



**REPORT TO
Personnel and Public Employees Committee
City of Sacramento**

915 I Street, Sacramento, CA 95814-2604
www.cityofsacramento.org

2

**Discussion Calendar
March 05, 2013**

**Honorable Chair and Members of
The Personnel and Public Employees Committee**

**Title: Review of Applications and Conduct Interviews for Community Racial
Profiling Commission**

Location/Council District: (Citywide)

Recommendation: Conduct interviews and continue to next meeting for consideration.

Contact: Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;
Lindsey Mendoza, (916) 808-4515, Sacramento Police Department

Presenters: None

Department: City Clerk's Office / Sacramento Police Department

Division: N/A

Organization No: 04001011

Description/Analysis

Issue: Review applications and/or conduct interviews to identify the most qualified candidates to nominate and forward to the Mayor for appointment.

Policy Considerations: None.

Environmental Considerations: None.

Commission/Committee Action: None.

Rational for Recommendation: To review applications to identify the most qualified individuals for nomination to the Mayor for appointment to the City's various advisory boards.

Financial Considerations: None.

Emerging Small Business Development (ESBD): None.



Respectfully Submitted by: _____

Katia Ligaiviu,
Deputy City Clerk

Recommendation Approved:



Stephanie Mizuno,
Assistant City Clerk

Table of Contents:

Report	pg. 1
Attachments	
1 Available Positions / Applicant List	pg. 3

ATTACHMENT 1

Background:

The following applicants are under consideration for positions on city boards and commissions.

Board/Commission:	Community Racial Profiling Commission
Available Positions:	One (1)
Category Description(s):	Category D: Shall be individuals or representatives of organizations that are qualified by interest or experience to address matters pertaining to racially biased policing
Status of Incumbent:	Lisa Gunderson: Resigned

Residency Requirement(s):	City Residency Not Required
----------------------------------	-----------------------------

No.	Applicant Name	District	Category	Comments	Attendance
1	Alma E. Lopez	6	D		Confirmed
2	Amina Merritt	7	D		Confirmed



City of Sacramento

Application for Appointment to Boards/Commissions and Committees

INSTRUCTIONS: Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. **Return this completed application form to:** Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

IMPORTANT: Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Community Racial Profiling Commission

CATEGORY FOR WHICH YOU ARE APPLYING: At-large

Description (if applicable)

Category Letter

Name of Company/Organization Being Represented (if applicable): N/A

Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Lopez Alma E E-Mail: _____
Last First Middle

Home Address: La Riviera Dr. Sacramento CA 95826
Street # Street Name City State Zip

Mailing Address (if different than home address): _____
Street # Street Name City State Zip

Resident of City Council District No: Six (6) Business in Council District No: _____
Required If Applicable

Home Telephone: _____ Business Telephone: _____

Please state the reason you would like to be a member of this board/commission (or attach):

As a qualified resident of Sacramento, I would like to be part of this decision-making body to provide input on city policies and address the concerns of community members affected by biased policing. I want to be more actively involved with my local government and learn about what is being done to address this issue. Furthermore, I would like to be the voice for members of my community and lend a more diverse viewpoint for the City Council to consider and lastly, I would like to render my skills, time and energy to this commission and be an asset to the function of the city government.

Are you currently, or have you in the past, served on an advisory group? Yes No If yes, state the name of the group and how that service supports your application (or attach).

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group? Yes No If yes, please explain:

BACKGROUND INFORMATION

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

EDUCATION:

B.S. in Biological Sciences and a minor in Chicano Studies - CSU Sacramento

WORK EXPERIENCE: List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

CURRENT EMPLOYER:

FROM DATE: 01/2012 EMPLOYER NAME: Council of State Governments - WEST
TO DATE: Current ADDRESS: Street, Suite 730 Sacramento CA
Street # Street Name City State

DUTIES:

Admin/Logistics & Meetings Coordinator - Plan, coordinate and conduct logistics for conference and/or events

PRIOR EMPLOYER(S):

FROM DATE: 09/2011 EMPLOYER NAME: Kaiser Permanente
TO DATE: 09/2012 ADDRESS: Various sites/hospitals in region Sacramento CA
Street # Street Name City State

