

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via U.S. and Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

March 4, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

DOUGLAS S. CHAN
COMMISSIONER

Karla Gottschalk

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

SUBJECT: APPEAL BY KARLA GOTTSCHALK OF THE HUMAN
RESOURCES DIRECTOR'S DECISION REGARDING HER AGE
DISCRIMINATION.

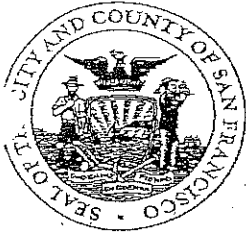
Dear Ms. Gottschalk:

As you are aware, the Civil Service Commission ("Commission") agreed at its meeting of December 17, 2012 to grant your request to postpone your appeal of the Human Resources Director's decision regarding your age discrimination complaint (CSC Register No. 0195-11-6), pending resolution of your litigation against the City on the matter. We have been informed by the City Attorney's Office and the Department of Human Resources ("DHR") that your litigation has concluded. Therefore, your appeal is scheduled for the Commission meeting to be held at 2:00 p.m. on March 17, 2014 in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

The agenda will be posted for your review on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meeting Materials" no later than end of day on Wednesday, March 12, 2014. Please refer to the attached Notice for procedural and other information about Commission hearings. Commission staff provided you with an electronic copy of DHR's staff report on your appeal on December 6, 2012; please do let me know if you would also like me to forward you another copy. A hard copy is available for your review at the Commission's office located at 25 Van Ness Avenue, Suite 720, San Francisco. The department has not submitted anything further on your appeal but may do so any time before close of business this Thursday, March 6, 2014. We will forward you any additional materials we receive should DHR choose to submit anything further.

In the event that you wish to submit any additional documents in support of your appeal, the deadline for receipt in the Commission office is 5:00 p.m. on Tuesday, March 11, 2014 (as a reminder, we require an original and nine copies of any supplemental materials you wish to submit—all double-sided, hole-punched, paper-clipped and numbered). Please be sure to redact your submission for any confidential or

CIGS DEPARTMENT SUPPORTS
CALENDAR ITEM 14



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

December 21, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Karla Gottschalk
[REDACTED]
[REDACTED]
[REDACTED]

SUBJECT: APPEAL BY KARLA GOTTSCHALK OF THE HUMAN
RESOURCES DIRECTOR'S DECISION REGARDING HER AGE
DISCRIMINATION COMPLAINT.

Dear Ms. Gottschalk:

At its meeting of December 17, 2012 the Civil Service Commission had for its consideration the above matter.

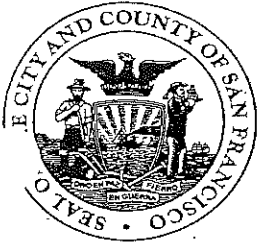
The Commission voted to take matter off calendar.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

Jennifer Johnston FOR
JENNIFER JOHNSTON
Executive Officer

c: Micki Callahan, Human Resources Director
Melissa Cayabyab, Department of Human Resources
Magaly Fernandez, Department of Human Resources
Linda Simon, Department of Human Resources
Theresa Sparks, Human Rights Commission
Commission File
Chron



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

December 6, 2012

NOTICE OF CIVIL SERVICE COMMISSION MEETING

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

Karla Gottschalk
[REDACTED]
[REDACTED]
[REDACTED]

SUBJECT: APPEAL BY KARLA GOTTSCHALK OF THE HUMAN RESOURCES DIRECTOR'S DECISION REGARDING HER AGE DISCRIMINATION COMPLAINT.

Dear Ms. Gottschalk:

The above matter will be considered by the Civil Service Commission at a meeting to be held on **December 17, 2012 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Donna Katake, Department of Human Resources
- Linda Simon, Department of Human Resources
- Commission File
- Commissioners' Binder
- Chron

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 17

**ORIGINAL APPEAL
SUBMITTED BY
APPELLANT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

NOTICE OF RECEIPT OF APPEAL

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

DATE: July 15, 2011

REGISTER NO.: 0195-11-6

APPELLANT: KARLA GOTTSCHALK

Micki Callahan
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Ms. Callahan:

The Civil Service Commission has received the attached letter from Karla Gottschalk appealing the Human Resources Director's decision regarding her age discrimination complaint. The appeal is transmitted to you for review and action as is appropriate.

This matter has been tentatively scheduled for hearing by the Civil Service Commission at 2:00 p.m. on September 19, 2011 in Room 400, 4th Floor, City Hall, 1 Dr. Carlton B. Goodlett Place. If you are unable to proceed on this date or if for any reason the appeal is not timely or appropriate, please notify me by use of the "Action Request on Pending Appeal/Request" (CSC Form Number 13).

Sincerely,

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Donna Kotake, Department of Human Resources
Linda Simon, Department of Human Resources



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

DATE: July 15, 2011
REGISTER NO.: 0195-11-6
APPELLANT: KARLA GOTTSCHALK

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Karla Gottschalk
[REDACTED]
[REDACTED]

Dear Ms. Gottschalk:

The Civil Service Commission received your letter appealing the Human Resources Director's decision regarding your age discrimination complaint.

Your request has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If timely and appropriate, this matter will be scheduled for hearing by the Civil Service Commission in the near future. You will be notified approximately one week in advance of the hearing date. (In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position.) In addition, you will be notified and provided a copy of the staff report of your matter when it is received in the Commission office.

The Civil Service Commission meets on the 1st and 3rd Mondays of each month. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date.

Sincerely,

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

c: Micki Callahan, Human Resources Director
Donna Kotake, Department of Human Resources
Linda Simon, Department of Human Resources
Alpha
Chron

RECEIVED
EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION
SAN FRANCISCO

2011 JUL 14 PM 2:49

NOTICE OF APPEAL OF THIS DECISION

CIVIL SERVICE COMMISSION
REGISTER
NUMBER 019512 6

X M. Callahan
D. Kotake
L. Simon

DATED JULY 14, 2011, SENT EMAIL JULY 13, 2011

KARLA GOTTSCHALK

JULY 14, 2011

Karla Gottschalk Complaint of Discrimination - EEO File No. 1597

On Wed, Jul 13, 2011 at 6:11 PM, <Jeanne.Buick@sfgov.org> wrote:
Please see attached.

Thanks.

Jeanne Buick
[415-557-4818](tel:415-557-4818)
Employee Relations Division
Equal Employment Opportunity Division
Department of Human Resources
City and County of San Francisco

RECEIVED
EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION
SAN FRANCISCO

2011 JUL 14 PM 2:50

On Wed, Jul 13, 2011 at 9:56 PM, Karla Gottschalk <[REDACTED]> wrote:

This is dated tomorrow and does not comport with the hearing of June 6, 2011, and the instructions from the vice president and chair therefore I appeal this matter. You no longer need to notice Mr. Osborne or Mr. Mobutu.

There was absolutely no addressing the age issue by virtue of 30 years at the bar which would make me between 55-60 years old. there is no discussion of why an attorney is immediately disqualified to interpret

contracts, There is no discussion of the emails referring to the name and gender change sent before the decision to deny an interview and there is no addressing the assertion that of the four finalists mentioned that two were denied an interview as stated June 6, 2011, at the Civil Service Commission. There was inadequate discussion as to religion as Mr. Caspar pointed out at the June 6, 2011, meeting was plain on the face of the Resume!

Karla Gottschalk

On Wed, Jul 13, 2011 at 11:23 PM, Karla Gottschalk <[REDACTED]> wrote:
Addendum

I MADE IT CLEAR I WAS NOT APPEALING THE FINDING OF AGE AND SEXUAL ORIENTATION AS BASES OF DISCRIMINATION IN MS CALLAHAN'S ORIGINAL DETERMINATION AND KNEW YOU WOULD TRY TO DO THIS BACK DOOR DENIAL OF ALL CLAIMS AND MADE THIS CLEAR LONG BEFORE AND AT THE JUNE 6, 2011, HEARING .

I AM SHOCKED THAT THESE LIES BY MS BUICK AS TO MY MAKING IT KNOWN THAT MY NAME AND GENDER CHANGE WAS IN THE COURTS DURING THE PENDENCY OF MY APPLICATION AND KNOWN TO CAYABYAB, THROUGH MANY EMAILS, WAS NOT BROUGHT OUT AND ANY ASSERTION THAT SHE DID NOT TRANSMIT THAT INFORMATION TO ANYONE, OR NOT USED AGAINST ME, IS NOT CREDIBLE AS IS THE INVESTIGATION AS REPORTED HEREIN.

I APPEAL BEFORE ALMIGHTY GOD FOR THE TRUTH AND THE DELIVERANCE FROM ALL OF THESE OFFICIAL LIES BASED UPON AN ATTEMPT TO SAVE MONEY, FACE AND PERSONAL POWER.

MAY GOD HAVE MERCY ON YOUR SOULS.

K GOTTSCHALK
HIEROMONK+BARTHOLOMEW

Karla Gottschalk <[REDACTED]>

Wed, Jul 13, 2011 at 11:40 PM

To: Jeanne.Buick@sfgov.org, casper.civil.service@gmail.com
2nd ADDENDUM

PLEASE EXPLAIN HOW MR SPARKS COULD NOT KNOW MY SEXUAL STATUS WHEN I SENT EMAILS TO HELP WITH HIS CANDIDACY FOR SUPERVISOR, WENT BY HIS CAMPAIGN HEADQUARTERS AND HAD MANY EMAILS TO HIM BEFORE THE DECISION TO DENY ME AN INTERVIEW.

RECEIVED
EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION
SAN FRANCISCO

2011 JUL 14 PM 2:50

I mailed a letter re the special meeting regarding Islamic property where the director was not in attendance.
AND
why the transgender outreach did not exist at the same time -
Karla Gottschalk

STAFF REPORT



CIVIL SERVICE COMMISSION REPORT

MEMORANDUM

TO: Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director
THROUGH: Linda Simon, Director, EEO Programs
FROM: Magaly Fernandez, Assistant EEO Programs Specialist
DATE: December 3, 2012
EEO FILE NO: 1597

REGISTER NO: 0195-11-6

APPELLANT: Karla Gottschalk

1. Authority

The San Francisco Charter, Section 10.103, and Civil Service Commission Rules provide that the Human Resources Director shall review and resolve complaints of employment discrimination. Pursuant to Civil Service Commission Rules, Section 103.3, the Civil Service Commission shall review and resolve appeals of the Human Resources Director's determinations.

2. Summary

On November 19, 2010, Karla Gottschalk, (Appellant) filed a complaint of discrimination against the Human Rights Commission (HRC) for denying her the opportunity to be interviewed for the 0931 Manager III position. The Appellant alleged she was not selected for the 0931 Manager III position at the HRC based on her sex, sexual orientation, genetic characteristics, age (over 60), religion (monastic orthodox priest), disability (hermaphroditism), national origin/ancestry and from another state. (See Investigative Report Exhibit A, pages 18-22)

On December 23, 2010, Micki Callahan, Human Resources Director issued the Appellant a letter informing her that her complaint of nonselection would be investigated on the bases of age (over 60), religion (Hieromonk), sexual orientation (transgender) and gender identity (female). Ms. Callahan also advised that the following bases were not accepted for investigation: religion (Monastic Orthodox Priest), national origin (Miwok/ Californiano), being from another state, disability (hermaphroditism), and genetic characteristics. (See Investigative Report Exhibit E, pages 145-146)

On January 6, 2011, the Appellant filed an appeal with the Civil Service Commission appealing the Human Resources Director's determination that her complaint of nonselection would not be investigated based on the following bases: religion (Monastic orthodox Priest), national origin (Miwok/Californiano), disability (hermaphroditism), genetic characteristics and from another state. On June 10, 2011, the Commission sustained the Human Resources Director's decision and denied the appeal. (See Investigative Report Exhibit E, page 148).

On July 14, 2011, Ms. Callahan issued her determination, which stated there was insufficient evidence in the Appellant's discrimination complaint to sustain the Appellant was not selected based on her sex, age, religion and gender identity. (See Exhibit B, pages 229-232)

On July 14, 2011, the Appellant filed an appeal with the Civil Service Commission appealing the Human Resources Director's determination. (See Exhibit D, pages 239-242)

3. Issue on Appeal to the Civil Service Commission

In her appeal letter dated July 14, 2011, the Appellant contended the Human Resources Director's decision that the Appellant was not selected on the bases of her sex, age, religion and gender identity is incorrect. However, the Appellant did not submit additional information or evidence to support her claim.

4. Facts/Analysis

A complaint meets jurisdictional requirements for investigation when all the elements of the disparate treatment standard are met.

Disparate Treatment Standard:

- (1) the Appellant is a member of a protected category;
- (2) the Appellant has suffered an adverse employment action; and
- (3) the Appellant suffered an adverse employment action because of her membership in a protected category.

The Appellant is a member of the following protected categories: sex (female), age (over 60), religion (Hieromonk), and gender identity (female). She suffered an adverse employment action when she was not selected for an interview for the 0931 Manager III position. However, the facts failed to show the Appellant suffered an adverse employment action because of her membership in the protected categories.

The Appellant alleged the selection process was unfair because she qualified for the position but was not interviewed. The facts did not establish that the Appellant's sex, age, religion or gender identity were factors in not being selected for an interview. DHR noticed all candidates who met the minimum qualifications that they were not guaranteed advancement through the selection process. The Appellant was not selected to proceed to the oral interview process because her resume did not reflect experience in contract compliance, discrimination oversight or knowledge of the Local Business Enterprise Ordinance.

The facts established that the Appellant's resume did not identify her gender and that age was not a factor in selecting candidates to interview. While the Appellant's resume did cite "Hieromonk" and "MTF74", Ms. Sparks, the selecting official was not familiar with these terms and did not associate this with the Appellant's religion or transgender status.

The Appellant alleged she was not selected for an interview due to her gender identity and she volunteered information on her transgender status. The facts established that the Appellant's resume did not contain information regarding her gender identity or transgender status. It was established that the Appellant did provide information on her transgender status. However, as this information was not relevant to the position it was not provided to the selecting official.

5. HR Director's Determination

Following review of the investigative report, the Human Resources Director determined that there was insufficient evidence to support the Appellant's charge of discrimination (See Exhibit B, pages 229-232).

6. Recommendation

RECOMMENDATION: For the reasons set forth above, the Human Resources Director's decision should be upheld and the appeal should be denied.

7. Notification

Karla Gottschalk

Theresa Sparks, Executive Director
Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102

Melissa Cayabyab, Senior Personnel Analyst
Client Services, Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Linda Simon, Manager, EEO Programs
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Magaly Fernandez, Senior Specialist, EEO Programs
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

8. Appendix/Attachments to Report

Attached to this report are the following exhibits:

CSC Report
EEO File No. 1597
Page 4 of 4

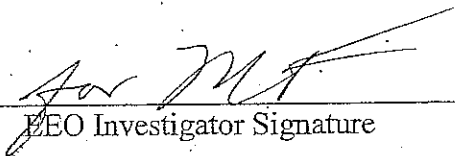
Exhibit A: Investigative Reports and attachments
Exhibit B: HR Director's Determination to Complainant
Exhibit C: HR Director's Determination to Respondent Department
Exhibit D: Letter of Appeal

EXHIBIT A

INVESTIGATIVE REPORT AND ATTACHMENTS

EEO INVESTIGATIVE REPORT

To: Micki Callahan, Human Resources Director
Through: Linda Simon, Manager, DHR EEO Division
From: Magaly Fernandez, Senior Specialist, EEO Programs
EEO File No.: 1597
Complainant: Karla Gottschalk
Respondent: Human Rights Commission
Issues/Basis: Non-selection based on sex (female) age (over 60), religion (Hieromonk) and gender identity (female)
Date Complaint Filed: November 19, 2010
Date of Report: July 13, 2011



EEO Investigator Signature



EEO Supervisor Signature

1. Introduction

Karla Gottschalk (Complainant) was an applicant for the 0931 Manager III position at the Human Rights Commission (HRC).

On November 19, 2010, the Complainant filed a letter of complaint and a copy of a Department of Fair Employment and Housing (DFEH) Form 600-031 "Pre-Complaint Questionnaire - Employment." She alleged she was not selected for the 0931 Manager III position with the HRC based on her sex, sexual orientation, genetic characteristics, age (over 60), religion (monastic orthodox priest), disability (hermaphroditism), national origin/ancestry and from another state. See Exhibit A.

The complaint was assigned to Magaly Fernandez, Senior Specialist EEO Programs on November 23, 2010. On December 10, 2010, an intake interview was conducted by phone with the Complainant. See Exhibit D.

On December 13, 2010, in response and rebuttal to the intake interview the Complainant sent an email "Unbridled Discretion is Discriminatory" to Theresa Sparks, Executive Director, HRC, Mayor Gavin Newsom and various individuals in the media. She asserted as a qualified candidate she had been discriminated and denied an interview. See Exhibit G.

On December 23, 2010, the Director, Department of Human Resources (DHR), issued the Complainant a letter. The letter notified the Complainant of the Director's determination regarding the issue and bases that would be accepted for investigation and administratively closed. The letter stated that her complaint of non-selection was accepted on the following bases: age (over 60), religion (Hieromonk), sexual orientation (transgender), and gender identity (female). However, her complaint of non-selection based on her religion (Monastic Orthodox Priest), national origin (Miwok/Californiano), from another state, disability (hermaphroditism), and genetic characteristics were not accepted for investigation. These bases were not identified in her cover letter or resume provided to the selecting official. Thus, it had not been established the selecting officials were aware of the protected categories and based their decision not to interview her for these reasons. See Exhibit E.

On January 6, 2011, the Complainant filed an appeal with the Civil Service Commission to the Human Resources Director's determination of the bases to be investigated. In her appeal letter dated December 31, 2010, the Complainant contends the HR Director's decision that she has not satisfied the jurisdictional standards for the investigation of her complaint on the basis of her religion, national origin, from another state, disability, and genetic characteristics is incorrect. On June 6, 2011, the Civil Service Commission denied her appeal.

2. Complainant's Allegations

On December 23, 2010, the HR Director informed the Complainant by letter that the following bases were accepted for investigation, age (over 60), religion (Hieromonk), sexual orientation (transgender) and gender identity (female). The letter did not stipulate that her complaint was also being investigated based on her sex (female); this basis was accepted and investigated.

While sexual orientation was accepted for investigation, upon further review it was determined the Complainant had not identified her sexual orientation on any documents submitted to the selecting official. Thus, it could not be established the selecting officials were aware of her sexual orientation and based their decision not to interview her for this reason. Therefore, the protected category sexual orientation was not accepted for investigation.

The Complainant did not identify what she was seeking as relief to her complaint.

3. Allegations Requiring Investigation

The following allegation was investigated and is the subject of this report: whether the Complainant was not selected for an interview for the 0931 Manager III position based on her sex (female), age (over 60), religion (Hieromonk) and gender identity (female).

