

Application Form**Profile**

Lynette

First Name

J

Middle Initial

Hart

Last Name

Home Address

Antioch, CA, US

City

Suite or Apt

CA

State

94509

Postal Code

Primary Phone

Email Address

District Locator Tool**Resident of Supervisorial District:**☒ District 5

Retired

Employer

Human Resource Manager

Job Title

Length of Employment

22 years

Do you work in Contra Costa County?☒ Yes ☐ No**If Yes, in which District do you work?****How long have you lived or worked in Contra Costa County?**

32 years

Are you a veteran of the U.S. Armed Forces?☒ Yes ☐ No**Board and Interest****Which Boards would you like to apply for?**

Equal Employment Opportunity Advisory Council: Submitted

Lynette J Hart

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☐ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of San Francisco

Degree Type / Course of Study / Major

Organizational Behavior and Leadership

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

UC. Berkeley

Degree Type / Course of Study / Major

Human Resources Certification

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Stanford University

Degree Type / Course of Study / Major

Diversity, Equity and Inclusion Certification

Lynette J Hart

Degree Awarded?

☒ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am a long time HR professional and would like to apply my education and experience to help build fair, equitable consistent practices throughout the county in the areas of the board's purview.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

See resume

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Volunteer -Opportunity Junction assist students with interview and applying for jo skills. I also volunteer with various law enforcement agencies to tutor entry level and senior police officers for promotions or hire.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Important Information

Lynette J Hart

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

LYNETTE HART



HUMAN RESOURCE PROFESSIONAL

Envisioning and implementing fresh new ideas and proactive solutions to complex business challenges

Dedicated, trusted, ethical, results-oriented Public Sector Professional with 24 years' experience successful at process management to meet your strategic initiatives. Extensive experience working with private and public employers in managing personnel, and administrative functions. Detail-oriented analytical, initiative, judgment, discretion, confidentiality, and the ability to make independent decisions within compliance with federal and state laws. A wealth of experience acquired working with the public and the private sector in multi-union environments.

SUMMARY OF HUMAN RESOURCE SKILLS

Job Analysis-Recruitment Selection-Examination Development-Employee Management~ Labor Relations Customer Service Manager-Training & Development~ Budgets-Diversity & Inclusion~ Classification and Compensation~ Investigations~ Grievances~ Risk Management
Leave Management~ Organizational Development ~Performance Management
Mediation & Advocacy~ HR Policies & Procedures ~Staff Recruitment, Retention and Development
Employee Relations~ Benefits Administration~ Management Mentor~ HR Program/Project Management~ Orientation & On-Boarding~ HRIS Technologies~ Legal Compliance
Trusted advisor to Executive Management

PROFILE OF EXPERIENCE

CITY OF OAKLAND- POLICE DEPARTMENT 3/7/22- 11/22/23
POLICE SERVICES MANAGER - (1074 EMPLOYEES)

As a civilian manager at the Police Department, I directed the activities of all subordinate civilian employees in the support of all Human Resource related activity for professional and sworn staff. I managed twelve staff members in the areas of payroll, workers compensation, recruitment, classification and compensation, risk management, labor relations, personnel transactions and benefit administration. Currently, I am assigned to the Records Division, I have three supervisors whom report directly to me. This unit has 25 staff members who work a 7/24-hour rotating schedule. We manage all crime reports, subpoenas, tow issues, Clery Requests, redactions, public records and warrant processing for the entire police department. In my role as a Police Services Manager, I assist executive management in the development of goals, objectives, policies and procedures; direct the implementation of goals, objectives, policies, procedures and work standards for the division. Daily I respond to inquiries and resolve complaints related to division matters; interpret and explain laws and procedures to City staff and the public.

CITY OF BERKELEY 9/27/21-3/4/22
HUMAN RESOURCE MANAGER - (1535 EMPLOYEES)

As the Human Resources Manager for the City of Berkeley I was responsible for the supervision of professional, paraprofessional and clerical staff. The employees worked in multiple programmatic areas such as recruitment and selection, classification and compensation, HRIS, and workforce planning.

- Prepared written responses and directed necessary actions to resolve matters identified by City departments, the City Manager, employee organizations or individuals.
- Planned, organized, supervised, reviewed and evaluated the work of assigned staff; provided opportunities for staff training and development.
- Planned, organized, directed and provided policy guidance and review of day-to-day work and special projects or assignments within the designated program areas.

