



## Personnel and Public Employees Committee Report

915 I Street, 1<sup>st</sup> Floor, Sacramento, CA 95814

[www.cityofsacramento.org](http://www.cityofsacramento.org)

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**File ID:** 2019-00920

June 25, 2019

**Discussion Item 02**

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**Title:** Interviews for the Civil Service Board

**Location:** Citywide

**Recommendation:** 1) Conduct interviews of applicants to the Civil Service Board for **Seat B:** Member who is a citizen of the City and has no connection with city government; and 2) continue the item to the next meeting for discussion and nomination.

**Contact:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Luby Mitrovich, Administrative Assistant, (916) 808-1738, Department of Human Resources.

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Board Details and Roster
- 3-Applications

**Description/Analysis**

**Issue Detail:** Prior to forwarding nominations to the Mayor for appointment, the Personnel and Public Employees Committee conducts interviews of applicants for open board and commission positions.

**Policy Considerations:** None.

**Economic Impacts:** None.

**Environmental Considerations:** None.

**Sustainability:** None.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** When a position on a City board or commission becomes available through term expiration or resignation, the Office of the City Clerk conducts a recruitment for interested parties. When the application period has closed, the Personnel and Public Employees Committee conducts interviews of the applicants and forwards nominations to the Mayor for appointment.

**Financial Considerations:** None.

**Local Business Enterprise (LBE):** None.

**Background:** There are three candidates applying to one position.

VACANCY INFORMATION

Seat Description	Term	Term Ending Date	Residency	Incumbent
<b>Seat Letter B:</b> Member who is a citizen of the City and has no connection with city government.	Partial	12/31/2021	Required	Incumbent resigned.

**SUMMARY OF NEW APPLICANTS**

Applicant Name	Eligible Seat(s)	District	Interview Status
Jamey Mataka	B	5	Attendance not confirmed.
Terrance McKinney	B	5	Attendance not confirmed.
Nicholas Reitor	B	5	Attendance not confirmed.



## BOARD ROSTER



**BRANDON LEIBROCK**

1st Term Apr 07, 2015 - Dec 31, 2019

**Appointing Authority** Nomination: P&PE Committee / Appointment: Mayor

**Seat** Seat C

**SEI Form 700 On file** Current

**Ethics Training** Next Due 06/12/2019

**Position** Member who is a citizen of the City and has no connection with city government



**EILEEN GALLAGHER**

Partial Term Jun 04, 2019 - Dec 31, 2021

**Appointing Authority** Nominated by P&PE/Appointed by the Mayor

**Seat** Seat D

**SEI Form 700 On file** Next Due 07/05/2019

**Ethics Training** Next Due 06/03/2020

**Position** Member who is a citizen of the City and has no connection with city government



**EDWIN PEREZ**

1st Term Jan 01, 2018 - Dec 31, 2022

**Appointing Authority** Nominated by P&PE/Appointed by the Mayor

**Seat** Seat E

**SEI Form 700 On file** Current

**Ethics Training** Next Due 11/28/2020

**Position** Member who is a citizen of the City and has no connection with city government



**GWYNNAE BYRD**

1st Term Jun 04, 2019 - Dec 31, 2023

**Appointing Authority** Nominated by P&PE/Appointed by the Mayor

**Seat** Seat A

**SEI Form 700 On file** Next Due 07/05/2019

**Ethics Training** Next Due 06/03/2020

**Position** Member who is a citizen of the City and has no connection with city government



**VACANCY**

**Appointing Authority** Nominated by P&PE/Appointed by the Mayor

**Seat** Seat B-Application Period Open Until Filled

**SEI Form 700 On file** Current

**Position** Member who is a citizen of the City and has no connection with city government

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## Profile

Jamey

First Name

Mataalka

Last Name

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Indicate which council district you live or work in. \*

Council District 5

[REDACTED]

Email Address

[REDACTED]

Primary Phone

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## City Advisory Body Information

Which Boards would you like to apply for?

Civil Service Board: Eligible

Question applies to Civil Service Board

Please check EACH seat for which you eligible to serve (pull down menu) \*

Seat A - Member who is a citizen of the City and no connection with city government.

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## Applicant Interest Statement

Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.

Since 2002, I have called Sacramento home and each day I become fonder of this city. Finishing my studies as a Hornet and living and working in the downtown area has given me a sense of pride and ownership in this city. I would like to carry that sense further and contribute to the successful preservation and maintenance of its history. My studies in business management and work experience in finance has provided me with the necessary knowledge to be a contributing member of the board.

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## Qualification Confirmation

List all experience specific to the board or commission seat you are applying for.

I have previously served on the board and a citizen with no affiliation to city government.

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## Prior Service

List any current or prior service on a City of Sacramento Board or Commission

Civil Service Board

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## Education

2002-2005

Attended (mm/yy - mm/yy):

CSUS

Institution Name:

BS

Degree Earned & Area of Study:

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## Employment

2016 - Open

From (mm/yy) - To (mm/yy):

State of California, HSRA

Employer Name & Address:

## Job Duties

As the Assistant Chief Financial Officer, my position is responsible for the overall management of the Accounting, Budget, Reporting and Business and Economics branches. In addition, I provide expertise and recommendations on fiscal policy matters to the executive management team.