4. Departmental Response

On January 10, 2011, a Notice of the Charge of Discrimination and a Request for Information was sent to the Department. See Exhibit B. Melissa Cayabyab, Senior Personnel Analyst, DHR Client Services representative, HRC responded to the Request for Information on February 3, 2011. See Exhibit C.

In her response, Ms. Cayabyab stated the HRC selected its 0931 Manager III interview candidates on the basis of a review of relevant work experience and educational background indicated on the applicant's resume and cover letter. The applicants selected for the interview process were those who not only met the minimum qualifications but also the desirable qualifications of the position as stated on the examination announcement. The applicant's sex, age, religion and gender identity were not factors in the Department's decision regarding which applicant to interview for the position.

5. Investigative Standards

Discrimination/Disparate Treatment Standard:

- (1) The Complainant is a member of a protected category;
- (2) the Complainant has suffered an adverse employment action; and

(3) the Complainant suffered an adverse employment action because of her membership in a protected category.

6. The Investigation

a. The Investigative Process

A Request for Information (RFI) and complaint documents were sent to the HRC for their response. After the response to the RFI was received this investigator began investigating the Complainant's allegation.

b. Summary of Interviews

The respondent Department identified the following persons as having relevant information:

- Theresa Sparks, 0962 Executive Director
- Thomas Willis, 0931 Manager III, Training, Mediation and Non-Discrimination/Human Resources Manager
- Christopher Kramer, 1220 Payroll Clerk
- Melissa Cayabyab, 1244 Senior Personnel Analyst

Mr. Kramer was not interviewed as he was not involved in the decision regarding which candidate was referred for an interview.

The Complainant did not identify any witnesses to be interviewed.

See Summary of Investigative Interviews, Exhibit D.

c. Summary of Documents Reviewed

In addition to conducting interviews, the following documents relevant to the Complainant's allegations were reviewed:

- Eligible List for the 0931 Manager III position
- Cover letters and resumes of applicants referred to the HRC
- Emails from Complainant and DHR
- Emails from Complainant to Theresa Sparks

See Summary of Documents Reviewed, Exhibit F.

7. Findings of Fact

Allegation: Whether the Complainant was not selected for an interview for the 0931 Manager III position, Auditing, Contract Compliance and Economic Empowerment

based on her sex (female) age (over 60), religion (Hieromonk) and gender identity (female).

Summary of Relevant Evidence:

1. Complainant's Written Complaint

The Complainant alleged the HRC failed to accord her an interview for the 0931 Manager III position and eliminated her without explanation. She was excluded a day after submitting her resume and conviction record statement after having qualified for the position through standardized testing. She states the position includes contract compliance and as a licensed member of the State Bar of California for over 30 years, she is a de facto expert in contracts. The Complainant contends she was honest about being a male to female transsexual but was consistently treated as "Mister." She stated her name as K.F. until the court ordered finalizing her new name and gender change on November 9, 2010.

2. Interview of Complainant

The Complainant asserted the selection process was unfair because she was not given an interview. She showed more interest in the position and expressed she always wanted to work in civil rights. She stated it was a discretionary call to interview other applicants without being given an opportunity to be interviewed or given a reason why she was not interviewed. Her presumption is that this was discriminatory.

The Complainant alleged she was denied an interview and believes her name change and gender change were a factor. She contends she provided total disclosure regarding her being transgender. The Complainant asserts she submitted court documents regarding her sex and name change because of the length of time it took to get it finalized. She contends she let DHR know she was a transgender person and struggled to have her name changed until it became legal 37 years later.

The Complainant contends the selecting official would have known she was transgender. She submitted a resume which identified her both as K.F. Moseley and Karla Gottschalk. She said her resume stated MTF74 which means male to female. She said, "It's like a water mark, Theresa Sparks would know what that meant." She sent a letter to Director Sparks and disclosed her transgender status.

3. Interview of Theresa Sparks

Ms. Sparks is the Director for the HRC and has performed in this capacity since August of 2009. She is a transgender female.

Ms. Sparks stated she was not sure if the job announcement was clear that the HRC was trying to fill two positions, Mediation, Training and Non-Discrimination Manager and

Auditing, Contract Compliance and Economic Empowerment Manager. She believes a lot of the candidates who applied were under the misconception that the position was based on discrimination and civil rights. The HRC did not go through the hiring process for the Mediation, Training and Non-Discrimination Manager position because a City employee bumped into the position from the hold over roster. As a result, the only position for which candidates were interviewed was the Auditing, Contract Compliance and Economic Empowerment Manager position.

Ms. Sparks stated she reviewed 11 cover letters and resumes referred to the HRC by DHR for the 0931 Economic, Contract Compliance and Economic Empowerment Manager III position. Ms. Sparks relied on the professional background, experience and desirable qualifications identified on the job announcement, as well as her knowledge of what the position entailed, to determine which candidates would be referred for an interview. She sought candidates that had professional experience in contract compliance and discrimination oversight, as well as knowledge and experience with the Local Business Enterprise Ordinance.

Ms. Sparks said she did not interview everyone that passed the minimum qualifications. She interviewed the most qualified candidates based on their contracting background. She selected three candidates out of the eleven to be interviewed, Deborah Lusk-Barnes, Alaric Degrafinreid and David Miree. One candidate was a former employee of the HRC and had contract compliance background, another candidate was currently acting in the position in question, and the third candidate was the Director for the Department of Contracting and Purchasing, City of Oakland, CA.

Ms. Sparks stated the Complainant's resume listed a lot of things that were not relevant to the position and there was no identifiable experience in contracting. It was Ms. Sparks' opinion that the Complainant did not understand what she was applying for and believed she was qualified for the position simply because she was a lawyer.

Ms. Sparks confirmed she received an email from the Complainant where she identified herself as a transsexual however, she could not recall if she received the emails before or after she interviewed candidates and made her selection. Ms. Sparks stated she was not familiar with the term MTF74 and surmised it meant when the Complainant received her gender reassignment surgery. She stated she did not consider the Complainant's age when deciding whether to refer her for an interview. She did not recall any reference to the Complainant's gender identity or religion on her resume. She was not familiar with the term Hieromonk and does not know what the term means.

3. Interview of Thomas Willis

Mr. Willis is the 0931 Manager III, Mediation, Training and Non-Discrimination. He is also the administration and human resources contact for the HRC. He has been in his position for approximately six months and reports to Director Theresa Sparks.

Mr. Willis was the HRC contact for DHR regarding the position in question. DHR referred 11 candidates for consideration. Mr. Willis said he did a cursory review of the resumes. However, he was not involved in deciding who would be interviewed because the person hired would ultimately be his equivalent. Mr. Willis stated Ms. Sparks made the decision as to who should be interviewed, he made no recommendations. He had no discussions with Ms. Sparks about the Complainant or any other candidate who was not referred for an interview.

Mr. Willis did not know the criteria Ms. Sparks used to determine who would be interviewed but assumed she was seeking candidates with experience in contract compliance. The position required reviewing and monitoring multimillion dollar vendor contracts with the City.

Mr. Willis said there is no civil service rule that requires that all candidates be interviewed. Ms. Sparks referred three candidates for interviews, Alaric Degrafinried who is an attorney and has been the acting 0931 Manager III for a year, David Miree also an attorney and Deputy Director, Public Affairs/Ombudsman for the Mayor's Office, and Deborah Lusk-Barnes, Director, Contracts and Purchasing in Alameda County.

Mr. Willis said a review of the Complainant's resume did not demonstrate she had contract compliance experience.

4. Ms. Cayabyab's Written Response to the RFI

Ms. Cayabyab stated all qualified candidates on the eligible list for the 0931 Manager III position were sent an email on October 8, 2010, regarding the vacancy at the HRC. The email informed all candidates on the following: "Please note that applicants who meet the minimum qualifications are not guaranteed advancement in the selection process. Only the most qualified candidates will be invited to advance to the departmental selection procedure."

Candidates were instructed to submit a cover letter, resume and a signed conviction history form to DHR to be considered for the position. A total of eleven (11) cover letters and resumes were received from interested candidates, including the Complainant. All resumes were forwarded to Mr. Willis for the Department to screen the most qualified.

The HRC selected three candidates from the eleven resumes received to participate in the oral interview selection process. The Complainant was not selected to proceed to the oral interview process because she did not possess the level or scope of experience that the Department needed to be considered for the position. Only the most qualified candidates were invited to advance to the departmental selection process.

At no point during the selection process did the Department request information regarding a candidate's sex, age, religion or gender identity.

5. Meeting with Melissa Cayabyab

Ms. Cayabyab stated the complainant provided a lot of personal information by email that she did not pay attention to because it was not relevant to the position. The Complainant shared information about her childhood and the challenges she faced regarding her sexuality. She also told her she was over 50 and a transgender person. Ms. Cayabyab asserts she did not ask or request this information, the Complainant volunteered the information. Much of what the Complainant communicated to her was information she did not need to determine her eligibility. A decision on her eligibility had to be based on her application and supplemental information. Ms. Cayabyab maintains that information of a personal nature (i.e., age, name change and gender change) was not provided to the selecting officials.

Ms. Cayabyab stated all her communications with the Complainant were via email. All of her communications and correspondence is standardized by Job Apps, a computerized program. This ensured she was clear and information was not misconstrued. She denied the Complainant's allegation that she was referred to as "Mister." Ms. Cayabyab said she was careful how she addressed the Complainant to ensure she did not offend her. When addressing or responding to the Complainant she referred to her as Dr. Moseley or K.F. Moseley. Ms. Cayabyab provided copies of all the emails she received or sent to the Complainant. See Exhibit C, Exhibit 3.

On October 25, 2010, after receiving the Complainant's cover letter and resume, Ms. Cayabyab sent the Complainant an email, "We appreciate your interest in the position and I have forwarded your materials to the appointing officer of the Human Rights Commission (HRC) for their review. The Department hopes to fill the position by mid-November. HRC will be directly contacting those candidates who meet both the minimum and desirable qualifications needed by the department for the interview process."

6. Review of emails from the Complainant to Theresa Sparks

Ms. Sparks received two emails from the Complainant dated November 24, 2010 and December 13, 2010. The December 13, 2010 email identified the Complainant as a transsexual and stated, "From the first transsexual born in San Francisco and sex reassigned in San Francisco..." See Exhibit G.

7. Review of emails to and from the Complainant and documents referred to the selecting officials

This investigator reviewed copies of emails sent to or received by the Complainant. There was no evidence to support the Complainant's claim that Ms. Cayabyab or any staff member of DHR referred to her as "Mister".

On September 18, 2010, the Complainant sent Ms. Cayabyab an email informing her the second publication of four would be recorded regarding her name and gender change (to be heard on November 2, 2010). No action was taken based on receipt of this information by Ms. Cayabyab. See Exhibit C, Exhibit 3.

A review of the Complainant's cover letter and resume provided to the selecting officials does not show any reference to the Complainant's name change. The documents refer to the Complainant as K F Moseley, Dr. Moseley or Dr. K F Moseley, ESQ. There was no reference to a name change or Karla Gottschalk. See Exhibit F.

There was no reference to a gender change on the complainant's documents. Although the Complainant told this investigator that MTF74 identified at the end of her resume was reference to her gender change. The Complainant said MTF74 means male to female and 74 is the year she had sex reassignment surgery.

8. Review of Applicant's Documents Referred to the Selecting Officials

Based on a review of the 10 candidates' cover letters and resumes, four were over 40 years of age, four were under 40, and two ages unknown. Of the three candidates referred for an interview, two were over 40 (Lusk-Barnes and Miree) and one was under 40 (Degrafinried).

Analysis:

Ms. Gottschalk is a member of the following protected categories: sex (female), age (over 60); religion (Hieromonk); and gender identity (female). She suffered an adverse employment action when she was not selected for an interview, resulting in her non-selection. However, the facts do not establish that she suffered an adverse employment action because of her membership in the protected categories.

Ms. Gottschalk alleged the selection process was unfair because she qualified for the 0931 Manager III position but was not interviewed.

The investigation did not establish Ms. Gottschalk's sex, age, religion or gender identity were factors in not being selected for an interview. On October 8, 2010, DHR noticed all candidates who met the minimum qualifications and advised candidates they were not guaranteed advancement thru the selection process. The facts show 11 candidates, including Ms. Gottschalk, met the minimum qualifications and were referred to the HRC. However, there was no requirement that the HRC interview all 11 candidates.

Ms. Theresa Sparks, selecting official, testified she screened the candidate's resumes and selected candidates for interviews based on their knowledge and experience in contract compliance and discrimination oversight as well as knowledge of the Local Business Enterprise Ordinance (LBEO). The facts established that the three (3) individuals who were selected for interviews had extensive experience in contract compliance. A review

of Ms. Gottschalk's resume did not demonstrate experience in any of these areas. The investigation established she was not selected to proceed to the oral interview process because her resume did not reflect any experience in contract compliance, discrimination oversight or knowledge of the LBEO.

Ms. Sparks testified she was not aware of Gottschalk's sex, age, religion or gender identity. A review of her resume established that her gender is not identified and that her resume is gender neutral as she identified as "Dr. Moseley" and "K.F. Moseley." The facts established that age was not a factor regarding which candidates were selected for interviews. Of the three candidates selected for an interview, two were over 40 and one was under 40. While Gottschalk's resume did cite Hieromonk and MTF74, Ms. Sparks testified she was not familiar with these terms and did not associate this with Ms. Gottschalk's religion or transgender status. Ms. Gottschalk alleged she was not selected for an interview due to her gender identity and being transgender. Ms. Sparks testified she was not aware of this information. The facts established that Gottschalk's resume did not contain any information regarding her gender identity or being transgender.

While Ms. Gottschalk volunteered information on her transgender status, Melissa Cayabyab, Personnel Analyst, DHR attested this information was not relevant to the position and was not provided to the selecting officials.

The facts established Gottschalk sent two emails dated November 24 and December 13, 2010, to Ms. Sparks where she identified herself as transsexual. However, the selection for the 0931 Manager III position was made on October 26, 2010, prior to the receipt of Gottschalk's emails.

8. Attachments to Report

Attached to this report are the following exhibits:

Exhibit A: Letter of Complaint; Karla Gottschalk's Charge of Discrimination

Exhibit B: Notice of Charge of Discrimination and Request for Information

Exhibit C: Department's Response to Charge and Request for Information

Exhibit D: Summary of Investigative Interviews

Attachment 1: Interview of Karla Gottschalk (Complainant)

Attachment 2: Interview of Theresa Sparks, Department Head, HRC

Attachment 3: Interview of Thomas Willis, Manager III, HRC

Attachment 4: Notes of Meetings with Melissa Cayabyab, Personnel Analyst,
DHR Client Services

Exhibit E: 12/23/10 Accept/Closure Letter to Complainant

Investigative Report
EEO File 1597
Page 11 of 11

Exhibit F: Eligible List for the 0931 Manager III position
Cover Letters and Resumes of Applicants Referred to the HRC

Exhibit G: Emails from Complainant to Theresa Sparks

EXHIBIT A

**LETTER OF COMPLAINT:
KARLA GOTTSCHALK'S CHARGE OF
DISCRIMINATION**

HUMAN Resources Director
A/HN EEO DIV 4th Floor
1 S. Van Ness Ave
SAN Francisco, CA 94103

NOV 19, 2010

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
NOV 19 PM 3:32

Pursuant to my telephone conversation with Deana Garcia about my complaint regarding Employment (hiring) discrimination by the San Francisco Human Rights Commission and the San Francisco Human Resources hiring procedures that would allow denial without interview after fulfilling all background, experience and standardized testing requirements, I am submitting a copy of my complaint to the California Department of Fair Employment and Housing. Intake was done with Cecilia Arroyo, 916-585-7672.

As I expect to return to Hawaii to wind up affairs there NOV 30, 2010, I hope we can interview sooner or by telephone.

Thank you,

Karla Gottschalk
KARLA GOTTSCHALK

Applied as K.F. Moseley with full disclosure of filed Name/Gender Change heard NOV 2 and 9, 2010.

Current Address

Hawaii Address

FAX 916 478 7320

STATE OF CALIFORNIA
STATE AND CONSUMER SERVICES AGENCY
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

OR OFFICIAL USE ONLY

Interview Date:	Processing Time: :HR
Approval:	:MIN
Interviewer:	Action Taken:
	Computer Entry:

ATTN JUDY MILLER
INSTANT INTAKE NOV 17 2010

PRE-COMPLAINT QUESTIONNAIRE - EMPLOYMENT

The information requested on this form will assist the Department in helping you. There is no guarantee that the information submitted will result in an investigation. Please check or answer only those questions that apply.

PLEASE PRINT APPLIED AS K.F. MOSELEY then 11/9/10 NAME _____ DATE NOV 12, 2010

NAME KARLA GOTTISCHALK
First Middle Last
 ADDRESS _____
Street Apt. Number City County ZIP Code
 TELEPHONE NUMBER: WORK () HOME ()
Area Code Area Code

I prefer to be contacted by telephone at work/home: Days: _____ Time: _____

Address will be _____ 17 8-11 PST
Person to contact if you cannot be reached or if you move:

Name NO FAMILY - NO ONE TO CONTACT TELEPHONE ()
Area Code _____

I WISH TO COMPLAIN AGAINST: (Name and address of company, government entity [city, county, state], employment agency, union, etc.)

NAME SF HUMAN RIGHTS COMMISSION ~~SF HUMAN RESOURCES DIRECTOR SPARKS~~
 ADDRESS 25 VAN NESS AVE SAN FRANCISCO 94102
Street City County ZIP Code
 TELEPHONE NUMBER: WORK 415 NUMBER OF EMPLOYEES (Estimate, if necessary)
Area Code Job Site Company-Wide

WISH TO COMPLAIN AGAINST: (Other named individuals who were involved in this particular complaint)

NAME SF DEPT HUMAN RESOURCES Cayabyab and Kramer and Thomas Willis
 TITLE Senior Personnel Analyst 11
 ADDRESS 1 SOUTH VAN NESS SF 14103
(if known) Street City County ZIP Code

EMPLOYER LISTED ON W-2 FORM:
 NAME _____
 ADDRESS _____
(if known) Street City County ZIP Code

(CONTINUE ON BACK IF NECESSARY)

1. I believe I was discriminated against because of my (please circle):
- Race
 - Sex
 - Cancer
 - Pregnancy
 - Age (40 and over) over 60
 - Color
 - Sexual Orientation
 - Genetic Characteristics
 - Marital Status
 - Denial of Family Care Leave
 - Religion monastic Orthodox priest
 - Disability (including AIDS) hermaphroditism
 - National Origin/Ancestry From another state

2. Circle the discriminatory treatment and indicate the date occurred:
- Terminated/Laid Off _____
 - Not Hired throughout process
 - Denied Promotion _____
 - Harassed _____
 - Denied Leave (Pregnancy/Family Care Leave) _____
 - Denied Accommodation _____
 - Denied Equal Pay _____
 - Denied Accommodation for Pregnancy _____
 - Impermissible Non-Job-Related Inquiry _____
 - Retaliation _____
 - Other failed to communicate per contact info as updated

019

failed to respond to inquiries without my asking several times - on NOV 1
The person hired presumably started by NOV 5 - there is no intake
form! I would like more than 30 min to make an intake form!