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CITY OF SAN BRUNO 4/20/2021- 9/2021

HUMAN RESOURCE MANAGER CONSULTANT- (246 EMPLOYEES)

- Provided senior level advice and guidance to hiring managers and senior management team to ensure recruitment efforts are aligned to organizational goals and departmental needs.
- Set the standards for process improvement that are value-driven, legally compliant, and cost effective.
- Conducted, oversee, and trained staff to perform full-cycle recruitments, including the review of selection plans, prepare/approve job announcements and interview questions, determine applicant sourcing methods, review applications, facilitate interview processes, review interview result summaries, oversee selection of eligible candidates for employment, and perform job offers and salary negotiation.
- Performed workforce analytics and to identify and promote talent acquisition and retention best practices.
- Ensure compliance with applicable employment laws, rules, regulations and standards.
- Facilitate meetings with Subject Matter Experts (SMEs), create surveys and data gathering tools, and conduct job analyses for developing employment selection tools;

WEST COUNTY WASTEWATER 10/26/2020- MARCH 2021

HUMAN RESOURCES MANAGER (73 EMPLOYEES)

As the Human Resources Manager I was responsible for overseeing, administering, supervising, and participating in day-to-day human resources activities supporting District management and staff in the areas of recruitment and selection, classification, salary and benefits administration, labor relations, employee development, risk management, leave management, reasonable accommodation and the interactive process under ADA, worker's compensation, personnel records management, and personnel policies and procedures administration.

CITY OF OAKLAND 1/3/2017-10/24/20

HUMAN RESOURCES SUPPORT SERVICES SUPERVISOR (800 EMPLOYEES PUBLIC WORKS DIVISION)

I have responsibility for day to day personnel management, worker's compensation, recruitment, payroll and labor issues for the department as well as direction over assigned staff in Human Resources, Payroll, and Worker's Compensation; supervise and participate in the preparation of complex reports; workplace investigations, organizational development programs, develop and administer comprehensive policies and procedures; manage labor related matters on behalf of the department; responds to inquiries and advises management on issues of a sensitive / confidential nature also train assigned staff as need.

- Provide consultation to department management staff on organizational and personnel performance issues and problems; on disciplinary procedures, conduct investigations, contract interpretation, grievance issues, personnel rules, and related personnel issues. Ensure departmental compliance with City policy and procedure. Prepare and/or review analytical reports for the City Administrator, City Council or Commissions; collect analyze, and interpret a wide variety of employment-related information and data
- Conducted employment test validation, job analysis along with creating robust recruitment practices and procedures. Worked with managers to implement pre and post-employment examinations that are valid, job related and a business necessity.
- Perform a broad spectrum of personnel-related duties including departmental classification issues, management of the departmental sick and injury program (including attendance management); monitors commercial drivers including DMV Pull Notice Program and drug/alcohol testing. Serve as a technical resource for management on worker compensation claims and the transitional duty program.
- Function as department liaison with Employee Relations on labor-related issues, facilitate communication with unions including union releases, grievance assignment and review, last chance agreements, job specification changes and day to day labor issues; as well as provide direction to management supervisors and staff on labor-related matters.
- Develop and recommend human resource related training programs in accordance with Division/Department needs and in accordance with federal and State mandates, responsible for performance appraisal process appeals, training and advising staff on requirements for probationary employees, including rights before the Civil Service Board on probationary releases.
- Plan, organize, assign, direct, and supervise the agency's payroll function and assigned staff to ensure compliance with City policies and procedures.
- Coordinate training of agency staff regarding payroll procedures, benefits, union contracts, personnel rules, and disciplinary policies and procedures.
- Ensure compliance with the City's policy and procedure.
- Provide guidance and direction to administrative staff regarding conducting recruitments and implementing or creating selection processes; act as a liaison to Department of Human Resources Management regarding departmental recruitment, selection processes and examination development.

- Review, monitor, and coordinate the work of assigned staff; conduct performance evaluations and recommend merit step awards or disciplinary action as necessary; participate in the selection of new employees.

BAY AREA RAPID TRANSIT DISTRICT 10/2007-10/2016
SENIOR HUMAN RESOURCES ANALYST (3200 employees multi-union environment)

