnel problems within the complicated confines of California employment laws, the California Education Code (my particular practice area involves the representation of public school teachers and their unions) or other laws applicable to the specific type of employee or employer, the local employer's policies and procedures, and any and all applicable CBAs and MOUs.

It is my hope that my experience representing public and private employees in unionized and exempt positions, as well as employers, makes me well qualified to be an effective member of the Civil Service Board. I am passionate about the City of Oakland and local government and would be honored to serve the City by serving on the Civil Service Board. A copy of my resume is attached for your review. Thank you for your consideration and I hope to hear from you.

Sincerely,

Lisa S. Charbonneau

EDUCATION

UC HASTINGS COLLEGE OF THE LAW, San Francisco, CA

Juris Doctor, 2006

Equal Justice America Fellow, Summer 2005

Best Brief, Honorable Mention, Moot Court, April 2004

WESLEYAN UNIVERSITY, Middletown, CT

Bachelor of Arts, 1999, with Honors in Government

Concentrations in Political Theory and International Relations

EXPERIENCE

BEESON, TAYER & BODINE, Oakland, CA

December 2013-Present

Associate

Represent public and private sector employee and union clients in administrative hearings, civil courts, layoff proceedings, settlement conferences, and before licensure boards. Particular focus on matters involving civil rights, employment, labor, and education law. Regularly meet with and advise clients on leave and discrimination laws, interactive process and reasonable accommodation requirements, complaint procedures available to public employees, use of the Public Records Act, and issues of workplace harassment. Advise institutional clients on compliance with wage and hour laws. Negotiate settlements and severance packages. Draft court pleadings, motions, briefs, memoranda, and substantive correspondence with opposing counsel.

LAW OFFICES OF TRACI M. HINDEN, San Francisco, CA

April 2011-August 2013

Associate

Managed firm's employment cases, which primarily involved workplace discrimination, harassment, violation of leave laws, retaliation, and unemployment issues. Advised select employer clients on human resources/personnel matters with a focus on medical and pregnancy leave, wage and hour compliance, interactive process, reasonable accommodation, unemployment, and workers compensation/disability discrimination overlap cases. Negotiated severance agreements and employment contracts. Performed extensive legal research, authored legal memoranda and opinion letters for clients and supervising attorneys. For litigation clients, took and defended depositions, propounded and responded to discovery, drafted and filed pleadings, motions, and briefs, negotiated settlement and pre-litigation resolution informally and in mediation environments, drafted substantive correspondence to opposing counsel and insurers.

MINAMI TAMAKI LLP, San Francisco, CA

September 2006-December 2010

Associate

Represented class and individual plaintiffs in courts and administrative agencies in employment law matters. Represented employer clients before the Labor Commissioner and in federal court, and advised them on personnel issues, job advertisements, layoffs, and human resources policies. Performed workplace trainings on sexual harassment and LGBT issues in the workplace. Drafted pleadings; wrote and argued dispositive motions; participated in mediations; managed discovery; took and defended depositions; performed extensive legal research and writing. Co-chaired five-day binding arbitration, including direct examination of the plaintiff and cross-examinations of adverse witnesses. Developed and ran the firm's summer clerk program from 2008-2010.

Lisa S. Charbonneau

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Law Clerk/Contract Attorney

Evaluated and investigated class member damages claims in nationwide FLSA class action. Performed legal research, assisted in responding to discovery, attended hearings in other cases as needed.

SAN FRANCISCO CITY ATTORNEY'S OFFICE, San Francisco, CA Spring 2006

Intern

Performed legal research and authored memos for attorneys on state and local land use laws. Drafted motions and development agreements. Assisted in preparation for, and attended hearings.

MICHIGAN LEGAL SERVICES, Detroit, MI Spring 2005

Equal Justice Fellow

Wrote memoranda and position papers on real estate policy, land use, and economic development in Detroit. Advised Detroit City Council and local agencies on legal issues related to topics including development deals, land bank creation, and affordable housing solutions. Conducted workshops and trainings with community groups on land use issues and economic development.

THE AMERICAN PROSPECT, Washington, DC January 2001-August 2002

Communications Manager

Managed events, public relations, outreach, and media placement for newly-relocated magazine.

Editorial Assistant

Assisted Editorial Department of fast-paced, bi-weekly political magazine with fact-checking, background research, author contracts, negotiations over author payments, licensing, copy-editing, and proof-reading.

BIGBAD, INC., Boston, MA October 1999-December 2000

Operations Assistant

Responsible for recruiting, scheduling interviews, and onboarding employees at one of Boston's first interactive agencies. Developed database for measuring and tracking employee growth. Planned events, worked with management to ensure a smooth transition process upon company buyout.

ACCOMPLISHMENTS

Rising Star Northern California SuperLawyers, 2012-2014
Panelist, Deposition Skills Seminar, San Francisco, CA, 2012
Speaker and Moderator, LGBT Issues in the Workplace, Oakland City Hall, 2012
Community Partner Award Recipient for Pro Bono Work, Transgender Law Center, 2010
California State Bar, Admitted December 2006, SBN 245906

PERSONAL INTERESTS

Cooking, animal rescue, reading, modern world history, local politics, the arts, event planning.

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APPROVED FOR FORM AND LEGALITY

DRAFT

CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF LISA CHARBONNEAU 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 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 appointment of Lisa Charbonneau to serve a three-year term on the Civil Service Board beginning May 5, 2014 and ending May 4, 2017, filling the seat previously held by Wendell Mitchell; 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:

LATONDA SIMMONS
City Clerk and Clerk