931 MANAGER III

JOB BULLETIN FBI-0931-056601

Senior Personnel Analyst
Melissa J. Cayabyab

Christopher Kramer : Human Resources
: HUMAN RIGHTS COMMISSION

THIS COMPLAINT IS about the above position and the failure to accord an interview to me by CHRISTOPHER KRAMER AND IMMEDIATE EXCLUSION 1 day after final submission of Resume's conviction record statement subsequent to having qualified for the position through standardized testing. Discrimination was from beginning sending things to Hawaii when I was clear about SF address.

Application was made AUG 6, 2010, as acknowledged by Ms. Cayabyab in email. I was in contact by email to co-operate and I asked if there was anything I could do while I was in town as I needed to return to Hawaii for postal business and to find a caretaker for my animals. Ms. Cayabyab said no - nothing but after returning to Hawaii one week later I received mail that I had to take an exam in San Francisco a week later. I asked for consideration as the exam was right after Labor Day and finding a flight took some time and only got me in a day late. I was allowed to take the exam. I asked if I needed to stay and was told the Commission wanted to hire someone as soon as possible. This was on Sept 10, 2010 or the emails previous to the exam.

From the beginning I was honest about my being a M to F transsexual that had not had the privilege of changing my birth certificate until this NOV 2010 in San Francisco but was consistently treated as "MISTER". I explained my name as just initials K.F. until the court ordered my new name & gender on NOV 9 2010. My RESUME' IS OVER A PERIOD OF TIME AND I BELIEVE THAT I WAS DISCRIMINATED FOR SEVERAL REASONS INCLUDING AGE, and asking questions.

Theresa Sparks, a transsexual, is the Director of the Human Rights Commission did not acknowledge nor respond to my emails ~~regarding~~ communications regarding an advertised HRC transgender committee that did not exist when I inquired and did not come to the Mid-East problem special meeting. The morning after the afternoon submission of the documents, Christopher Kramer eliminated me without reason and when I asked ^{on NOV 11} I received no answer of substance from Thomas Will.

The job includes contract compliance and as a licensed member of the State Bar of California over 30 years I am a defacto expert in contracts. It is a honorable as the spiritual is separate from the worldly and does not need explanation but is also a point of discrimination. on NOV 5, 2010 I decided to complain and found the Human Rights Commission has NO complaint procedure so I had to explain to the Mayor's WAS someone chosen before? INTAKE 1

3. Why do you believe the unfair treatment was discrimination? (If others were treated better than you, give names, addresses and examples.) THERE WAS NO TELEPHONE OR FACE-TO-FACE INTERVIEW AND I WAS HONEST ABOUT TRANSEXUALITY - I PASSED THE TEST AND WAS

List the names, addresses, job titles and telephone numbers (if possible) of witnesses, co-workers, or others you feel could provide evidence. Explain what you think each witness will be able to tell us. ELIMINATE WITHOUT EXPLANATION
Despite many emails, actual mail was sent to Hawaii and

Name and Address	Title/Relationship	Telephone Numbers
Home	Work	Home Work
<u>Only by staying in contact asking the progress</u>		
<u>was I able to meet deadlines and I was always</u>		

Can provide information regarding: reporting my current address in order to facilitate communications but

Name and Address	Title/Relationship	Telephone Numbers
Home	Work	Home Work
<u>there was no reciprocal facilitation.</u>		

Can provide information regarding: THE LAST EMAIL WAS NOV. 1, 2010 from Thomas Willis, Manager, Human Resources, Human Rights Commission
Only stating a very qualified person was chosen - were they ever (60% Transsexual?) A. advised? etc etc

(Use extra sheets of paper for additional witnesses, if necessary.) What made them more qualified?

5. EMPLOYMENT DATA: (Complete as many items as you can.)

- A. Date hired or applied for job: AUG 6 2010
- B. Job title/salary at time of discrimination: ATTORNEY AT LAW, NATUROPATH, HERMONDK
- C. Name and title of immediate supervisor or interviewer: SELF
- D. If you? your employment was terminated, who replaced: Professional Self-employed
- E. If your employment was terminated or if you were refused a job, have you since been employed? Yes No
- F. If not hired:

- < How did you know about the job and/or salary? OPEN ANNOUNCEMENT 100-120K/yr.
- < Did you apply by written application or verbally? BY INTERNET W/ EMAIL 8/6/2010
- < To whom did you submit the application? MELISSA CARABAYAB / CHRISTOPHER KRAMER Date 8/6/10
- < How did you find out you had been refused? EMAIL DAILY WITH SUBMITTED OCT 25 Date OCT 26, 2010
- < Who got the job, salary, etc. (if known)? Unknown nor why more qualified

6. Have you filed a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) before coming to DFEH? Yes No Date waiting for application

7. Have you talked to an attorney concerning this problem? Yes No

NAME _____ TELEPHONE () _____ Area Code _____

ADDRESS _____

8. PERSONAL DATA:		
RACE/ETHNICITY (Check box that best describes)	Native American	Asian/Pacific Islander (specify) _____
African-American	African - Other	Caucasian (non-Hispanic)
	Hispanic (specify)	<u>California Spanish and Native (Mixer)</u>
SOCIAL SECURITY NUMBER (The Federal Privacy Act of 1974 prohibits disclosure of an individual's Social Security Number. Disclosure of your Social Security Number is voluntary.)	DATE OF BIRTH	SEX: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>

PETITIONER OR ATTORNEY (Name, state bar number, and address): KARL FRANK MOSELEY [REDACTED ADDRESS] TELEPHONE NO.: [REDACTED] FAX NO. (Optional): [REDACTED] E-MAIL ADDRESS (Optional): [REDACTED] ATTORNEY FOR (Name): [REDACTED]	FOR COURT USE ONLY FILED San Francisco County Superior Court NOV X9 2010 (CKD) CLERK OF THE COURT [Signature] Deputy Clerk CASE NUMBER: CNC-07-344149
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO STREET ADDRESS: MAILING ADDRESS: 400 McAllister Street, Room 103 CITY AND ZIP CODE: San Francisco, CA 94102-4512 BRANCH NAME:	
PETITION OF (Name of petitioner): KARL FRANK MOSELEY FOR CHANGE OF NAME AND GENDER	
DECREE CHANGING NAME AND GENDER	

1. The petition came regularly for hearing on (date): NOV 9 2010 in Courtroom: 248 of the above-entitled court.

THE COURT FINDS

2. a. All notices required by law have been given.
 b. Each person whose name is to be changed identified in item 3 below
 (1) is not is under the jurisdiction of the Department of Corrections, and
 (2) is not is required to register as a sex offender under section 290 of the Penal Code.
 These determinations were made by using CLETS/CJIS based on information provided to the clerk of the court by a local law enforcement agency.
 c. No objections to the proposed change of name were made.
 d. Objections to the proposed change of name were made by (name):
 e. It appears to the satisfaction of the court that all the allegations in the petition are true and sufficient and that the petition should be granted.
 f. Other findings (if any):

THE COURT ORDERS

3. The name of (present name): KARL FRANK MOSELEY
 is changed to (new name): KARLA GOTTSCHALK

THE COURT FURTHER ORDERS

4. The gender of (new name): KARLA GOTTSCHALK
 is changed:
 a. from male to female.
 b. from female to male.

THE COURT FURTHER ORDERS

5. A new birth certificate shall be issued reflecting the changes in name and gender.



THE ANNEXED INSTRUMENT IS A
 CORRECT COPY OF THE ORIGINAL
 ON FILE IN MY OFFICE.
 ATTEST: CERTIFIED

NOV 09 2010

CLERK OF THE COURT
 DEPUTY CLERK
 GARY FELICIANO

Date:

NOV X 9 2010

[Signature]
 JUDGE OF THE SUPERIOR COURT

SIGNATURE OF JUDGE FOLLOWS, LAST ATTORNEY SIGNATURE
QUERETT A. HEWLETT, JR.
 Judge Pro Tempore

EXHIBIT B

**NOTICE OF CHARGE OF
DISCRIMINATION AND REQUEST FOR
INFORMATION**

City and County of San Francisco
Gavin Newsom
Mayor



Department of Human Resources
Micki Callahan
Human Resources Director

January 10, 2011

CONFIDENTIAL

Theresa Sparks
Director
Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102

RE: Notification of Charge of Discrimination and Request for Information
Complainant: Karla Gottschalk, EEO File No. 1597

Dear Director Sparks:

A complaint of employment discrimination has been filed against the Human Rights Commission by Karla Gottschalk. A copy of Ms. Gottschalk's discrimination complaint is enclosed. The Charter of the City and County of San Francisco provides that the Human Resources Director shall review and resolve all allegations of employment discrimination. I have been assigned to investigate this complaint and my role as an investigator is to act as an objective third party, representing neither the complainant nor the party charged with discrimination.

A. NOTIFICATION OF CHARGES

The Department of Human Resources Equal Employment Opportunity Division has accepted the following complaint for investigation: whether Ms. Gottschalk was not selected for the 0931 Manager III with the Human Rights Commission based on her age (over 60), religion (Hieromonk), sexual orientation (transgender) and gender identity (female).

B. REQUEST FOR INFORMATION AND DEPARTMENTAL RESPONSE

To investigate this complaint, we request the following information be provided within **15 business days**. Therefore, please provide a response by no later than January 25, 2011.

1. Respondent's Response to the Charges

Please respond to the allegations in the enclosed Complaint. This response should include the Department's answer to the specific allegation(s), as well as any relevant evidence, such as

records or documents that support the Department's response. The Department should not conduct its own investigation to respond to the allegations. In particular, the Department should not interview persons regarding the allegations.

2. Witnesses for the Department

Please provide a list of witnesses that the Department requests to be interviewed on its behalf.

3. Scheduling of Interviews

We also request your assistance in scheduling interviews with any witnesses identified by the Department, as well as the employees listed below:

- a. Theresa Sparks
- b. Tom Willis

Also, please be advised that there may be a need to schedule further witness interviews as the investigation progresses. We would appreciate the Department's designating a person to assist in this process and informing us of the person's name and contact information.

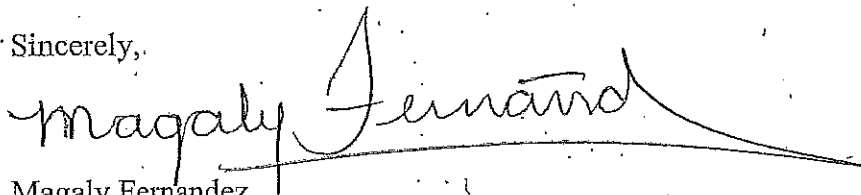
C. IMPORTANT REMINDERS

Please remember that the information in this request is sensitive and that management should use professional discretion with regard to these allegations. In addition, management should be reminded that any form of retaliation against an employee for making a complaint of discrimination or participating in this investigation is strictly prohibited by law.

We remind all those involved in complaints of discrimination that the process of evaluating the merits of the charges reinforces each employee's right to a workplace free of discrimination. Therefore, allegations should not be considered as personal attacks but management opportunities to demonstrate a commitment to such a working environment.

Should you have any questions about the complaint process, mediation, or this request, please do not hesitate to contact me at 415-557-4839. Thank you for your assistance.

Sincerely,



Magaly Fernandez
Senior Specialist, EEO Programs
Department of Human Resources

Encl: Karla Gottschalk, Complaint of Discrimination

Director Theresa Sparks
EEO File No. 1597
Page 3

DHR Accept/Closure Letter

cc: Melissa Cayabyab, DHR
Linda Simon, Director, DHR EEO
EEO File No. 1597

HUMAN Resources Director
MHN EEO DIV 4th Floor
1 S. Van Ness Ave
SAN Francisco, CA 94103

NOV 19, 2010
RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
NOV 19 PM 3:32

Pursuant to my telephone conversation with Deana Garcia about my complaint regarding Employment (hiring) discrimination by the San Francisco Human Rights Commission and the San Francisco Human Resources hiring procedures that would allow denial without interview after fulfilling all background, experience and standardized testing requirements, I am submitting a copy of my complaint to the California Department of Fair Employment and Housing. Intake was done with Cecilia Arroyal, 916-585-7092.

As I expect to return to Hawaii to wind up affairs there NOV 30, 2010, I hope we can interview sooner or by telephone.

Thank you,

Karla Gottschalk
KARLA GOTTSCHALK

Applied as K.F. Moseley with full disclosure of filed Name/Gender change heard NOV 2 and 9, 2010.

Current Address

Hawaii Address

my # 416 4 18 1540

OR OFFICIAL USE ONLY

Interview Date:	Processing Time: :HR
Approval:	:MIN
Interviewer:	Action Taken:
	Computer Entry:

ATTN JUDY MILLER
INSTANT INTAKE NOV 17 2010

PRE-COMPLAINT QUESTIONNAIRE - EMPLOYMENT

The information requested on this form will assist the Department in helping you. There is no guarantee that the information submitted will result in an investigation. Please check or answer only those questions that apply.

PLEASE PRINT APPLIED AS K.F. MOSELEY then 11/9/10 NAME Gottschalk DATE NOV 12, 2010

NAME KARLA Last GOTTSCHALK ZIP Code 94102

ADDRESS [REDACTED] Street Apt. Number City County

TELEPHONE NUMBER: WORK () Area Code HOME () Area Code

I prefer to be contacted by telephone at work/home: Days: NOV 17 Time: 8-11 PST

Person to contact if you cannot be reached or if you move:
Name NO FAMILY - NO ONE TO CONTACT TELEPHONE () Area Code

I WISH TO COMPLAIN AGAINST: (Name and address of company, government entity [city, county, state], employment agency, union, etc.)

NAME SF HUMAN RIGHTS COMMISSION ~~SF Joint Human Resources~~ DIRECTOR SPACES

ADDRESS 25 VAN NESS AVE City SAN FRANCISCO County SF ZIP Code 94102

TELEPHONE NUMBER: WORK 415 Area Code NUMBER OF EMPLOYEES (Estimate, if necessary) Job Site unknown Company-Wide

I WISH TO COMPLAIN AGAINST: (Other named individuals who were involved in this particular complaint.)

NAME SF DEPT HUMAN RESOURCES Cayabyab and Kramer and Thomas Willis TITLE Senior Personnel Analyst TELEPHONE () Area Code

ADDRESS 1 SOUTH VAN NESS (if known) Street City SF County SF ZIP Code 94103

EMPLOYER LISTED ON W-2 FORM: NAME

ADDRESS (if known) Street City County ZIP Code

(CONTINUE ON BACK IF NECESSARY)

1. I believe I was discriminated against because of my (please circle):

<input type="checkbox"/> Race	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Cancer	<input type="checkbox"/> Pregnancy	<input checked="" type="checkbox"/> Age (40 and over) <u>over 60</u>
<input type="checkbox"/> Color	<input checked="" type="checkbox"/> Sexual Orientation	<input checked="" type="checkbox"/> Genetic Characteristics	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Denial of Family Care Leave
<input checked="" type="checkbox"/> Religion <u>monastic Orthodox priest</u> (Please specify)	<input checked="" type="checkbox"/> Disability (including AIDS) <u>hernia/phobias</u> (Please specify)	<input checked="" type="checkbox"/> National Origin/Ancestry <u>From another state</u> (Please specify)		

2. Circle the discriminatory treatment and indicate the date occurred:

Terminated/Laid Off _____ Not Hired Denied Promotion _____ Harassed _____
 Denied Leave (Pregnancy/Family Care Leave) _____ throughout process Denied Accommodation _____ Denied Equal Pay _____
 Denied Accommodation for Pregnancy _____ Impermissible Non-Job-Related Inquiry _____
 Retaliation _____ Other failed to communicate per contact info as updated
failed to respond to inquiries without my asking several times - on Nov 1
presumably started by NOV 5 - there is no intake form
to make an intake form!

028
The person hired presumably started by NOV 5 - there is no intake form to make an intake form!

Senior Personnel Analyst
Melissa J. Cayabyab

Christopher Kramer : Human Resources
HUMAN RIGHTS COMMISSION

THIS COMPLAINT IS about the above position and the failure to accord an interview to me by CHRISTOPHER KRAMER AND IMMEDIATE EXCLUSION 1 day after final submission of Resume & conviction record statement subsequent to having qualified for the position through standardized testing. Discrimination was from beginning sending things to Hawaii when I was clear about SF address.

Application was made AUG 6, 2010, as acknowledged by Ms. Cayabyab in email. I was in contact by email to co-operate and I asked if there was anything I could do while I was in town as I needed to return to Hawaii for postal business and to find a caretaker for my animals. Ms. Cayabyab said no - nothing but after returning to Hawaii one week later I received mail that I had to take an exam in San Francisco a week later. I asked for consideration as the exam was right after Labor Day and finding a flight took some time and only got me in a day late. I was allowed to take the exam. I asked if I needed to stay and was told the Commission wanted to hire someone as soon as possible. This was on Sept 10, 2010 or the emails previous to the exam.

From the beginning I was honest about my being a M to F transsexual that had not had the privilege of changing my birth certificate until this NOV 2010 in San Francisco, but was consistently treated as "MISTER". I explained my name as just initials K.F. until the court ordered my new name & gender on NOV 9 2010. MY RESUME IS OVER A PERIOD OF TIME AND I BELIEVE THAT I WAS DISCRIMINATED FOR SEVERAL REASONS INCLUDING AGE and asking questions.

Theresa Sparks, a transsexual, is the Director of the Human Rights Commission did not acknowledge nor respond to my emails ~~including~~ communications regarding an advertised HRC Transgender Committee that did not exist when I inquired and did not come to the Mid-East problem special meeting.

The morning after the application submission of the documents, Christopher Kramer eliminated me without reason and when I asked ^{on NOV 9} I received no answer of substance from ^{Thomas} ~~Thomas~~.

