



REC'D AUG 8 18 PM '22
FRESNO CITY CLERK

MAYOR LEE BRAND

**NOTIFICATION OF APPOINTMENT BY MAYOR
TO BOARD OR COMMISSION**

TO: City Council
THROUGH: Yvonne Spence, City Clerk
BY: Lee Brand, Mayor

 Reappointment

X **New Appointment**

Name of person replaced: Al Smith

Name: Elba Gomez

Address:

[REDACTED]

Home Phone:

[REDACTED]

Business Phone:

[REDACTED]

Appointed to: Civil Service Board

Term: Through 6/30/2022

City Council Agenda 8/16/18

John Ellis

Subject: FW: Boards and Commissions Application

From: Elba Gomez [REDACTED]

Sent: Friday, July 06, 2018 5:30 PM

To: Clerk

Subject: Boards and Commissions Application

First Name Elba

Last Name Gomez

Email [REDACTED]

Home Phone [REDACTED]

Work Phone [REDACTED]

Address [REDACTED]

City Fresno

State CA

Zip 93725

Address [REDACTED]

City Fresno

State CA

Zip 93704

Residence Council District District 5

Occupation/Employer State Center Community College District

Years 12

Months 5

Educational Background, Schools Attended, Degrees and Certifications Keller Graduate School of Management

files for classified employees at SCCC. The recruitment activities and hiring functions I manage, require that we foster and support the District's values on diversity among students, faculty, staff and the public. My position contributes to a culture of collaboration, mutual respect, creativity and continuous improvement throughout our multi-college District. I continuously volunteer with community groups that support diverse groups such as the chamber of commerce, local youth clubs and other non-profit organizations. One of the goals of my department is to encourage and support innovation by planning, organizing and implementing staff development programs that will empower our employees. One of my major projects was to help create and implement a new employee orientation program that for SCCC. The new employee orientation was implemented in 2011 and has been a successful program ever since.

I am member of the California Public Employer Relations Association (CALPELRA) and currently serve on the conference committee, which has over 2,000 attendees each year. Being part of CALPELRA has given me the opportunity to network with other labor relations experts and gain insight on best practices. I am currently in the process of obtaining the Labor Relations Masters Certification (CLRM). As part of the labor negotiations process, I have investigated and evaluated union concerns to determine viability regarding various issues. My department also serves as an appeal body to classified staff; I am responsible for preparing evidence for disciplinary hearings, including preparing and subpoena witnesses to testify.

I participated in the development and implementation of the District's EEOC Plan and currently serve on the EEO Committee. I help oversee and provide leadership to supports staff development and professional growth activities. I have also worked closely with faculty members at various divisions by helping them create curriculum that will assist students for job readiness.

I have more than 12 years of experience in the field of Human Resources, specifically in planning and implementation, recruitment, selection, compensation, labor relations and organizational development in the community college system.

If you have questions, or if you want to schedule an interview, please contact me at
[REDACTED]

Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board, commission or similar body?

No

ELBA G. GOMEZ

Objectives

A position as the Human Resources in Health Care Undergraduate Part-Time Faculty for the University of Phoenix to demonstrate my success in providing leadership and instruction in the operation of a comprehensive human resources unit.

Competencies and Skills

- Employment Law
- HRMS Technologies/Web Development/Accessibility
- Safety/Risk Management
- Recruitment, Selection, Onboarding & Retention
- Labor Relations
- Benefits Administration
- Training & Development
- Budget Analysis
- Human Resources Policies & Procedures Development

Education

Keller Graduate School of Management

October 2009 • Master of Arts in Business – Human Resources Management (MHRM)

- Distinguished Alumni

DeVry University

October 2007 • Bachelor of Science – Technical Management (BSTM) Emphasis in Human Resources Management

- Cum Laude & Dean's List

Experience

Director of Personnel Commission & Classified Human Resources • April 2012 – Present

State Center Community College District (SCCCD) • 1525 E Weldon Ave, Fresno, CA 93704

