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Office of the Mayor
Honorable Ronald V. Dellums
Mayor

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Letter of Nomination

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OFFICE OF THE CITY CLERK
OAKLAND
2010 FEB - 9 PM 5:22

February 16, 2010

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

Dear President Brunner and members of the City Council:

Pursuant to City Charter section 601, the Mayor has appointed the following person as member of the following Board or Commission, subject to City Council confirmation:

Parking Tax Board of Review

City Auditor Courtney Ruby, Mayoral appointment to serve during her term of office.

Barry Pilger, Mayoral appointment to serve during the term of the office of City Auditor Courtney Ruby, filling the seat designated for the City Auditor for such period or for such hearings may be desired by the City Auditor as her designee to the Board.

City Administrator Dan Lindheim, Mayoral appointment to serve during his tenure as chief administrative officer for the City.

Deanna Andrews, Mayoral appointment to serve during the tenure of the City Administrator Dan Lindheim, filling the seat designated for the City Administrator for such period or such hearings as may be desired by the City Administrator as his designee to the Board.

Sabrina Jones, Mayoral appointment to serve during the tenure of the City Administrator Dan Lindheim, filling the seat designated for the City Administrator for such period or such hearings as may be desired by the City Administrator as his designee to the Board.

Charles R. "Chip" Conradi, Mayoral appointment to serve the term beginning January 1, 2008 and ending December 31, 2011, filling the seat designated for a community member selected by the Mayor.

Thank you for your assistance in this matter.

Sincerely,

Ronald V. Dellums
Mayor

SABRINA JONES

Sabrina Jones was initially hired in August, 1990 by then Director, Terry Roberts, as the Executive Assistant performing the following tasks:

- Responsible for the Agency's agenda management & coordination between line departments and Clerk & City Administrator's Office.
- Assisted the Director in staffing the PWA Committee and managed the PW Committee's pending list in coordination with the designated council aid.
- On behalf of the Director, received and responded to citizen & council concerns in collaboration with department managers & supervisors.
- As a member of the Agency executive team, participated in planning retreats, special projects and other assigned duties.

June 2000 – 2001

- Promoted to the position of City Manager Analyst, supporting the newly appointed Director, Harry Edwards. The title & salary was negotiated by the Director. Supervised the administrative office personnel and performed many of the same duties in PWA.

2001 – Present

- Returned to Public Works, re-classified as a Management Assistant assigned to the following functions: customer service, illegal dumping appeals - hearing officer, agency ombudsman, all of which evolved over a period of time.
- Currently manages the customer service function of the Agency under the leadership of Agency Manager, Stephanie Hom; supervise a team of four Public Service Representatives.
- Plans, assigns, and evaluates the work of subordinate staff in the Dispatch Center, ensuring efficient operations on daily basis. Responsible for all hiring, training and disciplinary action including termination. Acts as a liaison between PWA & Police and Fire dispatch centers. Trouble shoots communication or system problems between the three units. Works collaboratively with OFD and OPD in communicating and resolving issues on a routine basis and during emergency incidents.
- Investigates citizen complaints regarding operational issues. Acts as a liaison between staff and citizens, works closely with department managers, supervisors and all customer service staff, including those other city departments.
- Responsible for planning, organizing and conducting Illegal Dumping Appeal administrative hearings and rendering written decisions regarding petitions as required. The duties performed involve the exercise of considerable discretion and latitude of judgment in formation and development of decisions. Works collaboratively on all legal issues related to an appeal with Deputy City Attorney, Doryanna Moreno.
- Led and/or participated in special projects on behalf of the Agency such as:
 1. APWA Accreditation Communication Team Lead & other duties related to the national organization as assigned
 2. Former team lead and current member of Service Delivery Team III – Council member Kernighan
 3. National Public Works Week – Employee & Department Recognition
 4. PWA Annual Meeting & Year-end Employee Recognition

DEANNA S. ANDREWS

EXPERIENCE

CITY OF OAKLAND

Principal Financial Analyst, Finance & Management Agency

Oakland, California

June 2005 – Present

Under direction of the Controller, provide high level financial analysis to the City's Finance and Management Agency.

Specific responsibilities include:

- Coordinate, direct and perform complex policy, managerial, operational and budgetary analysis.
- Calculation of the annual Fringe and Benefit loading rates.
- Review of the Indirect Cost Rates and management of the consultant contract if a re-calculation is warranted.
- Supervise the City's Mail Room and Central Warehouse staffs, including recruiting, hiring, and terminating as needed; setting performance expectations, checking on assignments, conducting performance reviews and following up with appropriate managerial actions, etc.
- Assist with the development of the City's two-year Policy Budget and status reports to the City Council.
- Coordinate, direct and perform complex policy, managerial, operational and budgetary analysis.
- Conduct and Coordinate the calculation of the General Services, Lake Merritt Tidelands Trust, Special Services and Direct Services billings to the Port of Oakland.
- Represent the Controller's Office in a highly professional capacity at various meetings and events.
- Act on behalf of the Controller in his absence

EDUCATION

CALIFORNIA STATE UNIVERSITY, HAYWARD

Masters in Public Administration

Hayward, California

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

Bachelor of Arts in Political Science / Public Administration

San Luis Obispo, California