The job includes contract compliance and as a licensed member of the State Bar of California over 30 years I am a defacto expert in contracts. It is a heronible as the virtual is separate from the worldly and does not need explanation but is also a point of discrimination.

on NOV 5, 2010 I decided to complain and found the Human Rights Commission has no complaint procedure so I had to explain to the Mayor's aide Mr. Torres (1/8) None of this is reasonable! WAS someone chosen before? THEY HAVE NO INTAKE

3. Why do you believe the unfair treatment was discrimination? (If others were treated better than you, give names, addresses and examples.) THERE WAS NO TELEPHONE OR FACE-TO-FACE INTERVIEW AND I WAS HONEST ABOUT TRANSEXUALITY - I PASSED THE TEST AND WAS

4. List the names, addresses, job titles and telephone numbers (if possible) of witnesses, co-workers, or others you feel could provide evidence. Explain what you think each witness will be able to tell us. EMILY WITNESS
Despite many emails, actual mail was sent to Hawaii and Explanation

Name and Address	Title/Relationship	Telephone Numbers	
		Home	Work
<u>only by staying in contact asking the progress</u>	<u>was I able to meet deadlines and I was always</u>		

Can provide information regarding: reporting my current address in order to facilitate communications but

Name and Address	Title/Relationship	Telephone Numbers	
		Home	Work
<u>there was no reciprocal facilitation.</u>			

Can provide information regarding: THE LAST EMAIL WAS NOV. 1, 2010 from Thomas Willis, Manager, Human Resources, Human Rights Commission
Only stating a very qualified person was chosen - were they over 60? Transsexual? A lawyer? etc. etc.
(Use extra sheets of paper for additional witnesses, if necessary.) What made them more qualified?

5. EMPLOYMENT DATA: (Complete as many items as you can.)

A. Date hired or applied for job: AUG 6 2010

B. Job title/salary at time of discrimination: ATTORNEY AT LAW, NATUROPATH, HEROMDNR

C. Name and title of immediate supervisor or interviewer: SELF

D. If you? your employment was terminated, who replaced: Professional Self-employed

E. If your employment was terminated or if you were refused a job, have you since been employed? Yes No

Date of hire: _____ Salary: _____ Job Title: _____

F. If not hired:

- < How did you know about the job and/or salary? OPEN ANNOUNCEMENT 100-120K/yr.
- < Did you apply by written application or verbally? BY INTERNET w/ EMAIL. 8/6/2010
- < To whom did you submit the application? MELISSA CALABYAB / CHRISTOPHER KAMMER Date 8/6/10
- < How did you find out you had been refused? EMAIL DRAFT WITH SUBMITTED OCT 25 Date OCT 26, 2010
- < Who got the job, salary, etc. (if known)? UNKNOWN nor why more qualified

Have you filed a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) before coming to DFEH? Yes No Date waiting for application

Have you talked to an attorney concerning this problem? Yes No

NAME _____ TELEPHONE () _____ Area Code _____

ADDRESS _____

6. PERSONAL DATA:

RACE/ETHNICITY (Check box that best describes)				PRIMARY LANGUAGE
<input type="checkbox"/> Native American	<input type="checkbox"/> African-American	<input type="checkbox"/> African.- Other	<input type="checkbox"/> Asian/Pacific Islander (specify)	
<input type="checkbox"/> Caucasian (non-Hispanic)	<input type="checkbox"/> Hispanic (specify)	<u>California Spanish and Native (Mura)</u>		
SOCIAL SECURITY NUMBER		DATE OF BIRTH	SEX:	
[REDACTED]		[REDACTED]	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	

PETITIONER OR ATTORNEY (Name, state bar number, and address): KARL FRANK MOSELEY [REDACTED ADDRESS] TELEPHONE NO.: [REDACTED] FAX NO. (Optional): [REDACTED]		FOR COURT USE ONLY FILED San Francisco County Superior Court NOV X9 2010 (CKB) CLERK OF THE COURT [Signature] Deputy Clerk
E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO STREET ADDRESS: MAILING ADDRESS: 400 McAllister Street, Room 103 CITY AND ZIP CODE: San Francisco, CA 94102-4512 BRANCH NAME:		
PETITION OF (Name of petitioner): KARL FRANK MOSELEY FOR CHANGE OF NAME AND GENDER		CASE NUMBER: CNC-07-344149
DECREE CHANGING NAME AND GENDER		

1. The petition came regularly for hearing on (date): **NOV 9 2010** in Courtroom: **208** of the above-entitled court.

THE COURT FINDS

2. a. All notices required by law have been given.
 b. Each person whose name is to be changed identified in item 3 below
 (1) is not is under the jurisdiction of the Department of Corrections, and
 (2) is not is required to register as a sex offender under section 290 of the Penal Code.
 These determinations were made by using CLETS/CJIS based on information provided to the clerk of the court by a local law enforcement agency.
 c. No objections to the proposed change of name were made.
 d. Objections to the proposed change of name were made by (name):
 e. It appears to the satisfaction of the court that all the allegations in the petition are true and sufficient and that the petition should be granted.
 f. Other findings (if any):

THE COURT ORDERS

3. The name of (present name): **KARL FRANK MOSELEY** is changed to (new name): **KARLA GOTTSCHALK**



THE ANNEXED INSTRUMENT IS A
 CORRECT COPY OF THE ORIGINAL
 ON FILE IN MY OFFICE.
 ATTEST, CERTIFIED

NOV 09 2010

CLERK OF THE COURT
 DEPUTY CLERK
GARY FELICIANO

THE COURT FURTHER ORDERS

4. The gender of (new name): **KARLA GOTTSCHALK** is changed:
 a. from male to female.
 b. from female to male.

THE COURT FURTHER ORDERS

5. A new birth certificate shall be issued reflecting the changes in name and gender.

Date:

NOV X 9 2010

[Signature]
 JUDGE OF THE SUPERIOR COURT

SIGNATURE OF JUDGE FOLLOWS LAST ATTEST: **BENNETT A. HEWLETT, JR.**
 Judge Pro Tempore

Gavin Newsom
Mayor



Micki Callahan
Human Resources Director

December 23, 2010

Karla Gottschalk
[REDACTED]

Leutrell Osborne, Sr.
email: [REDACTED]

RE: EEO File No. 1597

Dear Ms. Gottschalk:

The San Francisco Charter, Section 10.103, and Civil Service Commission Rule 103 provide that the Human Resources Director shall review and resolve complaints of employment discrimination. Discrimination is described as a violation of an individual's civil rights on account of the individual's membership in a protected category, or because the individual engaged in protected activity. The purpose of this letter is to notify you of my determination regarding those bases that will or will not be accepted for investigation regarding the discrimination complaint you filed against the Human Rights Commission.

On November 19, 2010, you submitted a letter notifying the Department of Human Resources Equal Employment Opportunity (DHR EEO) Division that you wanted to file a complaint of discrimination against the San Francisco Human Rights Commission and the Department of Human Resources for denying you the opportunity to be interviewed for a 0931 Contract Compliance Officer position.

You submitted a copy of a Department of Fair Employment and Housing (DFEH) "Pre-Complaint Questionnaire - Employment." You alleged you were not selected for the 0931 Manager III with the Human Rights Commission based on your sex, sexual orientation, genetic characteristics, age (over 60), religion (monastic orthodox priest), disability (hermaphroditism), and national origin/ancestry (from another state).

On December 10, 2010 Magaly Fernandez, Senior Specialist, DHR EEO conducted an intake interview with you by phone. You were asked to clarify your disability and stated that your disability was transsexualism/sexual transfer. You stated your national origin as Miwok/Californiano and also stated you have been subjected to discrimination because you live in another state.

Issues to be Investigated

Based on the submission of information regarding your complaint and discussion with Ms. Fernandez, we are accepting your complaint of non-selection on the following bases: age (over 60), religion (Hieromonk), sexual orientation (transgender), and gender identity (female).

Issues to be Administratively Closed

We are not accepting your complaint of non-selection based on: religion (Monastic Orthodox Priest), national origin (Miwok/Californiano/being from another state), disability (hermaphroditism), and genetic characteristics. This information was not contained in your cover letter or resume which was provided to the selecting officials. Thus, it has not been established the selecting officials were aware of the protected categories and based their decision not to interview you on these reasons.

The decision of the Human Resources Director is final, unless it is appealed to the Civil Service Commission and is reversed or modified. A request for appeal must be received by the Civil Service Commission at 25 Van Ness Avenue, Room 720, San Francisco, California, 94102, within thirty (30) calendar days from the postmarked mailing date of this letter.

In your email dated December 16, 2010, you requested communications be directed to Leutrell Osborne, Jr. This letter will be sent via email to Mr. Osborne. However, we are requesting a mailing address for Mr. Osborne to facilitate future communication and correspondence.

Finally, in your email dated December 16, 2010, you requested an immediate right to sue letter and to partake in discovery. Please be advised that DHR does not issue right to sue letters regarding internal EEO investigations. Likewise, discovery is not available in internal EEO investigations.

Sincerely,



Micki Callahan
Director, Human Resources

Cc: Teresa Sparks, Director, HRC
Linda Simon, Director, DHR EEO
EEO File No. 1597

EXHIBIT C

**DEPARTMENT'S RESPONSE TO CHARGE
AND REQUEST FOR INFORMATION**

City and County of San Francisco

Edwin M. Lee
Mayor



Department of Human Resources

Micki Callahan
Human Resources Director

February 2, 2011

11 JAN 31 AM 9:00
2/3/11

Magaly Fernandez
Senior Specialist, EEO Programs
Department of Human Resources
1 South Van Ness Avenue
San Francisco, CA 94103-5413

**RE: Response to Charge of Discrimination and Request for Information
Complainant: Karla Gottschalk, EEO File No. 1597**

Dear Ms. Fernandez:

This is in response to EEO's request for information regarding the above-referenced Complainant Karla Gottschalk.

Civil Service 0931 Manager III, HRC Position Based Testing Examination Background:

On July 30, 2010, the Department of Human Resources issued an examination announcement for the 0931 Manager III on behalf of the Human Rights Commission. (Exhibit 1: 0931 Manager III, HRC Position Based Testing Examination Announcement) All applicants were instructed to complete an employment application and supplemental application online to be considered for the examination process. Ms. Gottschalk (formerly known as K.F. Moseley) submitted an online employment application, a supplemental application and a resume to the examination analyst for review. Ms. Gottschalk submitted a resume in lieu of completing the employment history section of the employment application. Ms. Gottschalk was initially not considered qualified based on the lack of information she provided. (Exhibit 2: K. Gottschalk's Employment Application, Supplemental Application and Resume) Ms. Gottschalk responded through email and requested reconsideration of her application stating that she was a lawyer with approximately thirty years of experience. After several exchanges of e-mails, Ms. Gottschalk submitted the required documents in order to evaluate her work experience. (Exhibit 3: K. Gottschalk Emails)

Ms. Gottschalk was allowed to participate in the Supervisory Test Battery examination administered by the Recruitment, Assessment and Selection Services (RAS) of the Department of Human Resources. All applicants who were deemed qualified by the examination analyst were later contacted by Sarah Wilson, Senior Personnel Analyst, Recruitment Assessment and Selection Division by an email notification of the examination test date and time. Ms. Gottschalk was not able to attend the initial scheduled testing date and later requested accommodation of rescheduling her testing date a few weeks later to enable her opportunity to secure travel arrangements. Ms. Gottschalk took the Supervisory Test Battery at the Department of Human Resources for the above classification on September 10, 2010. Ms. Gottschalk was later sent a notification on September 23, 2010 of her examination score and rank indicating that she received a score of 760 on the Supervisory Test Battery examination and was rank # 8 on the tentative eligible list. (Exhibit 4: 0931 Manager III, HRC, Eligibility Notice with Rank and Score)

Departmental Interview and Selection Process:

All qualified candidates on the eligible list for the 0931 Manager III, Human Rights Commission were electronically sent a notice by email on October 8, 2010 regarding the available vacancy in the Human Rights Commission. (Exhibit 5: Notice for Department Vacancy for Class 0931 Manager III, HRC) All candidates were informed on the notice "that applicants who meet the minimum qualifications were not guaranteed advancement in the selection process". Candidates were instructed to submit a cover letter, resume and signed conviction history form to the Department of Human Resources by Monday October 18, 2010 to be considered for the vacancy. A total of eleven (11) resumes and cover letters were received from interested candidates in which Ms. Gottschalk applied. (Exhibit 6: K. Gottschalk Resume) All resumes were forwarded to Mr. Thomas Willis, Mediation, Training and Non-Discrimination Manager/HR Manager for the department to screen the most qualified candidates.

The hiring department's criteria for selection was based on the desirable qualifications stated on the examination announcement: One (1) year of verifiable work experience implementing a domestic partner and/or same-gender spouse benefits program, including resolution of complex and politically sensitive issues, program evaluation and preparation and presentation of reports and one (1) year of verifiable experience overseeing the handling of complaints of discrimination and the development and implementation of anti-discrimination training programs or local business programs. At no point during the selection process did the hiring department request information regarding a candidate's age, religion, sexual orientation or gender identity.

The Human Rights Commission selected three candidates from the eleven resumes received to participate in the oral interview selection process. Ms. Gottschalk was not selected to proceed to the oral interview process because she did not possess the level or scope of experience that the department needed to be considered for the position. Only the most qualified candidates were invited to advance to the departmental selection procedure. The Human Rights Commission convened a panel of three interviewers to conduct the oral interviews. The panel consisted of one African American male, one Caucasian female and one Asian female.

Interviews were held, a candidate was selected and a letter notifying the candidates that a selection was made was sent on Tuesday, October 26, 2010 by Mr. Christopher Kramer, Payroll Clerk. (Exhibit 7: Notice from C. Kramer regarding Department Selection Process)

Applicable City Policies and Civil Service Rules

The City and County of San Francisco is committed to the principles of equal employment opportunity and workforce diversity. These policies apply to all City departments, including the Human Rights Commission. The City and County of San Francisco's Equal Opportunity Employment Policies are contained in the Employee Handbook (Exhibit 8: Policy of Equal Employment Opportunity).

Under the City's Charter, City employment is governed by a merit system. The City's Civil Service Commission has the authority to adopt rules and policies implementing that system (Exhibit 9: Charter Section 10.100-101). Employees are appointed through the Civil Service Merit system process by competitive examination unless in accordance with Charter provisions, the appointment is exempted from the Civil Service examination and selection process.

Under Civil Service Rule 103.1.1, It is the policy of the Civil Service Commission of the City and County of San Francisco that all persons shall have equal opportunity in employment; that selection of employees to

positions in the City and County be made on the basis of merit; and that continuing programs be maintained to afford equal employment opportunities at all levels. Vigorous enforcement of the laws against discrimination shall be carried out at every level of each department. All persons shall have equal access to employment within the City and County, limited only by their ability to do the job. (Exhibit 10: Civil Service Rule 103.1.1)

The Civil Service Rules also require all applicants for positions in the classified service shall submit to verifiable competitive examinations based on merit and fitness as shown by appropriate tests. Job-related criteria shall be utilized in all phases of the examination and employee selection process without regard to race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parental status, domestic partner status, color, ethnicity, medical condition (cancer-related), Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions, other non-merit factors or any other category provided by ordinance. (Exhibit 11: Civil Service Rule 11A2.2)

Allegations:

Ms. Gottschalk alleges that she was not selected and was discriminated against based on the following: **age, religion, sexual orientation and gender identity.**

Ms. Gottschalk apparently bases her allegations on the fact that she was not one of the candidates selected for the departmental interview selection process. Contrary to Ms. Gottschalk's allegations, the Human Rights Commission selected its 0931 Manager III interview candidates on the basis of a review of relevant work experience and educational background indicated on the resume and cover letter. The candidates selected for the interview process were those who not only met the minimum qualifications but also the desirable qualifications of the position as stated on the examination announcement. The individual's age, religion, sexual orientation and gender identity were not factors in the department's decision of which candidate to interview for the position.

Ms. Gottschalk alleges that she had made several attempts to reach Executive Director Theresa Sparks during the recruitment process and was not able to speak to her specifically about her interest in the position. As a matter of practice, Director Sparks sends inquiries about recruitment to Human Resources staff, dedicated to providing recruitment and selection services to maintain an unbiased process and to further ensure compliance with the principles of the Civil Service merit system, both internally with the Human Rights Commission and externally with the Department of Human Resources.

Witnesses for the Department

- Theresa Sparks, Executive Director, Human Rights Commission
Work Contact (415) 252-2511
- Thomas Willis, Training, Mediation and Non-Discrimination Manager/HR Manager
Work Contact (415) 252-2510
- Christopher Kramer, Payroll Clerk
Work Contact (415) 252-2522
- Melissa J. Cayabyab, Senior Personnel Analyst
(Client Services Representative for the Human Rights Commission)

Work Contact (415) 557-5877

The individuals above may be contacted to schedule interviews for the investigation process.

Far from establishing any discriminatory treatment or impact, the facts surrounding the Human Rights Commission's selection process for its 0931 Manager III, Human Rights Commission position show that the process was fair and unbiased. The candidates that were selected to proceed to the departmental interview process were the candidates with the most relevant experience and background as well as expertise in the Local Business Enterprise Certification process.

Should you have any questions or need additional information, please do not hesitate to contact me at (415) 557-4877.

Sincerely,



Melissa J. Cayabyab
Senior Personnel Analyst, Client Services
Department of Human Resources

cc: Theresa Sparks, Executive Director, HRC
Thomas Willis, Mediation, Training and Non-Discrimination/HR Manager, HRC

Exhibits:

- Exhibit 1: 0931 Manager III, HRC Position Based Testing Examination Announcement
- Exhibit 2: K. Gottschalk's Employment Application, Supplemental Application and Resume
- Exhibit 3: K. Gottschalk Emails
- Exhibit 4: 0931 Manager III, HRC, Eligibility Notice with Score and Rank
- Exhibit 5: Notice for Department Vacancy for Class 0931 Manager III, HRC
- Exhibit 6: K. Gottschalk Resume (Oral Interview/Selection Process)
- Exhibit 7: Notice from C. Kramer regarding Department Selection Process
- Exhibit 8: Policy of Equal Employment Opportunity
- Exhibit 9: Charter Section 10.100-101
- Exhibit 10: Civil Service Rule 103.1.1
- Exhibit 11: Civil Service Rule 11A2.2

0931 Manager III
 (Human Rights Commission)
 Recruitment #pbt-0931-056621

Specialty: Mediation, Training & Contract Compliance
 Department: Human Rights Commission
 Filing Deadline: 8/13/2010 5:00:00 PM
 Salary: \$98,774.00 - \$126,048.00/year
 Job Type: Permanent PBT
 Employment Type: Full-Time

[Go Back](#)

[View Benefits](#)

INTRODUCTION

This is a Position-Based Test conducted in accordance with Rule 111A.

The current position(s) are located in the Human Rights Commission Department, Mediation, Training and Non-Discrimination Division and Auditing, Contract Compliance and Economic Empowerment Division.

The eligible list resulting from this examination may be utilized for future position in this class in other City Departments.

