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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

May 23, 2018

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 reappointed the following persons as members of the following board or commission, subject to City Council confirmation:

Civil Service Board

Beverly Williams is reappointed to the Civil Service Board to serve a term beginning May 5, 2018 and ending May 4, 2021, retaining the seat she currently holds.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf
Mayor

A large, stylized handwritten signature of Libby Schaaf, written in black ink. The signature is fluid and cursive, with the first name 'Libby' being particularly prominent.

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ProfileBeverly

First Name

A.

Middle Initial

Williams

Last Name

Email Address_____
Street Address_____
Suite or Apt_____
City_____
State_____
Postal Code_____
Primary Phone_____
Alternate PhoneCEB (Continuation of the Bar)

Employer

Administrative Assistant

Job Title

Which Boards would you like to apply for?_____
Civil Service Board: Submitted**Interests & Experiences**

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

Currently servicing as a Commissioner on the Civil Service Board 2017 to present. Former Commissioner, Oakland Rent Board 2010 to 2017 serving as Chair/Vice-Chair alternately. Current Chair NCPC Beats 33X/34X all of which exposes me to the complexities a variety of areas for understanding the needs of the City of Oakland. Extensive Human Relations background.

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.

RESUME FOR BAW Short Version.docx

Upload a Resume

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

Administrative Assistant, Accounts Receivable responsible for processing cash receipts. Prior Position 11/2002 to 2/2010: Administrative Assistant, Accounts Payable responsible for all payables to vendors, responding to all related correspondence, reconciled vendor payments, and processed all AR actions, maintained all files. The position required collaboration and close contact with all in-house staff (e.g. managers, supervisors, and employees). Payables average up to \$500,000+ per month. Job changed due to company restructuring. Prior Position 2/1990 to 11/2002: Program Assistant planned programs for live/video programs for attorneys needing to meet their MCLE requirements, verifying program materials, preparing reports, responding to correspondence, set up banquets, maintained files, and set up telephone conference. Job changed to company restructure. Federal Government, Health and Human Services, Personnel Administration – Combined 20 plus years – short version: Staffing and Classification Specialist, Personnel Management Specialist, Employee Relations Specialist – highlighted responsibilities: • Developed recruiting methods; Located, screened, and referred qualified applicants for employment; Developed ranking criteria; Conducted Promotion Panels; Processed/Reviewed personnel actions; Developed/Revised guidelines, training materials, organizational charts and other informational materials; prepared a variety of reports; Identified classification and position management problems making recommendations for change; Special assignment working directly with Personnel Director conducting position management surveys and annual classification reviews; Regional Coordinator for Mandatory Placement Program (MPP); Maintained the Full Time Equivalency Monthly Report (FTE); Collaborated with departmental, regional, and inter office personnel on draft responses and proposed regulatory changes; Developed performance standards; Evaluated staff utilization and weaknesses; evaluated staffing needs, organizing work, cross training programs and work plan objectives; Provided Personnel training when necessary; Conducted quarterly on-site staff visits providing Employee Relations support to managers, supervisors and employees in the areas of procedural and regulatory compliance; Provided on-site counseling in the areas of employee conduct, work habits, leave abuse, indebtedness, involuntary separation, conflict of interest etc.; Advised managers and supervisors on performance standards, grievances, appeals, grievances, disciplinary and adverse actions, and reprimands, reviewing correctional actions; Workers Compensation Specialist; Provided training on various Employee Relations functions • Six month special development program on the job training on Labor Relations Current Volunteer Positions Held: Current Civil Service Board Commissioner 2017 to present– Oakland Current Chair, Board of Governors Love Center Ministries March 2018 – Oakland Current Community Leader/Advocate OPD Advisory Board Oakland Current Chair, NCPC Beats 33X/34X – Oakland Active Member Block By Block Organization Oakland One (BBBON) Former Chair/Vice-Chair, alternately, Commissioner Oakland Residential, Rent, and Relocation Board, 2010 to 2017 Oakland Former Community Leader, ACCE (Alliance of Californians for Community Empowerment), Oakland – emphasis on housing crises Former Urban Habitat Transportation for Justice Committee Moderator/Facilitator for Large Forums Former Board Member and Political Action Committee (PAC) Board Member ACORN Former Urban Strategies, Interim Board Member, Oakland Community Land Trust (OakCLT) Recognitions: Various Recognitions for service as Community Leader/Advocate Alameda Labor Council's 2009 Community Leadership Award Certificate of Recognition for Chapter Leader by Senator Ellen Corbett, District 10 – 2009 Alum Cohort, Boards and Commissions Institute Graduate (BCLI), Urban Habitat 2010 Education: BA Public Administration, Golden Gate University, SF References upon Request

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 *

RESUME FOR:

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Beverly A. Williams

Continuation of the Bar, University of California, UCLA:

Current Position 2/2010 to present:

Administrative Assistant, Accounts Receivable responsible for processing cash receipts.