- Evaluated and performed a variety of analytical tasks in processing personnel requests in the areas of recruitment, testing and selection, classification and compensation, and benefits administration.
- Multi-faceted and extremely competent with the entire full life-cycle recruiting from opening a requisition, coaching interview teams, sourcing, identifying, qualifying, gathering feedback, negotiating offers to on-boarding new hires.
- Ability to develop and implement targeted candidate acquisition strategies that actively contribute to the successful recruitment of professionals in various areas including administrative, professional, engineering and technical.
- Partnered with Hiring Managers to design and implement recruitment strategies to attract qualified candidates from targeted groups. Created and implemented an interactive post-interview debriefing process for internal BART applicants. Established and maintained productive and collaborative relationships with a variety of District stakeholders.
- Prepared reports, presentations, and documentation; maintained accurate records and files. Responded to employee requests and public inquiries in a courteous manner; provided information within the area of assignment; resolved complaints in an efficient and timely manner. Interpreted and explained human resources policies, procedures, rules and regulations to District staff. Continuously maintained confidentiality and remained sensitive to the issues and concerns of others.
- Timely resolution of issues identified, Coordinating decisions and actions with executive management, obtaining approval of specifics related to the approach and work plans, Ensuring completion of project milestones. Communicating between work teams and stakeholders, Identifying and quantifying change management issues and impacts
- Stayed abreast of new trends, legislation, and innovations in the field of human resources. Provided assistance in the interpretation of Human Resources program policies, procedures and made recommendations as appropriate.
- Under the general direction of the department manager, I developed and participated in the implementation of goals, objectives, policies, and priorities for assigned areas of responsibility; recommended and administered policies and procedures.
- Planned, directed, coordinated and reviewed the work plan for assigned staff; assigned work activities and projects; reviewed and evaluated work products, methods, policies, and procedures; met with staff to identify and resolve problems. I supervised the work of contracted professional services in the areas of responsibility.
- Responded to difficult, sensitive, controversial, and in some cases, hostile inquiries and complaints from citizens and/or employees.
- Worked with all District departments to negotiate and resolve sensitive and controversial issues using persuasive techniques involving significant coordination of resources and resolution of problems.

CITY OF ANTIOCH 03/2004-10/2007
ADMINISTRATIVE ANALYST (Human Resource Generalist) (500 employees)

- Managed a team of HR professionals in serving over 500 full-time employees and over 100 part-time employees in a variety of work locations.
- Acted in the capacity as the department Human Resource Manager, while a search was conducted for a new Human Resource Manager.

- Developed strong partnerships with organizational leaders and union representatives to develop proactive workforce planning, succession models, and strategic recruitment & selection methods
Agency Subject Matter Expert and central point of contact for all benefit plans, programs, and policies, including insured benefits, leaves of absence, and claims management. Responsible for ongoing benefit operations including enrollment and eligibility management, documentation, benefit program implementations, employee/participant communications, compliance, and benefit provider relationships. Also responsible for monitoring legislation, industry and competitor trends, as well as employee needs, and propose benefit changes or enhancements as appropriate.
- Administered and coordinated employee medical, dental and vision plans; conferred with Public Employees Retirement System for new employee enrollments and impending retirements; fielded questions for retirees as it related to their benefits; various contracts including benefits consulting services and group benefit provider contracts; interpreted plan policy and procedural requirements; responded to employee questions or complaints; attempted to mediate benefit issues between employee and providers. Assisted in the development of VEBA accounts with PARS, to help defer costs medical after retirement for existing employees.
- Successfully coordinated annual organization-wide wellness events in collaboration with external benefits partners- such as wellness fairs, lunchtime walks, fitness clubs, after-hours yoga, brown-bag health seminars, on-site massage and EAP seminars regarding family emotional wellness, financial planning, legal advice, etc.
- Performed labor relations activities, conflict resolution, including employee discipline, employer/employee negotiations, and the administration of collective bargaining agreements.
- Conducted preparatory research on contract and bargaining matters for labor negotiations, including surveying prevailing wages, benefits and working conditions, and analyzing labor proposals. Was a member of all City of Antioch negotiating teams.
- Prepared and presented staff reports and other necessary correspondence.
- As the City of Antioch Training Coordinator, I was responsible for delivering training and procuring subject matter experts to deliver training to the different employee groups. I sat in on training sessions to ascertain their effectiveness and implemented recommended changes as suggested by employee evaluations and by executive management.
- Researched software and made the final recommendation of purchase to track various training of employees and departments. I also was responsible for tracking training and notifying the employee and department of training deficiencies. In addition, I also created training paths for employees to obtain certification that was tied to salary increases upon completion.
- Coordinated specialized leave programs such as FMLA, SDI, Catastrophic Leave and benefits continuation during such leaves. Prepare and disseminated benefit literature to City Staff. Reviewed benefit publications to stay abreast of legislative changes, new policies, rules and regulations. Evaluated and made recommendations on various benefit options to identify the programs that most benefit city staff. Also designed and coordinated benefit fair with all existing and new benefit providers for city staff prior to yearly open enrollment. Conducted new employee orientations for new hires and created an interactive exit interview process for all employees.
- Oversaw and participated in the preparation and administration of various City-wide programs, policies, or procedures relating to human resources operations and activities; recommended new or made changes in existing policies and procedures.
- Managed the maintenance of centralized personnel records; ensured records are accurately updated and in compliance with mandated rules and regulations.
- Participated in the development and management of the department annual budget; participated in the forecast of funds needed for staffing, equipment, materials, and supplies; monitored expenditures; initiated adjustment requests as necessary.