Mediation, Training and Non-Discrimination Manager Position: This position directs and provides leadership on the design and implementation of the Equal Benefits Ordinance and Discrimination Prevention Programs. Essential functions include: developing, directing, monitoring, evaluating and supervising the operation of the Human Rights Commission(HRC) Mediation, Training and Non-Discrimination Division comprised of the Lesbian Gay Bisexual Transgender and HIV Unit, the Non-Discrimination in Housing Employment and Public Accommodations Unit and the Community Engagement and Mediation Unit to ensure the civil rights of all people; directing and providing leadership on the design and implementation of the City's Equal Benefits Ordinance program, LGBT & HIV Discrimination Prevention Program, and Non-Discrimination in Housing Employment & Public Accommodation Program; implementing and monitoring compliance of City and County departments, agencies, commissions and employees with the mandates of the City's Sanctuary City Ordinance; developing policies and procedures, making final decisions regarding difficult and complex issues and problems; working with Executive Director and other senior managers to develop and implement departmental goals and priorities and in determining the proper allocation of resources; monitoring and evaluating the effectiveness and efficiency of the Equal Benefits Ordinance program and Training program, including review and adjustment of staffing levels and development and analysis of reports and quality assurance measures;

developing, designing and brokering legislative changes for program enhancement and efficiency; serving as a liaison with Board of Supervisors and other City officials and departments to advance legislative and policy goals; participating in inter-departmental negotiations on funding, levels and modes of service delivery and staffing; serving as primary liaison to City departments, including Board of Supervisors and other elected officials, as well as representatives from other state and local governments, businesses and business groups, and community organizations on Equal Benefits Ordinance program; overseeing development of information technology systems used to track and report on contract compliance activities; coordinating the recruitment, selection, and training of personnel; directing supervision of professional and clerical staff, including mentorship and coaching for staff development, implementing performance appraisals and disciplinary procedures when necessary, maintaining high performance standards necessary for efficient and professional operation of programs; participating in budget development and budget administration for Division and Department, including development of new initiatives, identification of potential funding sources and strategies, and work order development and negotiation; providing management assistance on ad hoc assignments including personnel-related complaints, oversight of Commissioner-generated projects and development and enhancement of office systems and protocols; acting in capacity of the Executive Director during absences; and providing backup and support to staff managing the Division's complaint handling and advisory committee functions and performs related duties as required.

Auditing, Contract Compliance and Economic Empowerment Position: This position directs and provides leadership on the design and implementation of the Contract Compliance Division comprised of the Contract Compliance Unit and the Local Business Enterprise Certification Unit. Essential functions include: implementing the provisions of ordinances prohibiting discrimination in all contracts and subcontracts, franchises, leases, concessions or other agreements for or on behalf of the City and County of San Francisco; implementing and monitoring the effectiveness of the City's Non-Discrimination in Contracting, Local Business Enterprises, Bonding and Surety Programs; representing the department and making presentations at public speaking events and acting as liaison to City Departments and state, national and international governments as well as public and private businesses; assisting the Executive Director in the development of City and Department policy and procedures regarding complex issues; assisting the Executive Director and other senior managers in developing and implementing departmental goals in determining agency priorities and allocation of resources, budget development and division budget administration; participating in interdepartmental negotiations regarding funding levels, staffing and service delivery; developing, designing and negotiating legislative changes and/or policy adjustments for program enhancement and efficiency; overseeing the data collection, tracking and reporting of Non-Discrimination in Contracting, Local Business Enterprise, Bonding and Surety programs; coordinating the recruitment, selection and training of personnel and performs related duties as required.

COMPENSATION AND BENEFITS: The normal annual salary range is \$98,774 to \$126,048. Appointments above the maximum of the normal range may be considered

based on documented and substantiated recruitment and retention issues or exceptional skills, and require special approval process.

In addition to competitive salaries, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance, Retirement Plan; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; for FY 2010-2011 and FY 2011-2012 (17) floating holidays; 10 to 20 vacation days per year, depending on years of service; and 5 days of paid executive leave per year.

MINIMUM QUALIFICATIONS

1. Possession of a baccalaureate degree from an accredited college or university with major course study in law, government relations, social sciences, public administration, organizational development or related fields; **AND**
2. Five (5) years of progressively responsible experience in the management of programs in the areas of employment nondiscrimination or employee benefits/claims or contract compliance. Please note, three (3) of the five (5) years listed must have been in a supervisory position.

Substitution: Applicants who do not possess a Bachelor's Degree may substitute verifiable experience as listed above on a year-for-year basis. (One year of qualifying experience would be considered equivalent to 30 semester units or 45 quarter units).

Desirable Qualifications:

- o One (1) year of verifiable work experience implementing a domestic partner and/or same-gender spouse benefits program, including resolution of complex and politically sensitive issues, program evaluation and preparation and presentation of reports.
- o One (1) year of verifiable experience overseeing the handling of complaints of discrimination and the development and implementation of anti-discrimination training programs or local business programs.

HOW TO APPLY

City and County of San Francisco employment applications are accepted through an **on-line** process. Visit www.jobaps.com/sf to begin application process. Each applicant is also required to complete the online supplemental questionnaire in addition to the employment application form.

- Click and select the desired job announcement
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen.

If you have any questions regarding this recruitment process please contact Melissa J. Cayabyab at (415) 557-4877 or via email at Melissa.J.Cayabyab@sfgov.org.

Resumes may be attached to the application; however, resumes will not be accepted in lieu of a completed City and County of San Francisco application.

Computer kiosks are located in the lobby of the Department of Human Resources, 44 Gough Street, San Francisco, for use by the public. The hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

VERIFICATION:

Applicants may be required to submit verification (proof) of qualifying education and experience, at any point in the application, examination or departmental selection process. A copy of all applicable transcripts, or diplomas, or licenses must be submitted when requested. Verification of experience, when requested, must be on the employer's letterhead and must show the name of the applicant, job title(s), duties, dates of service, and must be signed by the employer and/or appropriate representative. City employment may be verified by submitting a performance evaluation in lieu of other verification. City and County employees will receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class will only be allowed if recorded in accordance with the provisions of Civil Service Commission Rules. City employees relying upon qualifying work experience gained outside the City and County of San Francisco must submit written verification of such experience as described above. Verification may be waived if impossible to obtain. The applicant must submit a signed statement with the application explaining why verification cannot be obtained. Waiver requests will not automatically be granted, but will be considered on a case-by-case basis. Failure to submit the required verification or request for a waiver when the verification is requested may result in rejection of the application.

SELECTION PROCEDURES

Training and Experience Evaluation (Weight: Qualifying): The information provided by candidates in the job application and supplemental application will be evaluated in terms of duration and relevance to class 0931 Manager III, HRC job-related knowledge, skills and abilities. All relevant experience, education and/or training must be on the application in order to be reviewed in the training and experience evaluation process. Please note, applicants meeting the minimum qualifications are not guaranteed advancement in the process. Only those candidates who most closely meet the needs of the Department will be invited to participate in the Supervisory Test Battery process.

Supervisory Test Battery (Weight: 100%): Candidates who are deemed qualified will be administered a computer-based examination. Candidates will be tested in order to determine their relative knowledge, skills and abilities in job-related areas which may include but not be limited to: problem solving; leadership; decision making; interpersonal skill; communication; team building; and conflict management. More information about the Supervisory Test Battery, including a suggested reading list, can be found at: <http://www.sfdhr.org/Modules/ShowDocument.aspx?documentid=11035>

CERTIFICATION RULE: The certification rule for the ranked eligible list resulting from

this examination will be Rule of the List. The hiring department may administer additional position-specific selection procedures to make final hiring decisions.

Eligible List: The eligible list resulting from this examination are subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission. The duration of the eligible list resulting from this examination process will be 6 months, and may be extended with the approval of the Human Resources Director.

NOTES:

1. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to submit the same or additional documents or verification at a later date. Remember to indicate: Attn: Class 0931 Manager III, HRC on all correspondence.

2. Applicants with disabilities requiring reasonable accommodation for this process must contact the analyst by phone (415) 557-4877 (voice) or if hearing impaired, (415) 557-4810 (TDD), or in writing (specify class 0931 Manager III, HRC) at Department of Human Resources, 1 South Van Ness Avenue, San Francisco, CA 94103 as soon as possible but by no later than the filing date. Information on requesting reasonable accommodation for persons with disabilities can be found at:
http://www.sfgov.org/site/sfdhr_page.asp?id=46205#applicants_with_disabilities

3. Veterans Preference: Information regarding requests for veteran's preference can be found at: http://www.sfgov.org/site/sfdhr_page.asp?id=46208

4. Seniority Credit in Promotional Exams: Information regarding seniority credit can be found at: http://www.sfgov.org/site/sfdhr_page.asp?id=56273

5. Announcement Appeal Notice Language: The job description and minimum qualifications specified on this announcement are appealable to the Civil Service Commission. Appeals of these provisions must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date. Refer to the Civil Service Commission Rule 111A, Article VIII.

6. Terms of the Examination Announcement: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting of the correction on the Department of Human Resources website at: www.jobaps.com/sf.

7. Position Based Tests are administered in accordance with Civil Service Rule 111A. General information concerning City and County of San Francisco employment policies and procedures may be found in the pamphlet entitled "Important Employment

Information for Position Based Testing". This information is part of the terms of this announcement. The pamphlet is available at the Department of Human Resources Information Center, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103 or online at: http://www.sfgov.org/site/sfdhr_page.asp?id=56273

8. The job description and minimum qualifications specified on this announcement are appealable to the Civil Service Commission. Appeals of these provisions must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date. Refer to Civil Service Commission Rule 111A, Article VIII. All other provisions of this announcement except for the Certification Rule are appealable to the Human Resources Director. Appeals of these provisions must be filed with the examination analyst listed on this announcement.

9. General Information concerning City and County of San Francisco Employment Policies and Procedures: Important Employment Information for the City and County of San Francisco can be obtained at: http://www.sfgov.org/site/sfdhr_page.asp?id=46208, or hard copy at 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103.

10. Right to Work: All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

11. Per Civil Service Rule 111A.26.5, the Human Resources Director may approve the use of the eligible list resulting from this examination for the Permanent Civil Service appointments to other positions in the same or similar classes.

Combined Promotive and Entrance

Micki Callahan, Human Resources Director
Department of Human Resources
Announcement # PBT-0931-056621
Issued: Friday, July 30, 2010
MJC (415) 557-4877
MCCP File Number #: 34-003, 34-004

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

resume of self employment

Job Title: <u>0931 Manager III</u>		Job Number: <u>pbt-0931-056621</u>	
<u>Moseley</u> Last Name	<u>KF</u> First Name	<u>Initial</u>	<u>MOS-15-7164</u> ID
[REDACTED]	[REDACTED]	<u>Other</u>	<u>Other</u> <u>11/25/2012</u> Class
email Expiration Date	Driver's License No.	State	Class
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Mailing address	City	State	ZIP
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Home Phone	Work Phone	Cell Phone	
[REDACTED]	[REDACTED]	[REDACTED]	

City and County of San Francisco

Employment Application



Revised 7/3/06

Applicants will be required to provide necessary documentation to verify proof of legal residence entitling them to work in the United States before an appointment is made.

1. Other names I have used: transsexual
2. I am now or have previously been employed by City and County of San Francisco: No Yes
- Class Number:
- Class Title:
- Start Work Date in this class:
- Department:
- Unit or Division:
- Employment Status: Permanent Civil Service Temporary Civil Service (from a list)
 Provisional (not from a list) Exempt from Civil Service

3. Names, departments and familial relationships of family members currently employed by the City and County of San Francisco:
- Names:
- Relation:
- Department:

4. As part of the selection process you are required to complete a Conviction History Form and submit it when requested by the City and County of San Francisco. The form can be obtained at One South Van Ness Avenue, 4th Floor, San Francisco, CA or on the Web at www.sfdhr.org/Modules/ShowDocument.aspx?documentid=1717. Please do not submit the Conviction History Form with your application unless directed to do so in the job announcement.

I agree to complete a Conviction History Form and submit it when requested by City and County of San Francisco: Yes No

Veteran Status

5. I am claiming veteran's preference as an entrance applicant. Yes No (If "Yes", I agree to complete a Veteran's Preference application form and provide verification of eligibility.)

Education and Training

6. I have a driver's license: No Yes
- Driver's license State: [REDACTED]
- Drivers' License number: [REDACTED]
- Driver's License Expiration Date: 11/25/2012
- Class A: No Yes
- Class B: No Yes

045

Class C: No Yes

Other Class: No Yes

7. I have graduated from High School: No Yes

I have not graduated from High School but do have a G.E.D. certificate: No Yes

I have a High School Proficiency certificate: No Yes

8. I have attended the following Colleges, Universities, and/or Trade Schools:

<u>Name of School</u> <u>City & State</u>	<u>Major</u>	<u>Units Completed</u> <u>Sem</u> <u>Qtr</u>		<u>Degree Pursued</u>	<u>Completed?</u>
University of California Berkeley and Riverside, CA	English/Genetics		203	4 Year	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
Cal State U SF SF, CA	Speech/Communication	30		Masters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
Georgetown Law/USF Law Wash, DC/SF, CA	Law			Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending

9. I have the following special training, certificates, licenses, etc. applicable for this job:

Certification/License 1:

Issuing Agency: CA S CT

Type: California Bar

Date Issued: 1980

Number: 91651

Date Expires: none

10. I read/speak/write the following languages:

Employment Record

Beginning with your current or most recent position, state your employment history. A RESUME DOES NOT SUBSTITUTE for this section of the application. This section **MUST BE COMPLETED**.

(No employment experience listed)

CERTIFICATION OF APPLICANT (read carefully): I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any false, incomplete, or incorrect statement, regardless of when it is discovered, may result in my disqualification or dismissal from employment with the City and County of San Francisco. I hereby authorize all my employers and schools (unless otherwise noted) to release any and all information concerning me, including information of a confidential or privileged nature. I hereby release any and all employers from any liability or damage which may result from furnishing the information requested.

By checking this signature box, I certify agreement with the terms given above for Applicant Release of Employment Information.

Signature

Date

047

SUPPLEMENTAL QUESTIONNAIRE

Indicate the highest level of education you have completed.

- High School Diploma
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate

What course of study have you completed?

- Law
 Government Relations
 Social Sciences
 Public Administration
 Organizational Development
 Other

If you chose "Other" in Question # 2 above, please indicate what course work you have completed.

How many years experience do you have managing programs in the areas of employment nondiscrimination or employee benefits/claims or contract compliance?

- None
 Less than 11 months
 1 year - 1 year and 11 months
 2 years - 2 years and 11 months
 3 years - 3 years and 11 months
 4 years - 4 years and 11 months
 5 years - 5 years and 11 months
 6 years or more

How many years of experience do you have implementing a domestic partner and/or same-gender spouse benefits program, including resolution of complex and politically sensitive issues, program evaluation, preparation and the presentation of reports?

- None
 Less than 11 months
 1 year - 1 year and 11 months
 2 years or more

How many years of experience do you have overseeing the handling of complaints of discrimination?

- None
 Less than 11 months
 1 year - 1 year and 11 months
 2 years or more

How many years of experience do you have implementing anti-discrimination training programs?

- None
 Less than 11 months

1 year - 1 year and 11 months

2 years or more

Please indicate the number of years experience you have performing duties at a supervisory level.

None

Less than 11 months

1 year - 1 year and 11 months

2 years - 2 years and 11 months

3 years - 3 years and 11 months

4 years or more

I hereby certify that I am the author of this application and that all information presented is true and based on my background, skills and experiences. I understand that any false, incomplete or incorrect statement may result in my disqualification or dismissal from employment with the City and County of San Francisco. I understand and agree that any information provided is subject to verification.

Yes No

ALOHA!

REQUEST FOR WAIVER
OF VERIFICATION

RE: K. F. MOSELEY
0931 MANAGER III HRC

FAX TO 415 557 4870 ATTN: M. CAYABYAB

AUGUST 17, 2010

I request waiver of employment verification as
I have always been a solo practitioner
in my respective professions.

[Handwritten Signature]
KF. MOSELEY

[REDACTED]

[REDACTED]

Please see resumé for professional
Licensure information.

[Handwritten Signature]

RESUME
(SHORT FORM)

DR. K F MOSELEY, ESQ.
Hieromonk +Bartholomew

EXTRAORDINARY REMEDIES-INTERNATIONAL HEALING ALLIANCE

ADMITTED TO CALIFORNIA BAR 1980 (91651)
ADMITTED CALIFORNIA FEDERAL BAR 1981 AND HAWAII 1986
CALLED TO BAR OF ENGLAND AND WALES (MIDDLE TEMPLE) 1986
ADMITTED TO NINTH CIRCUIT COURT OF APPEALS 1995
CERTIFIED TRADITIONAL NATUROPATH from AMERICAN NATUROPATHIC
CERTIFICATION BOARD (FORMERLY AMERICAN NATUROPATHIC MEDICAL
ASSOCIATION) 2005 - DIPLOMATE AAIM
DISTRICT OF COLUMBIA LICENSED NATUROPATH #NAT1000814 2007

EDUCATION:

HIGH SCHOOL DIPLOMA (TERRA NOVA IN PACIFICA, CALIFORNIA) 1967
UNIVERSITY OF CALIFORNIA RIVERSIDE 1967-1969 GRADUATE RESEARCH IN
GENETICS
BACHELOR OF ARTS (ENGLISH/GENETICS) UNIVERSITY OF CALIFORNIA AT
BERKELEY 1971

PEACE CORPS/ETHIOPIA (W.H.O. SMALLPOX ERADICATION PROGRAM) 1972,
TROPICAL EPIDEMIOLOGY

MASTER OF ARTS (SPEECH/COMMUNICATIONS) SAN FRANCISCO STATE
UNIVERSITY 1973

Margins Clerk for Charles Schwab and NASDAQ qualified broker 1978-1979
GEORGETOWN UNIVERSITY LAW CENTER 1975-1976 TRANSFER TO USF 1977 DUE
TO SPOUSAL HEALTH NEEDS
JURIS DOCTOR UNIVERSITY OF SAN FRANCISCO, SCHOOL OF LAW 1979

NATUROPATHIC DOCTOR HERBAL HEALER ACADEMY, ARKANSAS 2004
BIOMEDX CERTIFIED IN BIOTERRAIN FLOW CHEMISTRY AND MICROSCOPY 2007
STENS CERTIFIED TRAINING IN BIOFEEDBACK AND QUANTITATIVE EEG (BRAIN
MAPPING AND NEUROFEEDBACK) 2007

LICENSES:

CERTIFIED LIFESAVING INSTRUCTOR 1965
CALIFORNIA JUNIOR COLLEGES CREDENTIAL (545707164),
ENGLISH, BIOLOGICAL SCIENCES AND SOCIAL STUDIES
KH7WG-AMATEUR EXTRA, FEDERAL COMMUNICATIONS COMMISSION 1999
BOARD CERTIFIED TRADITIONAL NATUROPATH 2005
ELECTED DIPLOMATE OF COLLEGE OF NATUROPATHY,
AMERICAN ASSOCIATION OF INTEGRATIVE MEDICINE 2005

TEACHER-ENGLISH AS FOREIGN OR SECOND LANGUAGE (TESL/TEFL) 2006
BRIDGE-LINGUATEC INSTITUTE

MULTIMEDIA:

INTERFACE 8 Cable Television, Pacifica, Ca 1978

1st computer-tv program in USA

California Today 1980 with Christine Jorgensen and I as guests

Electric Spaghetti Network 1980-1984 (electronic typesetting and omniphonic radio concerts) Belle

Starr Presents producer, San Francisco (PeaceQuake) 1983-84

NOTABLE PUBLICATIONS:

FIRST ATTORNEY TO FILE COMPUTER GENERATED BRIEF IN SAN FRANCISCO

TRIAL DIPLOMACY JOURNAL-COMPUTERS AND LITIGATION 1980

computer program "Future Value of Present Losses" and others

GLYCONUTRITION monograph 2005

<http://www.podomatic.com/ghostinthemachine>

THE FIRST TEXTBOOK OF GROWING AND HEALING WITH LEDS 2006

<http://www.podomatic.com/ghostinthemachine>

THE POCKET NATUROPATH in progress

Genetic and Familial propensities in Bioenergetics and Circadian Treatment protocols

-Research and Specialty within physiology and molecular biology:

Research and Specialty within physiology and molecular biology:

Research in Genetic repair and cellular teleosis, teleopathy and teleogenesis.