DUTIES:

Research Assistant - In-person interviews with mothers diagnosed with gestational diabetes; blood processing

FROM DATE: 11/2004 EMPLOYER NAME: Academic Technology and Creative Services
TO DATE: 05/2012 ADDRESS: Street, AIRC Building 3005 Sacramento CA
Street # Street Name City State

DUTIES:

Student Assistant - Administrative support, payroll, travel claim, purchase order processing, and office maintenance

FROM DATE: 06/2010 EMPLOYER NAME: CSU Institute of Social Research
TO DATE: 08/2011 ADDRESS: College Town Dr., Suite 200 Sacramento CA
Street # Street Name City State

DUTIES:

Student Interviewer - Conduct highly-scripted telephone interviews in Spanish and English

BUSINESS ENTERPRISES: List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE: BUSINESS NAME: N/A
TO DATE: ADDRESS: Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Alma E. Lopez
APPLICANT NAME

FROM DATE: _____ BUSINESS NAME: _____

TO DATE: _____ ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

FELONY CONVICTIONS: A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

N/A

CIVIL ACTIONS: List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

N/A

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature:  Date: 02/11/2013
Type Name if Returning Via E-Mail or Print, Sign and Mail

DISCLOSURE AND REGULATORY REQUIREMENTS

City Code Section 2.40.060: Conflict of Interest Disclosure - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

City Code Section 2.40.010: Attendance - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member? Yes No

City Resolution 2007-653: Mandatory Ethics Training - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days? Yes No

ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

Alma Elizabeth López

La Riviera Dr. • Sacramento, CA 95826 •

OBJECTIVE: To become a member of the Community Racial Profiling Commission. I look forward to working with experienced individuals, educators and community members on matters pertaining to racially biased policing.

EDUCATION:

BS, Biological Sciences, CSU, Sacramento - Spring 2011
Minor, Chicano Studies, CSU Sacramento

SKILLS:

Software: MS Word, Excel, PowerPoint, FrontPage and Visio (2003/2007), InDesign
Expertise: Expert in troubleshooting problems and finding solutions • Ability to adapt to new technologies quickly.
Communication: Exceptional group and individual presentation skills • Strong project planning, organization and coordination skills
Languages: Bilingual; able to speak and write in English and Spanish fluently

EMPLOYMENT EXPERIENCE:

- Logistics & Meetings Coordinator, Council of State Governments-WEST** (01/13- current)
- Plan, coordinate and conduct logistics for conference and/or events
 - Serve as liaison between contractors, organizers and management for the different facets of programs/events
 - Negotiate terms, execute and administer agreements with facilities vendors
 - Assist in design and preparation of various marketing materials
 - Assist with site visits
 - Provide staff support
- Administrative Assistant, Council of State Governments-WEST** (01/12- 12/12)
- Administrative support to staff, managers, and director
 - Manage office supplies
 - Maintenance of office equipment
- Research Assistant, Kaiser Permanente** (09/11-09/12)
Study of Women, Infant Feeding and Type II Diabetes (SWIFT)
- In-person interviews, mother and baby body measurements, data entry, administrative support
 - Processing of blood specimens
- Student Assistant I, CSUS Academic Technology and Creative Services** (11/04- 05/11)
- Payroll, travel claim, purchase order processing, and online order management
 - Create and organize file paperwork with accuracy for easy access to materials as needed
 - Greet and provide appropriate referrals
- Student Interviewer, CSUS Institute of Social Research** (06/10-08/10 & 06/11-08/11)
- Conduct highly-scripted telephone interviews in Spanish and English
 - Arrange respondent callbacks and complete interviews in a very professional manner
- Laboratory Assistant, CSU Sacramento, Biology Department** (02/01-05/09)
- Worked with different bacteria and prepared experiments that served as reference in laboratory demonstrations

LEADERSHIP EXPERIENCE:

- Boards and Commission Leadership Institute** (9/12 – 01/13)
- Obtained training and preparation to pursue a seat on a board or commission
- Chair, Chicana/o Latina/o Recognition Ceremony** (08/10- 05/11)
- Plan and organize the graduation ceremony and the reception for this annual event.
 - Recruit graduating seniors and volunteers to organize fundraisers and sponsorship events
 - Delegate tasks and follow through with individuals