EDUCATION

University of California at Berkeley
Human Resources Certification Program

University of San Francisco

Bachelor of Arts in Organizational Behavior and Leadership

Stanford Graduate School of Business

**Leverage Diversity, Equity & Inclusion for Organizational Excellence
Certification**

Colin Powell-ICMA High Performance Leadership Academy

Completed SPHR Certification Course

Professional Accomplishments

Oakland Police Department (OPD)

Created and implemented Mission Statement for the Professional Development Wellness Unit

Created and implemented Officer Referral Bonus plan; created application documents and guidelines for program

Created ten-week Professional Development Leadership Academy and curriculum for Professional Staff to aid in succession planning as well as development of the department's new emerging leaders

Brought R&B Grammy Award Singer Lenny Williams of Tower of Power to sing the National Anthem at Annual Awards Ceremony

Created comprehensive strategy utilizing technology and incentive plan (for staff) to reduce backlog of reports after city wide ransomware attack

I reached out to and began discussions with California State Representative Barbara Lee's Office to obtain part of a \$28 million-dollar, four-year grant to create a 24-hour childcare center for the first responders who work for the Oakland Police Department. In addition, this will assist with the recruitment and retention of female officers as part of the nationwide 30x30 initiative. The 30x30 initiative is a nationwide endeavor whereby the year 2030 at least 30% of sworn staff at all police departments will be female.

Researched and began initial conversations with Bonneville International, a multi-media and marketing solutions company that has partnered with the department to begin a National Recruitment Ad Campaign. This is to help brand OPD and aid in recruiting Police Officers, Police Dispatchers and Professional Staff to the department

City of Antioch

Created and implemented a referral bonus plan to recruit, hire and retain police officers for the City of Antioch.

Created innovative new employee onboarding quarterly event. The program included a bus ride through the city with two local historians as tour guides, lunch Q &A with the City Manager, various department heads and staff about the work culture and serving the community of Antioch.

Created and implemented City Wide Diversity Recruitment Plan to bring more women and people of color to the City of Antioch. The city of Antioch demographics were 20% people of color. The plan was broadly for the bringing diversity to the police department. When the plan was launched the City of Antioch had less than 2% of staff were people of color; one African American male Officer, zero Asian Officers, and three Latin Officers.

When I exited the City of Antioch, my plan tripled the African American Officers, Two Asian Officers and six more Latin Officers had joined the force. There were also many diverse hires in professional positions as well.

San Francisco Bay Area Rapid Transit (BART)

Created and implemented the BART Engineering 10-week Summer Internship Program, which remains today a college pipeline of diverse students. From this program a new classification, Junior Engineer was created.

This program hires students from college and places them into a rotation through all engineering departments, creating a mutual beneficial "fit" with the young engineers. This program was recognized by President Barack Obama's Transportation Secretary, Ray LaHood, as a model for other transportation agencies across the country.

Created Interview Guidelines preamble document for all interview panels to assist in a legally defensible interview process

Created Interview Scoring guidelines with scoring matrix for each interview question to lessen subjectivity in scoring applicants, motivate discussion, and encourage consistency

Created and implemented application and interview process Debriefing Program for internal applicants only, in collaboration with our legal team. This became a retention strategy and also helped internal employees improve and learn how to be successful in the lateral and promotional processes. In addition, I created interview and resume clinics quarterly for current employees.

In 2014 I created a fundraiser for the BART Police Department, Kupcakes for Kidz. I went to 15 bakeries and partnered with them to donate a minimum of three dozen cupcakes. The Police Officers sold the cupcakes and raised money to take children in the bay area Christmas shopping. The first year the event was launched I helped the BART Police Department raise over \$3000.00. The department continues this fundraiser every year to bolster their commitment to the communities they serve.

2008-2016, I was the Summer Employment Facilitator for students' grade 10th grade-12th grade. I was the mentor and located work assignments and supervisor of all participating students. Each summer we hosted at least 40 students.

Community Service

Taught career choices workshop at McClymonds High School, Oakland California African American Male Achievement program.

I teach interview preparation classes for nonprofit Opportunity Junction of Antioch California as needed. This organization assists disadvantaged adults who are recovering from drugs, homelessness, domestic violence and other issues that have kept them unemployed. I teach them how to dress, speak and conduct themselves during the job search process and how to maintain employment once they get a job.