Research in sinusitis with developed formulary, research in Lymphoprosic protid

diseases and cleansing with formulary, research in gastric dysbiosis with formulary

BCIA certification expected June 2009 Biofeedback and Neurofeedback (Nexus) and

brain mapping (Mitsar)

Research in heart rate variability and biofeedback for PTSD, stress and etc, research

in Qeeg relating to personality/character/brain function and psychosociology,

research in neurofeedback to balance cerebral functions for peak performance and

optimum mental functioning

Witness preparation, profiles and autonomic reactions as evidence

EAGLE SCOUT



Recruitment #pbt-0931-056621 Human Rights Commission
Hieromonk +Bartholomew to: melissa.j.cayabyab
Cc: DrMoseley +Bartholomew, Parry Forcier

08/06/2010 03:21 PM

Ms. Cayabyab:

I am writing as the website does not currently allow an application. I am a transsexual since 1974 who practiced law in San Francisco in the 80's while producing tv shows on computers and music in the parks. It was not possible to change a birth certificate without excess comments on the document. An attorney should be truthful so despite being Karla I had a birth certificate stating "Karl".

I intimately know the discrimination (and lack of attorneys to assist in protection of trans rights). Before law school, to get welfare, I was required to strip in a closet to prove my sexual status in order to get the female rate of \$86 per month. It is a day-to-day struggle and the discrimination was rampant earlier this year when I ran for congress and was silenced by state media in Hawaii despite the FEC regulations (which is documented in a writ of mandate filed in Honolulu District Court and appealed to the 9th circuit and denied while the district judge, sua sponte, changed the writ into a multi-year paper chase against the state for damages. I declined as I cannot even get the EOC or Housing or even the ombudsman to defend me from being denied public accommodations (after being at the accomodations good friday and saturday to find my belongings in the trash and denied access after early sunday services for Easter earlier this year). I was in Honolulu at that time to make the only public taping offered to me for Olelo (and currently archived on youtube).

After over 35 years of active discrimination, despite being highly educated and with professional degrees and certifications as well as being a member of the Middle Temple of England and Wales as well the district and appeal federal courts of California and Hawaii, I am ready to tackle the question of equal rights for EVERYONE. This is despite so many years of forced poverty and denial of equal opportunity to employment and services in both California and Hawaii. Not even LGBT in either state has ever allowed an interview or assisted in employment, housing or political rights as a candidate for US Representative. Neither has the ACLU helped and would not even allow an interview when I applied to be director for northern California a couple of years ago.

I do not believe you could find a more qualified or more under-represented minority as I represent. I am in San Francisco until August 16 (the recruitment closes on Aug 13) and urge you to call and leave a message as to when we can speak in person and how I, who now qualify as minority, male or female, white, over 50 and etc., can apply for this position (for which I could even be considered as overqualified)-and a person definitely and routinely denied any social, economic and political rights.

KT Moseley, AB, MA, JD, ND
~~_____~~

cc Forcier/Phil



Re: AUTO: Melissa J Cayabyab is out of the office (returning 08/06/2010
05:30 PM)

Dr Natural to: Melissa.J.Cayabyab

08/06/2010 04:17 PM

History: This message has been replied to.

I have called Ms Chow and she says I must apply online but that is
grayed out and not working. Please make the position application
process available to me.

On Fri, Aug 6, 2010 at 12:21 PM, <Melissa.J.Cayabyab@sfgov.org> wrote:

>
>
> I am out of the office from 08/05/2010 04:00 PM until 08/06/2010 05:30 PM.
>
> If you need immediate assistance, please contact Lillian Chow at (415)
> 557-4926. Otherwise please leave me a message and I will respond to your
> email upon my return. Thank you!

>
>
> Note: This is an automated response to your message "Recruitment
> #pbt-0931-056621 Human Rights Commission" sent on 08/06/2010 15:21:24.

> This is the only notification you will receive while this person is away.
>
>

~~RESUME BY REQUEST~~
RESUME BY REQUEST

This e-mail message includes information which should be considered
private, confidential, and/or exempt from disclosure under applicable
law. If you have received this message in error, please immediately
delete it and notify the sender or other relevant parties within the
International Healing Alliance. You are hereby notified that any
disclosure, copying, distribution, or use of the information contained
herein (including any reliance thereon) is STRICTLY PROHIBITED. Thank
you for your cooperation.



Fwd: Practice Application Employment Application Received
Dr Natural to: Melissa.J.Cayabyab

08/06/2010 04:20 PM

as it says the info is online to be used for subsequent applications and I cannot apply for the Human Rights Commission with this info according to Ms Chow (however, she may be checking on this matter as I called her within the last 5 minutes).

----- Forwarded message -----

From: <CCSFjobs@sfgov.org>
Date: Fri, Aug 6, 2010 at 11:48 AM
Subject: Practice Application Employment Application Received
To: [REDACTED]

Message:

Dear KF Moseley,

This is your e-mail confirmation notice that we have received your Practice Application in the City and County of San Francisco.

Please note that this application will not be used for any current opening, but is only for your practice or to maintain an application-on-file to copy into an application for an actual job opening.

If you want to review your application or submit an application for a job opening, please return to the Job Postings List at <http://www.jobaps.com/sf>.

If you need to update your e-mail address, mailing address, phone, or other contact information, you may do this by returning to the Current Employment Opportunities page and clicking on the button 'Update Contact Info'.

Thank you for using our online employment system.

The City and County of San Francisco

[REDACTED]
RESUME BY REQUEST

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Re: AUTO: Melissa J Cayabyab is out of the office (returning 08/06/2010

05:30 PM)

Melissa J Cayabyab to: Dr Natural

Cc: Lillian Chow

08/06/2010 05:02 PM

Good Afternoon,

Ms. Chow has informed me that you requested the link to apply online. Please see the attached link which allows you to apply online:

<https://www.jobaps.com/SF/newregpages/termsfuse.asp?RecruitNum1=pbt&RecruitNum2=0931&RecruitNum3=056621>

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

Dr Natural

I have called Ms Chow and she says I must appl...

08/06/2010 04:17:28 PM

From:
To: Melissa.J.Cayabyab@sfgov.org
Date: 08/06/2010 04:17 PM
Subject: Re: AUTO: Melissa J Cayabyab is out of the office (returning 08/06/2010 05:30 PM)

I have called Ms Chow and she says I must apply online but that is grayed out and not working. Please make the position application process available to me.

On Fri, Aug 6, 2010 at 12:21 PM, <Melissa.J.Cayabyab@sfgov.org> wrote:

>
>
> I am out of the office from 08/05/2010 04:00 PM until 08/06/2010 05:30 PM.
>
> If you need immediate assistance, please contact Lillian Chow at (415)
> 557-4926. Otherwise please leave me a message and I will respond to your
> email upon my return. Thank you!
>
>
>
> Note: This is an automated response to your message "Recruitment
> #pbt-0931-056621 Human Rights Commission" sent on 08/06/2010 15:21:24.
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> This is the only notification you will receive while this person is away.
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>

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~
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Re: AUTO: Melissa J Cayabyab is out of the office (returning
05:30 PM)
Dr Natural to: Melissa.J.Cayabyab

08/06/2010

08/06/2010 05:23 PM

Thank you. I have applied but the mediation training from BALA is in the resume' as I have essentially always been my own employer.

On Fri, Aug 6, 2010 at 2:02 PM, <Melissa.J.Cayabyab@sfgov.org> wrote:

Good Afternoon,

Ms. Chow has informed me that you requested the link to apply online. Please see the attached link which allows you to apply online:

<https://www.jobaps.com/SF/newreqpages/termsfuse.asp?RecruitNum1=pbt&RecruitNum2=0931&RecruitNum3=056621>

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

From: [REDACTED]
To: Melissa.J.Cayabyab@sfgov.org
Date: 08/06/2010 04:17 PM
Subject: Re: AUTO: Melissa J Cayabyab is out of the office (returning 08/06/2010 05:30 PM)

I have called Ms Chow and she says I must apply online but that is grayed out and not working. Please make the position application process available to me.

On Fri, Aug 6, 2010 at 12:21 PM, <Melissa.J.Cayabyab@sfgov.org> wrote:

>
>
>


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>


> If you need immediate assistance, please contact Lillian Chow at (415)
> 557-4926. Otherwise please leave me a message and I will respond to your
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Re: 0931 Manager III, Human Rights Commission
Dr Natural to: melissa.j.cayabyab

08/16/2010 01:40 PM

I am sorry that you do not consider progressive managerial responsibility to be absent in a lawyer of 30 years active in protecting rights.
Thank you. I would like to appeal based upon PROFESSIONAL EXPERIENCE.

On Mon, Aug 16, 2010 at 10:06 AM, <melissa.j.cayabyab@sfgov.org> wrote:
> Monday, August 16, 2010

>
>
> KF Moseley

>
>
>
> Dear KF Moseley,

> Your application for 0931 Manager III cannot be accepted for the following
> reason(s):

>
> Experience - Five (5) years of progressively responsible experience in the
> management of programs in the areas of employment nondiscrimination or
> employee benefits/claims or contract compliance. Please note, three (3) of
> the five (5) years listed must have been in a supervisory position. By
> checking 'None' on the supplemental questionnaire you certify that you do
> not have experience managing programs in the areas of employment
> nondiscrimination or employee benefits/claims or contract compliance.

>
> This decision may be reconsidered if you can provide additional information
> or explanation in writing by Monday, August 23, 2010. Your additional
> information or verification of experience may be faxed to the Department of
> Human Resources at (415) 557-4870 or sent as an email attachment to
> melissa.j.cayabyab@sfgov.org. Please return a copy of this letter with your
> response.

>
>
> DEPARTMENT OF HUMAN RESOURCES

>
> Melissa J. Cayabyab, M.A.
> Senior Personnel Analyst
> Phone (415) 557-4877
> Fax (415) 557-4870

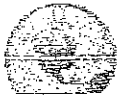
>
>
> cc: Applicant File, List ID: 056621

--
RESUME' BY REQUEST

This e-mail message includes information which should be considered

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private, confidential, and/or exempt from disclosure under applicable law. If you have received this message in error, please immediately delete it and notify the sender or other relevant parties within the International Healing Alliance. You are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED. Thank you for your cooperation.



Fwd: 0931 Manager III, Human Rights Commission
Dr Natural to: gavin.newsom, john.avalos, melissa.j.cayabyab

08/17/2010 09:20 AM

I HAVE REPEATEDLY STATED MY PROFESSIONAL QUALIFICATIONS AND HAVE NOT WORKED FOR AN EMPLOYER BUT HAVE ALWAYS BEEN A SOLO LITIGATOR....AN ENTREPRENEUR!!!!
LOOK AT MY RESUME'.

----- Forwarded message -----
From: <melissa.j.cayabyab@sfgov.org>
Date: Tue, Aug 17, 2010 at 6:17 AM
Subject: 0931 Manager III, Human Rights Commission
To: [REDACTED]

Tuesday, August 17, 2010

KF Moseley
[REDACTED]

Dear KF Moseley,

I have received your email response dated August 16, 2010. Your application was not accepted because you did not provide sufficient information under the Employment Record section of your application for further review. Please note, resumes cannot be accepted in lieu of a completed City and County of San Francisco application. Furthermore, you checked "None" on the supplemental questionnaire which certifies that you do not have experience managing programs in the areas of employment nondiscrimination or employee benefits/claims or contract compliance.

In order for the analyst to reconsider your application please provide the following information:

Verification of Work Experience

Please provide a description of your work experience as it relates to the 0931 Manager III, Human Rights Commission position. Verification must be on employer's letterhead and must show the name of the applicant, job title(s), duties, dates of service, and must be signed by the employer and/or appropriate representative.


Verification may be waived if impossible to obtain. The waiver of verification must be a signed statement explaining why verification cannot be obtained. Waiver requests will not be automatically granted, but will be considered on a case-by-case basis. Failure to submit the required verification or request for waiver may result in the rejection of the application.

This decision may be reconsidered if you can provide additional information or explanation in writing by Monday, August 23, 2010. Please return a copy of this letter with your response.

DEPARTMENT OF HUMAN RESOURCES

Melissa J. Cayabyab, M.A.
Senior Personnel Analyst
Phone (415) 557-4877
Fax (415) 557-4870

cc: Applicant File, List ID: 056621


RESUME' BY REQUEST

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Re: 0931 Manager III, Human Rights Commission
Dr Natural to: gavin.newsom, john.avalos, melissa.j.cayabyab

08/17/2010 09:28 AM

PLEASE NOTE I AM IN SAN FRANCISCO UNTIL THURSDAY AND WILL BE RETURNING TO HAWAI'I AT THAT TIME AND WILL HAVE NOT BE ABLE TO RESPOND AS DEMANDED IN YOUR LETTER DUE TO TRAVEL AND RELOCATION.

On Tue, Aug 17, 2010 at 6:20 AM, Dr Natural <drmoseley@gmail.com> wrote:

> I HAVE REPEATEDLY STATED MY PROFESSIONAL QUALIFICATIONS AND HAVE NOT
> WORKED FOR AN EMPLOYER BUT HAVE ALWAYS BEEN A SOLO LITIGATOR....AN
> ENTREPRENEUR!!!!
> LOOK AT MY RESUME'

>
>
> ----- Forwarded message -----
> From: <melissa.j.cayabyab@sfgov.org>
> Date: Tue, Aug 17, 2010 at 6:17 AM
> Subject: 0931 Manager III, Human Rights Commission
> To: [REDACTED]

>
> Tuesday, August 17, 2010

> KF Moseley
> [REDACTED]
> [REDACTED]

> Dear KF Moseley,

> I have received your email response dated August 16, 2010. Your
> application was not accepted because you did not provide sufficient
> information under the Employment Record section of your application
> for further review. Please note, resumes cannot be accepted in lieu of
> a completed City and County of San Francisco application. Furthermore,
> you checked "None" on the supplemental questionnaire which certifies
> that you do not have experience managing programs in the areas of
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> Verification of Work Experience

> Please provide a description of your work experience as it relates to
> the 0931 Manager III, Human Rights Commission position. Verification
> must be on employer's letterhead and must show the name of the
> applicant, job title(s), duties, dates of service, and must be signed
> by the employer and/or appropriate representative.

> Verification may be waived if impossible to obtain. The waiver of
> verification must be a signed statement explaining why verification
> cannot be obtained. Waiver requests will not be automatically granted,
> but will be considered on a case-by-case basis. Failure to submit the
> required verification or request for waiver may reject in the

> rejection of the application.
>
> This decision may be reconsidered if you can provide additional
> information or explanation in writing by Monday, August 23, 2010.
> Please return a copy of this letter with your response.

> DEPARTMENT OF HUMAN RESOURCES

> Melissa J. Cayabyab, M.A.
> Senior Personnel Analyst
> Phone (415) 557-4877
> Fax (415) 557-4870

> cc: Applicant File, List ID: 056621

RESUME' BY REQUEST

> This e-mail message includes information which should be considered
> private, confidential, and/or exempt from disclosure under applicable
> law. If you have received this message in error, please immediately
> delete it and notify the sender or other relevant parties within the
> International Healing Alliance. You are hereby notified that any
> disclosure, copying, distribution, or use of the information contained
> herein (including any reliance thereon) is STRICTLY PROHIBITED. Thank
> you for your cooperation.

RESUME' BY REQUEST

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you for your cooperation.



I am sending the request by fax but as you know I am leaving San Francisco tomorrow and do not travel with a printer so this return reply to your email will have to suffice. I am not amused by your continuing robotic responses that do not consider my circumstances in any way nor my attempts to make myself personally present to facilitate the process while I am in The City. This is why you need me to mediate between soulless regulations and real people.

RESUME (SHORT FORM)

DR. K F MOSELEY, ESQ.