Prior Position 11/2002 to 2/2010:

Administrative Assistant, Accounts Payable responsible for all payables to vendors, responding to all related correspondence, reconciled vendor payments, and processed all AR actions, maintained all files. The position required collaboration and close contact with all in-house staff (e.g. managers, supervisors, and employees). Payables average up to \$500,000+ per month. Job changed due to company restructuring.

Prior Position 2/1990 to 11/2002:

Program Assistant planned programs for live/video programs for attorneys needing to meet their MCLE requirements, verifying program materials, preparing reports, responding to correspondence, set up banquets, maintained files, and set up telephone conference. Job changed to company restructure.

Federal Government, Health and Human Services, Personnel Administration – Combined 20 plus years – short version:

Staffing and Classification Specialist, Personnel Management Specialist, Employee Relations Specialist – highlighted responsibilities:

- Developed recruiting methods; Located, screened, and referred qualified applicants for employment; Developed ranking criteria; Conducted Promotion Panels; Processed/Reviewed personnel actions; Developed/Revised guidelines, training materials, organizational charts and other informational materials; prepared a variety of reports; Identified classification and position management problems making recommendations for change; Special assignment working directly with Personnel Director conducting position management surveys and annual classification reviews; Regional Coordinator for Mandatory Placement Program (MPP); Maintained the Full Time Equivalency Monthly Report (FTE); Collaborated with departmental, regional, and inter office personnel on draft responses and proposed regulatory changes; Developed performance standards; Evaluated staff utilization and weaknesses; evaluated staffing needs, organizing

work, cross training programs and work plan objectives; Provided Personnel training when necessary; Conducted quarterly on-site staff visits providing Employee Relations support to managers, supervisors and employees in the areas of procedural and regulatory compliance; Provided on-site counseling in the areas of employee conduct, work habits, leave abuse, indebtedness, involuntary separation, conflict of interest etc.; Advised managers and supervisors on performance standards, grievances, appeals, disciplinary and adverse actions, and reprimands, reviewing correctional actions; Workers Compensation Specialist; Provided training on various Employee Relations functions

- Six month special development program on the job training on Labor Relations

Current Volunteer Positions Held:

Current Civil Service Board Commissioner 2017 to present– Oakland

Current Chair, Board of Governors Love Center Ministries March 2018 – Oakland

Current Community Leader/Advocate OPD Advisory Board Oakland

Current Chair, NCPC Beats 33X/34X – Oakland

Active Member Block By Block Organization Oakland One (BBBON)

Former Community Leader, ACCE (Alliance of Californians for Community Empowerment), Oakland – emphasis on housing crises

Former Urban Habitat Transportation for Justice Committee

Moderator/Facilitator for Large Forums

Former Board Member and Political Action Committee (PAC) Board Member ACORN

Former Urban Strategies, Interim Board Member, Oakland Community Land Trust (OakCLT)

Recognitions: Various Recognitions for service as Community Leader/Advocate

Alameda Labor Council's 2009 Community Leadership Award

Certificate of Recognition for Chapter Leader by Senator Ellen Corbett,
District 10 – 2009

Alum Cohort, Boards and Commissions Institute Graduate (BCLI), Urban
Habitat 2010

Education: BA Public Administration, Golden Gate University, SF

References upon Request

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City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

RESOLUTION CONFIRMING THE MAYOR'S REAPPOINTMENT OF BEVERLY A. WILLIAMS 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) and Ordinance No. 13120 C.M.S. (passed June 5, 2012), 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 reappointed Beverly A. Williams to the Civil Service Board 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 reappointment of:

Beverly Williams is reappointed to the Civil Service Board to serve a first term beginning May 5, 2018 and ending May 4, 2021, retaining the seat she currently holds.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LATONDA SIMMONS

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