- Peer Mentor, CSU Sacramento – Science Education Equity** (08/10-12/10)
 - Provide support, resources and mentorship to first year students in the sciences
 - Conduct one-on-one interviews to better help each individual student depending on their needs
 - Coordinate extracurricular activities with the students
 - Lead class discussions
- Student Organizer, Students for Quality Education/California Faculty Association** (08/09- 03/11)
 - Organize and mobilize students around issues of higher education
 - Recruit and supervise student volunteers in the organizing of events, informational sessions etc.
 - Lobby at the legislative level
- Peer Mentor, CSU Sacramento-Los Rios Science Transfer Program** (09/08-12/08)
 - Peer-mentored future science transfer students by providing advice and support

INTERNSHIPS:

- Intern, Council of State Governments-WEST, Border Legislative Conference** (06/11- 12/11)
 - Assist on research, planning, translations, logistical, and administrative support
- Intern, Sacramento Summer Enrichment Program, University of Southern California** (07/11)
 - Network with a diverse group of individuals in the field of public health, administration and policy
 - Acquire knowledge about the different issues pertaining to minority groups and health care
- Sutter General Hospital, Emergency Department** (03/07- 09/07)
 - Worked closely as a student volunteer with registered nurses and doctors to provide them with assistance
 - Served as a Spanish interpreter with patients
 - Prepared rooms for incoming patients.
- Sutter General Hospital, Telemetry Department** (01/06 – 08/06)
 - Assisted registered nurses (RN) and nurse assistants (NA) with patient needs
 - Organized and prepared charts for patients

ACADEMIC RESEARCH:

McNair Scholars Program, CSU Sacramento, *McNair Scholar*, 2008

Advisor: Dr. Julie López Figueroa

Publication: López, Alma E. 2008. "Perceptions of Student Access and Success in the Field of Science: Exploring Educational Experiences of Mexican Descent College Students in Relation to Non-Mexican Descent Faculty in the Sciences" *McNair Journal*

Introduction to Summer Research, CSU Sacramento, Department of Biological Sciences, 2008

Advisor: Dr. Marry McCarthy-Hintz

Presentation: The Effect of Cactus (*Opuntia* spp.) Extracts on Breast Cancer Cells and E.Coli." Presented at the 2008 SEE Undergraduate Students Research Symposium at the California State University, Sacramento. August 8, 2008.

NSF Center of Biophotonics Science and Technology, UC Davis, 2009

Principle and Co-Principle Investigators: Dr. Jose V. Torres and Dr. Juan Pablo Marquez-Manriquez

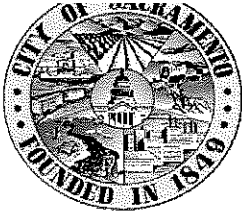
Presentation: "Study of Immunogenicity OF BCL-2, Survival, and Epidermal Growth Factor Receptor (EGFR) Peptide As Potential Biomarker For Breast Cancer Detection." Presented at the 2009 Society for the Advancement of Chicanos and Native Americans in the Sciences in Dallas, Texas. October 17, 2009

ACTIVITIES AND ACCOMPLISHMENTS:

- Member of Movimiento Estudiantil Chicano de Aztlán (M.E.Ch.A), Sacramento State Chapter (08/2005 – 05/2011)
 - Administrative Secretary and Cultural Chair (05/06 -05/08)
- Organizer for Annual Chicana/o Youth Conference (11/06)
 - Food and Entertainment Chair
- Mentor for high school students (02/05 – 01/06)

AWARDS:

- 2010 Activism Award Recipient – Sol Collective Freedom Bound Center



City of Sacramento

Application for Appointment to Boards/Commissions and Committees

INSTRUCTIONS: Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

IMPORTANT: Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Community Racial Profiling Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Individual D
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): _____
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Merritt Amina R E-Mail: _____
Last First Middle

Home Address: _____ Pocket Road Sacramento CA 95831
Street # Street Name City State Zip

Mailing Address (if different than home address): _____
Street # Street Name City State Zip

Resident of City Council District No: 7 Business in Council District No: _____
Required If Applicable

Home Telephone: _____ Business Telephone: _____

Please state the reason you would like to be a member of this board/commission (or attach):

Based on my legal experience defending police agencies in Los Angeles County and public entities in Sacramento County, I would be an asset to the Commission. Also, my work as a Civil Rights Attorney gives me a particular interest in the work of the Commission.