SCCCD was formed in 1964 when it assumed control of Fresno City College and Reedley College. SCCCĐ serves approximately one million people and 18 unified and high school districts in more than 5,500 square miles of urban and rural territory, including most of Fresno and Madera Counties and portions of Kings and Tulare Counties

Job Functions

- Directed and supervised the activities/services of the Human Resources staff in the Personnel Commission who provide services to faculty, staff, and administrators in employment benefits, classification, training, and performance evaluation.
- Planned, organized, coordinated, and directed the district's classified service programs and services by developing, implementing, and documenting policies and procedures to effectively manage classified personnel.
- Developed and maintained a comprehensive classification plan; conducted reclassification studies, audited positions, developed and maintained classification specifications. Prepared and analyzed comparative data for studies relating to salary schedules, fringe benefits, and working conditions.
- Assured compliance with state and federal laws, collective bargaining agreements, and established goals and objectives of the district.
- Administered the district's unlawful discrimination complaint policies and procedures for the classified service recruitment processes.
- Review and evaluate pending legislation, legal mandates, regulations and guidelines which may affect the District's programs and systems such as Title 5 of the California Code of Regulations, EEOC, staff diversity, equal opportunity and anti-discrimination.

- Investigate complaints of discrimination under District, federal and state procedures and prepare responses, including coordination with attorneys who may represent the District.
- Monitored adherence to collective bargaining agreements by providing assistance to administrators and managers in interpreting negotiated employer/employee agreements.
- Work with College and union leadership to address work place matters that arise between contract years and that may require memorandums of understanding to address pertinent issues requiring immediate attention
- Prepared and presented a variety of narrative and statistical reports, updates and reviewed employee protests and appeals and prepared recommendations for Board and Commission action.
- Coordinated and maintained liaison with district legal counsel regarding employment issues and collective bargaining process to include timely responses and hearing procedures.
- Participated in the implementation of the District's EEOC Plan by assisting in its development.
- Played a key role in ensuring the successful launch of new application and onboarding program NeoGov and PeopleAdmin for the District.
- Designed, structured and implemented programs and policies in the areas of training and recruitment structures.
- Fostered a teamwork/open-door environment conducive to positive dialogue across the organization.
- Managed personnel office budget and reporting requirements.
- Served as a liaison between the District and community; represented the District at various meetings and community related functions, for example the Western Region Intergovernmental Personnel Assessment Council (WRIPAC).

Human Resources Analyst • February 2006 – April 2012

State Center Community College District (SCCCD) • 1525 E Weldon Ave, Fresno, CA 93704

Job Functions

- Served as a liaison between SCCC and community; represented SCCC at various meetings and community related functions, for example the Western Region Intergovernmental Personnel Assessment Council (WRIPAC). Conducted organizational and classification studies and audited in order to determine comparability of duties, responsibilities and conditions of work performed for public and private employers.
- Analyzed job descriptions for positions in the classified service and prepares changes in job descriptions for presentation to the personnel commission.
- Conducted salary surveys and makes recommendations for appropriate placement of positions on salary schedule.
- Prepared recommendations for classification and reclassification.
- Analyzed working out of class requests for human resources and made a recommendation to the associate vice chancellor of human resources or his/her designee.
- Explained and interpreted merit system rules, education code provisions, and other pertinent laws and regulations to supervisors, employees, applicants, and the general public.
- Assisted in the implementation and monitoring of equal employment opportunity compliance policies and programs.
- Conferred with administrators, employees, employee organization representatives, and community representatives regarding classification, recruitment examinations, compensation, and rules.
- Conferred with department heads and technical experts about the selection, development, preparation, and evaluation of materials for examinations ensuring validation of content.
- Assisted the director of classified personnel with the administration of recruitment plans and examinations.
- Devised and developed testing methods of required competencies or knowledge, skills, and abilities in order to establish test standards.

Human Resources Consultant • January 2012 – Present

Clovis Junior Soccer League, Inc. (CJSL) • 50 W Bullard Ave, #109, Clovis, CA 93612

CJSL is a non-profit 501(c) (3) organization with an annual budget of \$300,000 with an office located in Clovis, CA. The CJSL mission is to develop, promote and administer the game of soccer among youth under 19 years of age within the Northern California.