EXTRAORDINARY REMEDIES-INTERNATIONAL HEALING ALLIANCE ~~REDACTED~~

ADMITTED TO CALIFORNIA BAR 1980 (91651) ADMITTED CALIFORNIA FEDERAL BAR 1981 AND HAWAII 1986 CALLED TO BAR OF ENGLAND AND WALES (MIDDLE TEMPLE) 1986 ADMITTED TO NINTH CIRCUIT COURT OF APPEALS 1995 CERTIFIED TRADITIONAL NATUROPATH from AMERICAN NATUROPATHIC CERTIFICATION BOARD (FORMERLY AMERICAN NATUROPATHIC MEDICAL ASSOCIATION) 2005 - DIPLOMATE AAIM DISTRICT OF COLUMBIA LICENSED NATUROPATH #NAT1000814 2007

EDUCATION:

HIGH SCHOOL DIPLOMA (TERRA NOVA IN PACIFICA, CALIFORNIA) 1967
UNIVERSITY OF CALIFORNIA RIVERSIDE 1967-1969 GRADUATE RESEARCH IN GENETICS BACHELOR OF ARTS (ENGLISH/GENETICS) UNIVERSITY OF CALIFORNIA AT BERKELEY 1971
PEACE CORPS/ETHIOPIA (W.H.O. SMALLPOX ERADICATION PROGRAM) 1972, TROPICAL EPIDEMIOLOGY
MASTER OF ARTS (SPEECH/COMMUNICATIONS) SAN FRANCISCO STATE UNIVERSITY 1973
GEORGETOWN UNIVERSITY LAW CENTER 1975-1976 TRANSFER TO USF 1977 DUE TO SPOUSAL HEALTH NEEDS

JURIS DOCTOR UNIVERSITY OF SAN FRANCISCO, SCHOOL OF LAW 1979
NATUROPATHIC DOCTOR HERBAL HEALER ACADEMY, ARKANSAS 2004
BIOMEDX CERTIFIED IN BIOTERRAIN FLOW CHEMISTRY AND MICROSCOPY 2007
STENS CERTIFIED TRAINING IN BIOFEEDBACK AND QUANTITATIVE EEG (BRAIN MAPPING AND NEUROFEEDBACK) 2007

LICENSES: CERTIFIED LIFESAVING INSTRUCTOR 1965 CALIFORNIA JUNIOR COLLEGES CREDENTIAL (545707164),
ENGLISH, BIOLOGICAL SCIENCES AND SOCIAL STUDIES KH7WG-AMATEUR EXTRA, FEDERAL COMMUNICATIONS COMMISSION 1999 BOARD CERTIFIED TRADITIONAL NATUROPATH 2005 ELECTED DIPLOMATE OF COLLEGE OF NATUROPATHY, AMERICAN ASSOCIATION OF INTEGRATIVE MEDICINE 2005 TEACHER-ENGLISH AS FOREIGN OR SECOND LANGUAGE (TESL/TEFL) 2006 BRIDGE-LINGUATEC INSTITUTE
MULTIMEDIA: INTERFACE 8 Cable Television, Pacifica, Ca 1978 1st computer-tv program in USA California Today 1980 with Christine Jorgensen and I as guests Electric Spaghetti Network 1980-1984 (electronic typesetting and omniphonic radio concerts) Belle Starr Presents producer, San Francisco (PeaceQuake) 1983-84

NOTABLE PUBLICATIONS:

FIRST ATTORNEY TO FILE COMPUTER GENERATED BRIEF IN SAN FRANCISCO (BY COURT ORDER)
TRIAL DIPLOMACY JOURNAL-COMPUTERS AND LITIGATION 1980 computer program "Future Value of Present Losses" and others GLYCONUTRITION monograph 2005 <http://www.podomatic.com/ghostinthemachine>
THE FIRST TEXTBOOK OF GROWING AND HEALING WITH LEDS 2006 <http://www.podomatic.com/ghostinthemachine> THE POCKET NATUROPATH in progress Genetic and Familial propensities in Bioenergetics and

Circadian Treatment protocols - Research and Specialty within physiology and molecular biology:
Research and Specialty within physiology and molecular biology:
Research in Genetic repair and cellular teleosis, teleopathy and teleogenesis. Research in sinusitis with developed formulary, research in Lymphoprosic protid diseases and cleansing with formulary, research in gastric dysbiosis with formulary
BCIA certification expected June 2009 Biofeedback and Neurofeedback (Nexus) and brain mapping (Mitsar)
Research in heart rate variability and biofeedback for PTSD, stress and etc, research in Qeeg relating to personality/character/brain function and psychosociology, research in neurofeedback to balance cerebral functions for peak performance and optimum mental functioning
Witness preparation, profiles and autonomic reactions as evidence EAGLE SCOUT

On Tue, Aug 17, 2010 at 9:32 AM, <melissa.j.cayabyab@sfgov.org> wrote:
> Tuesday, August 17, 2010

>
>
> KF Moseley
> [REDACTED]
> [REDACTED]
> [REDACTED]

>
>
>
>
> Dear KF Moseley,

>
> Thank you for your email response dated August 17, 2010. In your email you
> noted that you were a self-employed solo litigator and would not be able to
> provide verification of your work experience. If you are unable to provide
> written verification of your work experience, please provide the analyst
> with a waiver of verification request.

>
> The waiver of verification must be a signed statement explaining why
> verification cannot be obtained. Waiver requests will not be automatically
> granted, but will be considered on a case-by-case basis. Failure to submit
> the waiver may result in the rejection of the application. You may fax the
> signed waiver of verification request to (415) 557-4870, attention: M.
> Cayabyab, 0931 Manager III, HRC.

>
> This decision may be reconsidered if you can provide the additional
> information requested or explanation in writing by Monday, August 23, 2010.
> Please return a copy of this letter with your response.

>
>
> DEPARTMENT OF HUMAN RESOURCES

>
> Melissa J. Cayabyab, M.A.
> Senior Personnel Analyst
> Phone (415) 557-4877
> Fax (415) 557-4870

>
>
> cc: Applicant File, List ID: 056621

~~XXXXXXXXXXXXXXXXXXXX~~
RESUME BY REQUEST

This e-mail message includes information which should be considered private, confidential, and/or exempt from disclosure under applicable law. If you have received this message in error, please immediately delete it and notify the sender or other relevant parties within the International Healing Alliance. You are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED. Thank you for your cooperation.



Re: Supervisory Test Battery: 0931 Manager III, Human Rights Commission

Melissa J Cayabyab to: Sarah Wilson

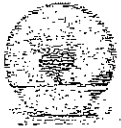
08/24/2010 02:32 PM

Cc: Eric Street

Hi Sarah,

I have 26 qualified applicants (MMQ) who will proceed to the STB process. There are a few candidates who have missing scores for the online supplemental application, but I do have the hardcopy in case you need it. The List ID: is 056621. Please let me know if you need additional information. Thanks for your help!

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870



Re: Supervisory Test Battery: 0931 Manager III, Human Rights Commission

Melissa J Cayabyab to: Sarah Wilson
Cc: Eric Street

08/25/2010 11:16 AM

Thanks for your help Sarah!

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

Sarah Wilson Hi Melissa; I will schedule the 26 MMQ applicant... 08/25/2010 08:58:56 AM

From: Sarah Wilson/DHR/SFGOV
To: Melissa J Cayabyab/DHR/SFGOV@SFGOV
Cc: Eric Street/DHR/SFGOV@SFGOV
Date: 08/25/2010 08:58 AM
Subject: Re: Supervisory Test Battery: 0931 Manager III, Human Rights Commission

Hi Melissa,
I will schedule the 26 MMQ applicants to take the STB exam on 9/9. I will let you know once I notify them.
Thanks!

Sarah Wilson
Department of Human Resources
City & County of San Francisco
Tel: 415.551.8929

Melissa J Cayabyab Hi Sarah, I have 26 qualified applicants (MMQ)... 08/24/2010 02:32:45 PM



Fw: 0931 Manager III, Human Rights Commission
Melissa J. Cayabyab to: Sarah Wilson

08/26/2010 02:18 PM

Hi Sarah,

I received this email from Mr. Morales regarding his request for rescheduling his exam date. Can this request be accommodated? I didn't want to respond and provide information without checking in with you first and since he also emailed you, it's possible you may have already responded to him. Please advise. Thanks!

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

— Forwarded by Melissa J. Cayabyab/DHR/SFGOV on 08/26/2010 02:15 PM —

From: [REDACTED]
To: "melissa.j.cayabyab@sfgov.org" <melissa.j.cayabyab@sfgov.org>
Date: 08/26/2010 01:54 PM
Subject: FW: 0931 Manager III, Human Rights Commission

Good Afternoon Ms. Cayabyab,

After receiving from Ms. Wilson the good news (see below) that I made it to the next step in this process, I emailed her informing her that I have a conflict in regards to my examination date, Sept. 9th. I have not heard back from her and thus I am following up with you in hopes you might be able to assist me.

I very much want to participate in the examination portion of this process but I am scheduled to leave the Bay Area on Sept. 8th; I purchased my air plane tickets a few weeks ago. If I cancel or reschedule my departure date I will be subject to a monetary penalty which would be costly for me.

I have asked to reschedule my examination date. Can you please assist me with finding out if this can be done?

I look forward to hearing from you soonest.

Best,

Sal

From: Morales, Sal, CAO
Sent: Wednesday, August 25, 2010 2:47 PM
To: 'sarah.wilson@sfgov.org'

071

Subject: RE: 0931 Manager III, Human Rights Commission

Good Afternoon Ms. Wilson,

I thank very much for the information and I am pleased and looking forward to participating in the next step of this process. However, I have a conflict and I would like to know if it is possible to reschedule my examination date? I am flying out of the area on Sept. 8th and I am scheduled to return on Sept. 12th. For your information, I purchased my air plane tickets weeks ago and had planned this trip for some time ago. Cancelling or postponing this trip would be costly for me.

I have no problem in offering proof of my tickets and/or accommodations. Please let me know if I can be accommodated.

I can be reached by phone at 510.272.3888 or via email.

Best,

Sal

From: sarah.wilson@sfgov.org [mailto:sarah.wilson@sfgov.org]

Sent: Wednesday, August 25, 2010 12:53 PM

To: Morales, Sal, CAO

Subject: 0931 Manager III, Human Rights Commission

Wednesday, August 25, 2010

Dear sal morales,

EASY ID Part 1: mor

EASY ID Part 2: 0911

EASY ID Part 3: 4333

We are pleased to advise you that we have received your application for Class 0931 Manager III at the Human Rights Commission and that you are currently qualified to advance to the Supervisory Test Battery examination.

Your appointment date and time are as follows:

Date/Time: Thursday September 9, 2010 at 8:00AM

Location: Center for Testing of Occupational Potential and Performance, 2nd Floor 1740 Cesar Chavez, San Francisco (map attached)

The test site is accessible by Muni on the 19 Polk bus line or the Muni Metro T-Line (walk west about 1/2 mile). There is no parking available to candidates at the testing facility. Parking is restricted to building tenants only. There is limited street parking available on Indiana Street,

approximately two blocks from the facility. We strongly encourage you to have someone drop you off at the site or use Muni. The site is located between Highway 101 and 280 on Cesar Chavez Street.

Please be prompt; allow time for traffic conditions. Registration will begin at the time listed above. If you arrive more than 30 minutes after your appointment, you will not be tested and you will not be rescheduled.

You should expect to be at the test site for approximately 4 1/2 hours. There will be no scheduled breaks during the examination. Comfortable clothing is recommended.

You must bring this letter and a photo ID with you to be admitted to the exam. Acceptable photo ID is limited to the following: Driver License; Identification Card issued by the state Department of Motor Vehicles; passport; Military Identification Card; or Alien Registration Card.

Do not bring additional materials. All materials and supplies for your use during the test will be provided. Food and beverages will not be allowed into the exam room. Recording devices and/or other electronic equipment (including cell phones and pagers) are prohibited during the test administration.

You are instructed not to bring any such devices to the test site. Once inside the exam room, candidates who are seen with such devices or who are in possession of such devices that alarm or make noise during the exam will be automatically disqualified.

Prohibited calculators or devices brought to the test site will be collected and returned when the exam is over. Candidates who refuse to surrender such devices will not be admitted to the examination. Candidates found in possession of such devices inside the exam room will be disqualified.

The exam will be presented on a computer. If you have a disability requiring reasonable accommodation, you must contact Sarah Wilson (415) 551-8929, or if hearing impaired at (415) 557-4810 (TDD), or in writing to: Department of Human Resources, ATTN: Sarah Wilson, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103 as soon as possible but not later than September 1, 2010. Please specify recruitment 0931 in your request.

You may visit the following web page for more information regarding the Supervisory Test Battery examination:

<http://www.sfdhr.org/Modules/ShowDocument.aspx?documentid=11035>

If you no longer wish to participate in this testing process, please send a notification in writing to the address or fax number listed below or via email to Sarah.Wilson@sfgov.org.

Sincerely,
Sarah Wilson

City & County of San Francisco
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Tel: 415.551.8929 Fax: 415.551.8935



Re: 0931 Manager III, Human Rights Commission

Tryst to: melissa.j.cayabyab@sfgov.org

08/29/2010 01:06 PM

Cc: DrMoseley, gavin.newsom, bevan.duffy, "john.avalos@sfgov.org",
"ross.mirkami@sfgov.org"

See below.

International Healing Alliance
Ihealalliance.com

On Aug 20, 2010, at 10:10 AM, melissa.j.cayabyab@sfgov.org wrote:

> Friday, August 20, 2010

>

>

>

> KF Moseley

>

>

>

>

>

>

> Dear KF Moseley,

>

> Thank you for submitting the waiver of verification for the 0931
> Manager III, Human Rights Commission position. Your application is
> currently under review. As you know, applicants may be required to
> submit additional information regarding work experience as it
> relates to the position, at any point in the application,
> examination or departmental selection process.

>

> In order for the analyst to further evaluate your application,
> please provide us with the following information:

>

> 1. Which area of law do you specialize in?

All litigation-extraordinary remedies (wits, injunctions etc)

>

> 2. Can you provide us with information about your experience

> specifically in managing programs in the following areas (please
> include in your response the number of years of experience you have
> managing in each area):

> a. employment nondiscrimination

Nearly 40 years as I experience discrimination daily as a post op
transexual- SF 1980 on and Hawaii 1993 on

Mostly indigent clients so almost all law pro Bono

> b. employee benefits/claims

Have not done a case of benefits or claims outside social security/
welfare for 30 years of experience in named areas

> c. contract compliance

In tv production, concert production 1979-1984 5 years

Mediator for BALA and mediated between software geniuses and Bill

Gate's employee Captain Crunch (John Draper). Mediation for 5 years

Have done entertainment law as well as producer for 5 years +

>

> 3. Can you provide information about the positions/job classes you
> currently supervise or have supervised in the past? What are/were

> your responsibilities as the supervisor for these positions?

No, client confidentiality.

All and complete responsibility for all phases whether for mediation or litigation

> Please note that the information you provide will allow the analyst/
> hiring department to better understand your qualifications and work
> experience. You may fax or email your responses to the analyst
> listed below. We request that you provide your responses by no later
> than Friday, September 3, 2010. Thank you.

>
> DEPARTMENT OF HUMAN RESOURCES

>
> Melissa J. Cayabyab, M.A.
> Senior Personnel Analyst
> (415) 557-4877 Work
> (415) 557-4870 Fax
> Email: melissa.j.cayabyab@sfgov.org

>
> cc: Applicant File, List ID: 056621

PLEASE LET ME KNOW YOUR DECISION ASAP SO I MAY RETAIN COUNSEL IF
NECESSARY and TO REDUCE EXPENSES IN TAKING ANY TESTS ETC



Re: 0931 Manager III, Human Rights Commission
Melissa J Cayabyab to: Sarah Wilson

09/10/2010 12:27 PM

Thanks Sarah! I will enter them in this afternoon. By the way, do you know how many and who has passed the exam process?

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

Sarah Wilson

Hi Melissa, We are testing the final applicant for...

09/10/2010 12:08:37 PM

From: Sarah Wilson/DHR/SFGOV
To: Melissa J Cayabyab/DHR/SFGOV@SFGOV
Cc: Eric Street/DHR/SFGOV@SFGOV
Date: 09/10/2010 12:08 PM
Subject: 0931 Manager III, Human Rights Commission

Hi Melissa,

We are testing the final applicant for this position on Monday 9/13 so hopefully I can send the final results sometime next week & hold the 5 day review of ratings period, & then adopt the list.

Can you please enter any applicable Promotive Points and/or Veteran's Preference Points into JobAps? That way those points will be included when I calculate final scores and ranks next week.

Thanks,
Sarah

---Melissa J Cayabyab/DHR/SFGOV wrote: ---

To: Sarah Wilson/DHR/SFGOV@SFGOV
From: Melissa J Cayabyab/DHR/SFGOV
Date: 08/25/2010 11:16AM
Cc: Eric Street/DHR/SFGOV@SFGOV
Subject: Re: Supervisory Test Battery: 0931 Manager III, Human Rights Commission

Thanks for your help Sarah!

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

Sarah Wilson—08/25/2010 08:58:56 AM—Hi Melissa, I will schedule the 26 MMQ applicants to take the STB exam on 9/9. I will let you know o

From: Sarah Wilson/DHR/SFGOV
To: Melissa J Cayabyab/DHR/SFGOV@SFGOV
Cc: Eric Street/DHR/SFGOV@SFGOV
Date: 08/25/2010 08:58 AM
Subject: Re: Supervisory Test Battery: 0931 Manager III, Human Rights Commission

Hi Melissa,
I will schedule the 26 MMQ applicants to take the STB exam on 9/9. I will let you know once I notify them.
Thanks!

Sarah Wilson
Department of Human Resources
City & County of San Francisco
Tel: 415.551.8929

Melissa J Cayabyab—08/24/2010 02:32:45 PM---Hi Sarah, I have 26 qualified applicants (MMQ) who will proceed to the STB process. There are a few

From: Melissa J Cayabyab/DHR/SFGOV
To: Sarah Wilson/DHR/SFGOV@SFGOV
Cc: Eric Street/DHR/SFGOV@SFGOV
Date: 08/24/2010 02:32 PM
Subject: Re: Supervisory Test Battery: 0931 Manager III, Human Rights Commission

Hi Sarah,

I have 26 qualified applicants (MMQ) who will proceed to the STB process. There are a few candidates who have missing scores for the online supplemental application, but I do have the hardcopy in case you need it. The List ID: is 056621. Please let me know if you need additional information. Thanks for your help!

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870



HRC Manager III
Tryst to: melissa.j.cayabyab

09/10/2010 12:37 PM

Aloha, Melissa!

I have just finished the exam. I look forward to a quick decision and wish you a peaceful and relaxing weekend.

KE

[Redacted signature block]



Manager III
Tryst to: melissa.j.cayabyab

09/18/2010 09:28 AM

History: This message has been replied to and forwarded.

Dear Melissa:

This is to inform you that the second publication of four will be in The Recorder on Monday in case CNC-07-544149 for my change of name and gender (to be heard Nov. 2). Please let all parties know, particularly the HRC members. When is a decision expected for the position above in the subject line? I am anxious to start!

Karla Gottschalk
(KF Moseley)

[REDACTED]



Fw: Manager III
Melissa J Cayabyab to: Sarah Wilson
Cc: Eric Street

09/20/2010 08:39 AM

Just FYI regarding Dr. Moseley.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

— Forwarded by Melissa J Cayabyab/DHR/SFGOV on 09/20/2010 08:38 AM —

From: [REDACTED]
To: melissa.j.cayabyab@sfgov.org
Date: 09/18/2010 09:28 AM
Subject: Manager III


Dear Melissa:

This is to inform you that the second publication of four will be in
The Recorder on Monday in case CNC-07-544149 for my change of name and
gender (to be heard Nov. 2).
Please let all parties know, particularly the HRC members.
When is a decision expected for the position above in the subject
line? I am anxious to start!

Karla Gottschalk
(KF Moseley)

[REDACTED]



Re: Manager III 
Melissa J Cayabyab to: Tryst

09/20/2010 12:23 PM

Good Afternoon,


Your information has been noted. You will be informed by Ms. Sarah Wilson of your examination score and rank on the eligible list. The hiring department will proceed to the selection procedure once the eligible list has been adopted. The department hopes to fill the position soon. Thank you.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

Tryst

Dear Melissa: This is to inform you that the seco...