Are you currently, or have you in the past, served on an advisory group? Yes No If yes, state the name of the group and how that service supports your application (or attach).

Springfield-Amherst Summer Academy Advisory Board. Involved remedial education for kids, Policy recoms.

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group? Yes No If yes, please explain:

2013 FEB - 7 P 2: 54

RECEIVED
CITY CLERK'S OFFICE
CITY OF SACRAMENTO

BACKGROUND INFORMATION

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

EDUCATION:

Amherst College, B.A. 1980; USC Gould School of Law, J.D. 1984; Fordham University Fellow, Master's of Public Administration Program 1980-81

WORK EXPERIENCE: List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

CURRENT EMPLOYER:

FROM DATE: December 2004 EMPLOYER NAME: The Merritt Law Clinic
TO DATE: Present ADDRESS: Power Inn Road, Sacramento CA
Street # Street Name City State

DUTIES: Owner/Principal Attorney; Practice involves Juvenile Dependency/Delinquency; Employment Litigation; Trial Attorney

PRIOR EMPLOYER(S):

FROM DATE: EMPLOYER NAME: _____
TO DATE: ADDRESS: _____
Street # Street Name City State

DUTIES: _____

FROM DATE: EMPLOYER NAME: _____
TO DATE: ADDRESS: _____
Street # Street Name City State

DUTIES: _____

FROM DATE: EMPLOYER NAME: _____
TO DATE: ADDRESS: _____
Street # Street Name City State

DUTIES: _____

BUSINESS ENTERPRISES: List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE: December, 2004 BUSINESS NAME: The Merritt Law Clinic
TO DATE: Present ADDRESS: River Drive, Suite Sacramento CA
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

Law Firm

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

MERRITT, Amina

APPLICANT NAME

FROM DATE: BUSINESS NAME: _____

TO DATE: ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: _____

FELONY CONVICTIONS: A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No

CIVIL ACTIONS: List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None.

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: /s/ Amina R. Merritt  Date: 02-06-2013
Type Name if Returning Via E-Mail or Print, Sign and Mail

DISCLOSURE AND REGULATORY REQUIREMENTS

City Code Section 2.40.060: Conflict of Interest Disclosure - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

City Code Section 2.40.010: Attendance - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member? Yes No

City Resolution 2007-653: Mandatory Ethics Training - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days? Yes No

ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

AMINA R. MERRITT, ESQ.
SBN #162340
Pocket Road
Sacramento, CA 95831

EDUCATION

UNIVERSITY OF SOUTHERN CALIFORNIA, Gould School of Law, Los Angeles, CA
Juris Doctor, 1984

National Merit Scholar; Client Counseling Competition—Semi-finalist
Phi Alpha Delta Law Fraternity

AMHERST COLLEGE, Amherst, MA Bachelor of Arts, *Magna cum laude*, 1980
National Honor Society and National Merit Scholar

FORDHAM UNIVERSITY, Bronx, NY, Public Service Education Fellow, 1980-81
School of Public Administration, Master's Program

ADMITTED State Bar of California (1992); United States District Court, Central, Eastern & Southern Districts; U.S. Court of Appeals, Ninth Circuit

LEGAL EXPERIENCE

Attorney/Owner, THE MERRITT LAW CLINIC, Sacramento, CA, 12/04-present

- ♦ Representation of children and parents as conflict counsel in Juvenile Dependency Court, Sacramento County; some delinquency representation of children & families
- ♦ Court-Appointed Guardian Ad Litem (GAL) for parents in Juvenile Dependency cases
- ♦ Panel Attorney providing advice of counsel to Superintendents, Administrators and other members of the Association of California School Administrators (ACSA) in employment/education law
- ♦ Private Counsel in a variety of civil and administrative hearing matters