Job Functions

- Conducted an organizational review and job analysis of each position within the league and bingo operations.
- Planned and conducted a compensation analysis of the league and recommended appropriate salary placements.
- Developed a workforce structure for jobs that reflected CJSL's future human resources needs and potential career ladders.
- Reviewed and modified job descriptions to ensure they were up-to-date, accurate, and reflected the league's organization as it currently exists and supportive of the league's plans for the future.
- Allocated each position to the appropriate job description based on the duties and responsibilities being performed.
- Developed and implemented a Performance Improvement Plan (PIP).
- Continued services as the Human Resources expert for CJSL.

Business Instructor • December 2009 – December 2010

Institute of Technology • 564 W Herndon Ave, Clovis, CA 93612

Institute of Technology is a career-focused college that provides students with a comprehensive educational experience in a variety of growing areas of employment.

Job Functions

- Taught Human Resources, Business, and Accounting courses.
- Assisted with planning and organizing career educational programs.
- Oversaw curricular selection and adoptions.
- Worked creatively to discourage student withdrawal in all classes taught.
- Attended communication meetings, faculty meetings, in-service sessions, student orientation, graduation, and other school events as required by the school.

Assistant Manager • February 2004 – August 2006

Jordan Management Company • Fresno, CA

Jordan Management Company (JMC) is a licensed California real estate organization specializing in management of government financed apartment projects.

Job Functions

- Compared data in annual reports with previous years, analyzed budget accumulation and expenses; calculated and prepared financial statements and reconciled reports.
- Maintained confidential records and filing systems for current and past employees, as well as residents.
- Maintained close personal contact with universities, colleges and adult schools to provide residents with an opportunity to have an education.
- Devised creative morale-boosting programs (including special events and a tiered award structure) that increased employee satisfaction and productivity.
- Reworked new-hire orientation program to include HR information and company resources.

Volunteer Experience

Committee Member • January 2018 – Present

CA Public Employers Labor Relations Assoc. (CALPELRA) • 4900 Hopyard Road, Suite 375, Pleasanton, CA 94588

CALPELRA is a professional, nonprofit California association established in 1975, comprised of public sector management representatives responsible for carrying out the labor relations / human resource programs for their jurisdictions. CALPELRA's

members work in city, county or state government, school districts, state university systems, and special districts, representing management in employee relations, bargaining, and other activities involving public employee unions and associations.

Chief Financial Officer/Treasurer • May 2013 – Present

Clovis Junior Soccer League, Inc. (CJSL) • 50 W Bullard Ave, #109, Clovis, CA 93612

CJSL is a non-profit 501(c) (3) organization with an annual budget of \$300,000 with an office located in Clovis, CA. The CJSL mission is to develop, promote and administer the game of soccer among youth under 19 years of age within the Northern California.

Board Member • 2010 – Present

Past President • July 2015 – July 2016

Western Region Intergovernmental Personnel Assessment Council (WRIPAC).

WRIPAC was first established in 1979 and it consists of over thirty small, medium and large public agencies representing state and local governments, school districts, utility districts, and other public agencies in Arizona, California, Nevada, and Oregon.

- Assisted in scheduling speakers and assisted them with presentations and communication tools, as needed.
- Obtained facilities, developed marketing tools for each event, and maintained the enrollment process.
- Received input from membership to ensure that topics are timely and that events were successful.

Executive Committee Board Member • July 2009 – December 2012

Fresno County Employer Advisory Council • Fresno, CA

Fresno County EAC is a non-profit partnership between the California Employment Development Department (EDD) and the business community. The membership represents a cross section of business and industry.

- Assisted in scheduling speakers and assisted them with presentations and communication tools, as needed.
- Obtained facilities, developed marketing tools for each event, and maintained the enrollment process.
- Received input from membership to ensure that topics are timely and that events were successful.

Certificates & Memberships

- Society for Human Resources Management
 - Certified Professional (SHRM-CP)
- Northern California Human Resources Association (NCHRA)
- Western Region Intergovernmental Personnel Assessment Council (WRIPAC)