2011 - 2016

From (mm/yy) - To (mm/yy):

State of California, DOF

Employer Name & Address:

## Job Duties:

As the Principal Program Budget Analyst over the Medi-Cal assignment I was responsible for a team of 3 analysts to manage the fiscal matters of two assigned departments from the state level.

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**Business Ownership**

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**Acknowledgments**

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**Application Information Acknowledgment**

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You agree that all of the information you have provided on this application is true and correct.

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I Agree

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**Commissioner Training**

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You agree that if appointed a board or commission of the City of Sacramento you will complete all training required of commissioners.

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I Agree

Question applies to multiple boards

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**Statement of Economic Interest Filing**

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You agree that you will complete the initial Statement of Economic Interest Form 700 within 30 days of reappointment and annually thereafter. You understand that failure to complete this filing is cause for removal.

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I Agree

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**Referral**

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How did you hear about the opening? \*

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City of Sacramento Website

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**Accommodation Information**

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**Demographics**

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**Ethnicity \***

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[Redacted]

**Gender \***

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[Redacted]

**Sexual Orientation \***

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[Redacted]

[Redacted]

Date of Birth



**Profile**

Terrance

First Name

Mckinney

Last Name

**Indicate which council district you live or work in. \***

Council District 5

[Redacted]

Email Address

[Redacted]

Primary Phone

**City Advisory Body Information**

**Which Boards would you like to apply for?**

Civil Service Board: Eligible

Question applies to Civil Service Board

**Please check EACH seat for which you eligible to serve (pull down menu) \***

Seat A - Member who is a citizen of the City and no connection with city government.

**Applicant Interest Statement**

**Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.**

I would like to serve as a member of the Civil Service Board because of my countless years of government service. As a former State employee, I served 5 years with the Jefferson Parish Sheriffs Office and 15 years within the Sacramento Superior Courthouse as a Court Attendant. In this position, I protected judicial staff Judges, Commissioners, and Pro Tems of the courthouse. I always appreciated the transparency of state government. I, at this point in my career, am extremely passionate about the transparency of local government.

**Qualification Confirmation**

**List all experience specific to the board or commission seat you are applying for.**

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I am currently a small business owner in Sacramento and still believe that employment rights are a high priority. As a business owner, I do everything in my power to ensure my employees are protected within the full rights of the law. I am extremely interested in hearing appeals from employees in classified positions and provide rules of interpretation and administration of ordinances affecting personnel. I believe that my prior state service and current position as a small business owner offer a different perspective than most applicants.

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**Prior Service**

**List any current or prior service on a City of Sacramento Board or Commission**

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N/A

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**Education**

08/96 05/98

Attended (mm/yy - mm/yy):

West Jefferson High School

Institution Name:

High School Diploma

Degree Earned & Area of Study:

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**Employment**

01/00 04/2004

From (mm/yy) - To (mm/yy):

Jefferson Parish Sheriff Office

Employer Name & Address:

## Job Duties

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The JPSO has the responsibility of enforcing state and local laws and ordinances within the territorial boundaries of the parish (i.e., general law enforcement). The JPSO provides protection to its citizens through on-site patrols, criminal investigations, community policing, etc. While we have jurisdiction throughout the parish, our efforts are focused primarily on the unincorporated areas of the parish. Each of the 6 municipalities in the parish maintains their own police force to cover their cities or towns. The JPSO also administers the Jefferson Parish Correctional Center (i.e., the parish jail). This is a 1,200 bed facility located in Gretna on the Westbank of the parish. The facility is owned and maintained by the parish; however, the JPSO provides the manpower to run the facility. The JPSO exercises civil process duties required by the various parish courts, such as providing bailiffs to the court system, executing orders of the courts, serving subpoenas, seizing property, administering garnishments in the parish, etc. The Sheriff of Jefferson Parish also serves as the "Ex-Officio" tax collector of the parish. As such, the Sheriff is responsible for the collection and distribution of ad valorem (property) taxes, sales and use taxes, parish occupational licenses, state revenue sharing funds, fines and forfeitures, costs and bond forfeitures imposed by the courts, etc.

04/05 06/18

From (mm/yy) - To (mm/yy):

## Sacramento Superior Court

Employer Name & Address:

## Job Duties:

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Prepare courtroom and conduct search of courtroom and surrounding areas prior to court sessions including placement of necessary equipment; ensure and maintain inventory of courtroom equipment and supplies. Open court sessions; serve as liaison between attorneys, jurors, witnesses, parties to cases and the judicial officers and other courtroom staff. Observe people and activities during court sessions and report disruptions, security violations or suspicious items to Sheriff's or other appropriate personnel; use alarm systems and contact appropriate resource in the event of emergency situations; comply with evacuation plan and report actions as necessary. Direct members of the media and the public to appropriate area or personnel and respond to questions in a courteous and service-oriented manner. Instruct jurors and the public on appropriate courtroom protocol and monitor conformance, including procedures in the event of an emergency or juror's absence from the courtroom; prevent conversations between jurors, parties to the case, and witnesses during trial. Assist courtroom clerks during jury selection process; take custody and escort jurors during deliberations and jury trials; provide jurors with exhibits, verdict forms, jury question forms and jury instructions as appropriate; act as liaison between jurors and the judicial officer; ensure integrity of the jury by maintaining order and isolation from the public and compromising situations. Advise the judicial officer when jury reaches verdict; assist the courtroom clerks in assembling parties and calling the court back to order. Assemble parties prior to calling court to order; assist courtroom clerks by taking appearances of counsel at calendar calls, accounting for exhibit materials during and at the end of trials, and coordinating the use of court evidence presentation systems when necessary. Review documents for completeness, accuracy, and conformance to rules, codes, policies, and protocols; receive, process, and assign court proceedings based on pleadings, continuances, and other pertinent information; verify documents set for hearing are properly marked; prepare motion calendar files for court research attorney review. Prepare court calendars and documents for the hearing. Perform related duties as assigned.

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## Business Ownership

07/16 - Present

From (mm/yy) - To (mm/yy):

ADESINO PRODUCTS 2251 Suite  
111 Florin Rd. Sac. Ca. 95820

Business Name & Address:

**Type of Business or Service Rendered:**

Artesinal Soap, Incense, Body and Essential Oils, Incense Burners, Books, Body Wash, etc.

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**Acknowledgments**

**Application Information Acknowledgment**

You agree that all of the information you have provided on this application is true and correct.

I Agree

**Commissioner Training**

You agree that if appointed a board or commission of the City of Sacramento you will complete all training required of commissioners.

I Agree

Question applies to multiple boards

**Statement of Economic Interest Filing**

You agree that you will complete the initial Statement of Economic Interest Form 700 within 30 days of reappointment and annually thereafter. You understand that failure to complete this filing is cause for removal.

I Agree

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**Referral**

How did you hear about the opening? \*

Other

A Friend

If Other, please describe.

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**Accommodation Information**

Please identify any special accommodations (if any) needed for equal participation

None

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**Demographics**

**Ethnicity \***

[Redacted]

**Gender \***

[Redacted]

**Sexual Orientation \***

[Redacted]

[Redacted]

Date of Birth

## Profile

Nicholas

First Name

Reitor

Last Name

Indicate which council district you live or work in. \*

Council District 5

Email Address

Primary Phone

## City Advisory Body Information

Which Boards would you like to apply for?

Civil Service Board: Eligible

Question applies to Civil Service Board

Please check EACH seat for which you eligible to serve (pull down menu) \*

Seat A: Member who is a citizen of the City and no connection with city government.

## Applicant Interest Statement

Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.

I would like to serve the City of Sacramento, City employees and City job applicants, in connection with civil rights, including but not limited to disability rights, gender and ethnicity rights, human resources best practices, etc. I currently am employed for the State of California in the Human Resources field.

## Qualification Confirmation

**List all experience specific to the board or commission seat you are applying for.**

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I am currently an Associate Personnel Analyst, Health and Safety Analyst, for a State of California department. Prior to that, I was a Classification and Pay Analyst, as well as a Health and Safety Analyst, for multiple State Departments/agencies. I have over nine (9) years of experience in Human Resources for several State agencies, specializing in the recruitment and selection process, position allocations, Leave Monitoring, Progressive Discipline, Catastrophic Leave, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Injury and Illness Prevention Program/IIPP (including Ergonomics), Employee Assistance Program (EAP), Medical Personnel Actions, Reasonable Accommodation, and Workers' Compensation.

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**Prior Service**

**List any current or prior service on a City of Sacramento Board or Commission**

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No City of Sacramento employment history.

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**Education**

2007 - 2005

Attended (mm/yy - mm/yy):

Hunter College, City University of NY

Institution Name:

B.A. English Major, Sociology Minor

Degree Earned & Area of Study:

1993 - 1995

Attended (mm/yy - mm/yy):

Fashion Institute of Tech., State University of NY

Institution Name:

A.A.S. Patternmaking Technology Major

Degree Earned & Area of Study:

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**Employment**

01/2016 - Present

From (mm/yy) - To (mm/yy):

State of California

Employer Name & Address:

**Job Duties**

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Health and Safety Analyst / Return to Work Coordinator (Associate Personnel Analyst)

2013 - 2015

From (mm/yy) - To (mm/yy):

State of California

Employer Name & Address:

**Job Duties:**

Classification and Pay Analyst (Associate Personnel Analyst)

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**Business Ownership**

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I Agree

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**Referral**

How did you hear about the opening? \*

City of Sacramento Website

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**Accommodation Information**



**Please identify any special accommodations (if any) needed for equal participation**

No identified ADA/FEHA accommodations needed at this time. NHR 12/09/2018.

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**Demographics**

**Ethnicity \***

None Selected

**Gender \***

[REDACTED]

**Sexual Orientation \***

[REDACTED]

[REDACTED]

Date of Birth