Faculty Adjunct, HEALD CORINTHIAN COLLEGES, INC., Hayward, CA, Instructor, Paralegal Studies, 7/10 – 1/12

- ♦ Taught Civil Litigation, Business Organizations, Contracts and Torts to diverse student population
- ♦ Computerized grading
- ♦ Coordinated classroom guests from Small Business Administration and Court
- ♦ Live classroom lectures, computer research and litigation skills from real life experience

Staff Attorney, Supervising Attorney, Acting Executive Director

SACRAMENTO CHILD ADVOCATES, INC., Sacramento, CA, 11/01 – 12/04

- ♦ Representation of abused and neglected children before the Juvenile Dependency Court
- ♦ Child advocacy before various state & local entities on behalf of non-profit & child protection agencies
- ♦ Assistance with normalization of office procedures & supervision of attorneys
- ♦ Trial, mediation and appellate experience

Associate Attorney, DUNCAN, BALL, EVANS & UBALDI, Sacramento, CA, 11/00-5/01

- ♦ Insurance & employment defense for both public and private sector clients
- ♦ Tort liability, wrongful termination, contracts, discrimination/harassment/retaliation
- ♦ Experience before federal and state courts, administrative tribunals and alternate dispute resolution forums
- ♦ Representative clients: County of Sacramento, Tri-County Schools Ins. Group, Farmers Insurance

Associate Atty, Labor & Employment Dept., WALSH & DECLUES, LLP, Encino, CA, 12/96 - 4/99

- ♦ Employment litigation, public and private sector clients
- ♦ Insurance defense in wrongful termination, discrimination/harassment/retaliation, sexual orientation and gender harassment, race/national origin and disability discrimination
- ♦ Negotiated settlements and conducted trials
- ♦ Representative clients: Stockton Unified School District, Regents of the University of California, Mt. View School District

Self-Employed, CONTRACT COUNSEL, Pasadena, CA, 2/96 - 11/96

- ♦ Personal injury defense, business litigation, including trade secret protection, organizational management, and tort defense
- ♦ Representative clients: Mercury Insurance Co., U.S. Elevator Co., St. Anthony Grand Lodge.

Associate Attorney, COLLINS, COLLINS, MUIR & TRAVER, Pasadena, CA, 2/85 - 2/96

- ♦ Insurance defense emphasizing government entity, construction defect, insurance coverage
- ♦ Civil trial experience;
- ♦ Architects & engineers errors and omissions coverage issues
- ♦ Advisor to labor clients on variety of human resource issues; authored employee handbooks
- ♦ Supervision of computer research and training; Assisted in transition of firm to computerized database
- ♦ Clients: County of Los Angeles, Aliso Water Management Agency, VidFilm, Inc.

ADMINISTRATIVE EXPERIENCE

Director, Human Resources & Personnel, FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT,
Fairfield, CA, 8/99 - 9/00

- ♦ Level III grievance officer; insured compliance with state and federal laws & rules and regulations related to personnel
- ♦ Consultation and direction to District administrators & supervisors in negotiation & management of collectively bargained agreements; developed and recommended personnel policies and practices
- ♦ Supervised Personnel staff; maintained salary schedules; Chaired Reclassification Committee
- ♦ Handled harassment, discrimination, and ADA/FMLA matters; Cabinet/Governing Board level.

Equal Opportunity Coordinator/Complaint Officer (Acting), STOCKTON UNIFIED SCHOOL DISTRICT, Stockton, CA, 7/98 - 8/99

- ♦ Processed administrative complaints; conducted employee training/ staff development;
- ♦ Monitored and assisted with District litigation
- ♦ Recommended/revised policies and procedures related to complaint processes, equal employment opportunities, and disability/non-discrimination issues. District coordinator for ADA and Rehabilitation Act compliance

OTHER EXPERIENCE

COUNTY OF LOS ANGELES, OFFICE OF COUNTY COUNSEL, Los Angeles, CA, Senior Law Clerk, 5/84 - 2/85

LOCKHEED CORPORATION, Legal Department, Burbank, CA, Research Clerk 3/82 - 4/84

Various memberships and volunteer experience with civic, religious and youth organizations

References Available on Request