09/18/2010 09:28:34 AM

From: 
To: melissa.j.cayabyab@sfgov.org
Date: 09/18/2010 09:28 AM
Subject: Manager III

Dear Melissa:

This is to inform you that the second publication of four will be in The Recorder on Monday in case CNC-07-544149 for my change of name and gender (to be heard Nov. 2). Please let all parties know, particularly the HRC members. When is a decision expected for the position above in the subject line? I am anxious to start!

Karla Gottschalk
(KF Moseley)





Re: PBT-0931-056621
Tryst to: sarah.wilson@sfgov.org
Cc: melissaj.cayabyab

09/23/2010 09:33 PM

Did this include my peace corps service preference? Do you know when the Commission might act and adopt the eligible list and etc.?
Do you know when the position is to be filled as I was told ASAP?
Thank you

On Sep 23, 2010, at 12:47 PM, sarah.wilson@sfgov.org wrote:

>
>
> Thursday, September 23, 2010
>
> Dear KF Moseley,
>
> You have passed the 0931 Manager III (PBT-0931-056621) examination
> process conducted for the position available at the Human Rights
> Commission. Below you will find your Final Score and Rank. If you
> are entitled to Promotive Points or Veterans Service Points, they
> have been included in your Final Score.
>
> Final Score: 760
> Rank: 8
>
> Examination participants are provided a 5-day period to confirm the
> accuracy of the calculation of their final score. If you wish to
> review the calculation of your final score, please refer to the
> attached document which outlines how to calculate your final score.
>
> Any computational errors must be brought to the attention of the
> Department of Human Resources during the officially designated
> review period September 24, 2010 - September 30, 2010. If you have
> questions regarding the calculation of your scores, please contact
> me during the designated review period.
>
> The certification rule applied to this examination is Rule of the
> List. Rule of the List means that all available eligibles on the
> eligible list may be considered for the available position. Once the
> eligible list is adopted, The Human Rights Commission may begin
> contacting eligible individuals to participate in their selection
> process in order to fill the position. For specific questions
> regarding this position, please contact Melissa Cayabyab at 415-557-4877
>
>
> Candidates are responsible for maintaining current contact
> information in the online application system used by the City and
> County of San Francisco which can be found at www.jobaps.com/sf.
>
> Thank you for participating in this exam process and seeking an
> employment opportunity with the City and County of San Francisco.
>
> Sincerely,
> Sarah Wilson

> Senior Personnel Analyst
> City and County of San Francisco
> Department of Human Resources
> Tel: 415-551-8929
> SARAH.WILSON@SFGOV.ORG
> <0931 Understanding your test score.pdf>



Fw: PBT-0931-056621
Sarah Wilson to: Melissa J Cayabyab

09/24/2010 07:44 AM

History: This message has been replied to.

I didn't realize you were CC'd on the initial email. Sorry!

Sarah

— Forwarded by Sarah Wilson/DHR/SFGOV on 09/24/2010 07:43 AM —

From: Sarah Wilson/DHR/SFGOV
To: Tryst <drnoseley@gmail.com>
Date: 09/24/2010 07:42 AM
Subject: Re: PBT-0931-056621

KF,
Veterans Service points are not awarded for Peace Corps experience. Veterans Service points apply to those with service in the United States military.

The eligible list will be posted and adopted after the 5 day review of ratings period (this will occur most likely during the week of 10/4). I'm sorry but I do not know exactly when the Commission will fill the position.

Sincerely,
Sarah Wilson, MS
Department of Human Resources
City & County of San Francisco
1 South Van Ness Ave., 4th fl.
San Francisco, Ca 94103
Tel: 415.551.8929 Fax: 415.551.8935

Tryst Did this include my peace corps service preference... 09/23/2010 09:33:38 PM

From: [Redacted]
To: sarah.wilson@sfgov.org <sarah.wilson@sfgov.org>
Cc: melissa.j.cayabyab@sfgov.org
Date: 09/23/2010 09:33 PM
Subject: Re: PBT-0931-056621

Did this include my peace corps service preference? Do you know when the Commission might act and adopt the eligible list and etc.? Do you know when the position is to be filled as I was told ASAP? Thank you

On Sep 23, 2010, at 12:47 PM, sarah.wilson@sfgov.org wrote:

>
>
> Thursday, September 23, 2010
>
> Dear KF Moseley,
>

> You have passed the 0931 Manager III (PBT-0931-056621) examination
> process conducted for the position available at the Human Rights
> Commission. Below you will find your Final Score and Rank. If you
> are entitled to Promotive Points or Veterans Service Points, they
> have been included in your Final Score.
>
> Final Score: 760
> Rank: 8
>
> Examination participants are provided a 5-day period to confirm the
> accuracy of the calculation of their final score. If you wish to
> review the calculation of your final score, please refer to the
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> questions regarding the calculation of your scores, please contact
> me during the designated review period.
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> The certification rule applied to this examination is Rule of the
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> eligible list is adopted, The Human Rights Commission may begin
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> regarding this position, please contact Melissa Cayabyab at 415-557-4877
>
>
> Candidates are responsible for maintaining current contact
> information in the online application system used by the City and
> County of San Francisco which can be found at www.jobaps.com/sf.
>
> Thank you for participating in this exam process and seeking an
> employment opportunity with the City and County of San Francisco.
>
> Sincerely,
> Sarah Wilson
> Senior Personnel Analyst
> City and County of San Francisco
> Department of Human Resources
> Tel: 415-551-8929
> SARAH.WILSON@SFGOV.ORG
> <0931 Understanding your test score.pdf>



Re: Fw: PBT-0931-056621
Melissa J Cayabyab to: Sarah Wilson

09/24/2010 09:30 AM

No Problem! Thanks again Sarah!

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

Sarah Wilson I didn't realize you were CC'd on the initial email... 09/24/2010 07:44:18 AM

From: Sarah Wilson/DHR/SFGOV
To: Melissa J Cayabyab/DHR/SFGOV@SFGOV
Date: 09/24/2010 07:44 AM
Subject: Fw: PBT-0931-056621

I didn't realize you were CC'd on the initial email. Sorry!

Sarah

— Forwarded by Sarah Wilson/DHR/SFGOV on 09/24/2010 07:43 AM —

From: Sarah Wilson/DHR/SFGOV
To: [REDACTED]
Date: 09/24/2010 07:42 AM
Subject: Re: PBT-0931-056621

KF,

Veterans Service points are not awarded for Peace Corps experience. Veterans Service points apply to those with service in the United States military.

The eligible list will be posted and adopted after the 5 day review of ratings period (this will occur most likely during the week of 10/4). I'm sorry but I do not know exactly when the Commission will fill the position.

Sincerely,
Sarah Wilson, MS
Department of Human Resources
City & County of San Francisco
1 South Van Ness Ave., 4th fl.
San Francisco, Ca 94103
Tel: 415.551.8929 Fax: 415.551.8935

Tryst Did this include my peace corps service preference... 09/23/2010 09:33:38 PM



Re: PBT-0931-056621
Tryst to: Sarah.Wilson@sfgov.org
Cc: melissa.j.cayabyab

09/24/2010 11:32 AM

I thought former government service also had preference points. Forgive me for bothering you.

[REDACTED]

On Sep 24, 2010, at 7:42 AM, Sarah.Wilson@sfgov.org wrote:

KF,
Veterans Service points are not awarded for Peace Corps experience. Veterans Service points apply to those with service in the United States military.

The eligible list will be posted and adopted after the 5 day review of ratings period (this will occur most likely during the week of 10/4). I'm sorry but I do not know exactly when the Commission will fill the position.

Sincerely,
Sarah Wilson, MS
Department of Human Resources
City & County of San Francisco
1 South Van Ness Ave., 4th fl.
San Francisco, Ca 94103
Tel: 415.551.8929 Fax: 415.551.8935

From: [REDACTED]
To: "sarah.wilson@sfgov.org" <sarah.wilson@sfgov.org>
Cc: melissa.j.cayabyab@sfgov.org
Date: 09/23/2010 09:33 PM
Subject: Re: PBT-0931-056621

Did this include my peace corps service preference? Do you know when the Commission might act and adopt the eligible list and etc.?
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[REDACTED]

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> Senior Personnel Analyst

> City and County of San Francisco

> Department of Human Resources

> Tel: 415-551-8929

> SARAH.WILSON@SFGOV.ORG

> <0931 Understanding your test score.pdf>



Manager III
Tryst to: melissa.j.cayabyab

09/26/2010 11:20 AM

FYI I have submitted a Writ of Certiorari in the Supreme Court of the United States on behalf of federal rights of transsexuals and access to public forums by federal candidates.

As I am NOT admitted to practice before said court this should not conflict with being available to be a full time manager but the subject matter is definitely something to consider in filling the position for which I qualified.

Human rights is not a job it is a committment of one's life and conscience.





HRC Manager III

to: Melissa.J.Cayabyab

09/30/2010 11:40 AM

History:

This message has been replied to.

Has a decision been made?



Re: HRC Manager III
Melissa J Cayabyab to: [REDACTED]

09/30/2010 11:51 AM

The eligible list has not been adopted yet. Once the list has been adopted, the department will conduct their own selection procedures before selecting/hiring for the position.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870



Re: HRC Manager III

[REDACTED] to: Melissa.J.Cayabyab

09/30/2010 12:34 PM

Thank you. Please let me know, when appropriate, who to contact when the department takes over selection. Have a pleasant weekend.

On Thu, Sep 30, 2010 at 8:51 AM, <Melissa.J.Cayabyab@sfgov.org> wrote:

> The eligible list has not been adopted yet. Once the list has been adopted,
> the department will conduct their own selection procedures before
> selecting/hiring for the position.

>

> Melissa J. Cayabyab
> Senior Personnel Analyst
> Department of Human Resources
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> 1 South Van Ness Avenue, 4th Floor
> San Francisco, CA 94103
> Phone (415) 557-4877
> Fax (415) 557-4870

>

Time to get your gold by private vault <http://www.bullionvault.com/#DrNatural>

[REDACTED]
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Re: PBT-0931-056621
Tryst to: Sarah.Wilson@sfgov.org

10/04/2010 10:09 AM

Thank you.

Just accepted into Cambridge Who's Who for 2010-2011. Please pass the word.

International Healing Alliance

healalliance.com


On Oct 4, 2010, at 8:02 AM, Sarah.Wilson@sfgov.org wrote:

Please go to our job listings website at: <http://jobaps.com/sf/sup/images/default.asp>

Then click on 'My Applications', then click on 'Forgot your user id?' and follow the steps as instructed.

If you still have trouble finding your user id, please email CCSFjobs@sfgov.org to request your user id.

Thank you,
Sarah Wilson
Department of Human Resources
City & County of San Francisco
Tel: 415.551.8929

From: 
To: sarah.wilson@sfgov.org
Date: 09/30/2010 11:49 AM
Subject: Re: PBT-0931-056621

Could you send me my UserID for the <http://www.jobaps.com/SF> site to check app?

On Thu, Sep 23, 2010 at 9:47 AM, <sarah.wilson@sfgov.org> wrote:

Thursday, September 23, 2010

Dear KF Moseley,

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City and County of San Francisco
Department of Human Resources
Tel: 415-551-8929
SARAH.WILSON@SFGOV.ORG


Time to get your gold by private vault <http://www.bullionvault.com/#DrNatural>


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095

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Re: 0931-056621 
Melissa J Cayabyab to: Sarah Wilson

10/06/2010 08:34 AM

Hi Sarah, probably just 1 refusal.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

Sarah Wilson

Hi Melissa, Does HRC want to allow 1 or 2 refus...

10/06/2010 07:35:56 AM

From: Sarah Wilson/DHR/SFGOV.
To: Melissa J Cayabyab/DHR/SFGOV@SFGOV
Date: 10/06/2010 07:35 AM
Subject: 0931-056621

Hi Melissa,
Does HRC want to allow 1 or 2 refusals for the eligible list? Please advise. Thanks!

Sarah
551.8929



Manager III
Dr Natural to: Melissa.J.Cayabyab

10/08/2010 04:44 PM

Checking the app made it clear nothing has yet been done? I am still in San Francisco so please either call or email with email as sending to Hawai'i will not reach me. Forgive me for asking again for an update. Thank you.

https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=Y69GLH7J8KV68

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Re: 0931 Manager III, Human Rights Commission

to: melissa.j.cayabyab

10/14/2010 02:21 PM

I have hand delivered the required documents earlier today.

KFM

On Fri, Oct 8, 2010 at 10:41 PM, <melissa.j.cayabyab@sfgov.org> wrote:
Friday, October 08, 2010

KF Moseley

Dear KF Moseley,

Your name has been referred to the Human Rights Commission as an eligible for the position of 0931 Manager III, Human Rights Commission. One full-time position is available.

Auditing, Contract Compliance and Economic Empowerment Manager Position: This position directs and provides leadership on the design and implementation of the Contract Compliance Division comprised of the Contract Compliance Unit and the Local Business Enterprise Certification Unit. Essential functions include: implementing the provisions of ordinances prohibiting discrimination in all contracts and subcontracts, franchises, leases, concessions or other agreements for or on behalf of the City and County of San Francisco; implementing and monitoring the effectiveness of the City's Non-Discrimination in Contracting, Local Business Enterprises, Bonding and Surety Programs; representing the department and making presentations at public speaking events and acting as liaison to City Departments and state, national and international governments as well as public and private businesses; assisting the Executive Director in the development of City and Department policy and procedures regarding complex issues; assisting the Executive Director and other senior managers in developing and implementing departmental goals in determining agency priorities and allocation of resources, budget development and division budget administration; participating in interdepartmental negotiations regarding funding levels, staffing and service delivery; developing, designing and negotiating legislative changes and/or policy adjustments for program enhancement and efficiency; overseeing the data collection, tracking and reporting of Non-Discrimination in Contracting, Local Business Enterprise, Bonding and Surety programs; coordinating the recruitment, selection and training of personnel and performs related duties as required.

In order to be considered for appointment to this position, you must submit a cover letter, resume, and signed conviction history form by Monday, October 18, 2010 to the Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103, Attn: Melissa J. Cayabyab. You may hand deliver or mail your packet. You may also fax your documents to

001 099

(415) 557-4967. You may also scan your documents and send them as an email attachment to the email address listed below. Postmarks will NOT be accepted. You are not required to respond if you are not interested in being considered for this position. There is no penalty for not participating.

If you do respond and participate in the interview process, and then refuse an offer of employment, one refusal will be counted against you on the eligible list. If you do not respond, you will continue to have your name referred to future employment opportunities. You are reminded that if you exceed the number of refusals allowed as stated on the examination announcement, you will no longer be eligible for employment from this list.

Please note that applicants who meet the minimum qualifications are not guaranteed advancement in the selection process. Only the most qualified candidates will be invited to advance to the departmental selection procedure.

If you have a disability requiring reasonable accommodation for this selection process, you MUST contact me by telephone at (415) 557-4877 (voice); or if hearing impaired at (415) 557-4810 (TTD); or in writing to Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103, Attn: Melissa J. Cayabyab.

DEPARTMENT OF HUMAN RESOURCES

Melissa J. Cayabyab
Senior Personnel Analyst
Work: (415) 557-4877
Fax: (415) 557-4967
Email: melissa.j.cayabyab@sfgov.org

https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=Y69GLH7J8KV68


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Re: 0931 Manager III Application Received 
Melissa J Cayabyab .to: drmooseley
Cc: Sarah Wilson

10/25/2010 09:29 AM

Good Morning,

Thank you for submitting your resume. Your resume materials have been forwarded to the hiring department for their review. Unfortunately I do not have specific information in terms of when the department intends on filling the position. They (the hiring department) will contact you directly regarding this process.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

CCSFjobs

Hi Melissa, Can you please reply to the messag...

10/25/2010 08:41:54 AM

From: CCSFjobs/DHR/SFGOV
To: Melissa J Cayabyab/DHR/SFGOV@SFGOV
Date: 10/25/2010 08:41 AM
Subject: Re: 0931 Manager III Application Received
Sent by: Sarah Wilson

Hi Melissa,
Can you please reply to the message below from KF Moseley?

Thanks,
Sarah Wilson

Monk

Aloha!

10/18/2010 10:27:22 PM



10/18/2010 10:27 PM

To: "<CCSFjobs@sfgov.org>" <CCSFjobs@sfgov.org>

cc

Subject: Re: 0931 Manager III Application Received

Aloha!

I have remained in San Francisco as I was told there was a desire to fill the position immediately and, if possible, would like to know how much longer until a decision is made. I will soon have a few things that need some attention but do not want to miss any personal interview that may be required.

Thank you,
KF Moseley

On Oct 18, 2010, at 4:06 PM, <CCSFjobs@sfgov.org> wrote:

> 0931 Manager III
> Job Bulletin Number#PBT-0931-056621
>
> Dear KF Moseley,
>
> We are processing the additional recruitment materials just received
> from you for 0931 Manager III with Job Bulletin Number
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> If you have any questions regarding the application and selection
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>
> Thank you for your interest in employment with the Department of
> Human Resources.
>
> Department of Human Resources
>
>



Re: 0931 Manager III Application Received
Dr Natural to: Melissa.J.Cayabyab

10/25/2010 11:18 AM

History: This message has been replied to.

Since I have responsibilities in Hawai'i I would like to not make unnecessary flights back and forth. I must request an answer to any hiring schedule.

I have essentially spent the last four months in San Francisco (with a flight to Hawai'i only to find I needed to be in San Francisco a week later) due to you, Ms. Cayabyab, representing that the Commission desired to fill the position quickly. I can make longer term arrangements but will have to return to clean a few matters up that can be done quickly but there is no need for me to go and be required to be back shortly thereafter, so it makes sense to attempt cooperation. Is there any reason to believe the position will be filled before Christmas? I hope the address confusion is cleared up and that you sending notice to me here in San Francisco and not Hawai'i. Since I am an attorney and ipso facto an expert in the field of contracts, and am therefore more qualified than a non-attorney for this position, I request you forward this to the appropriate individual for answer to how long the commission anticipates before needing a face-to-face interview and/or to begin the position.

Thanking you in advance for your courtesy, I am,
KF Moseley

On Mon, Oct 25, 2010 at 12:29 PM, <Melissa.J.Cayabyab@sfgov.org> wrote:

Good Morning,

Thank you for submitting your resume. Your resume materials have been forwarded to the hiring department for their review. Unfortunately I do not have specific information in terms of when the department intends on filling the position. They (the hiring department) will contact you directly regarding this process.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

From: CCSFjobs/DHR/SFGOV
To: Melissa J Cayabyab/DHR/SFGOV@SFGOV
Date: 10/25/2010 08:41 AM
Subject: Re: 0931 Manager III Application Received

Sent by: Sarah Wilson

Hi Melissa,
Can you please reply to the message below from KF Moseley?

Thanks,
Sarah Wilson

10/18/2010 10:27 PM

To "<CCSFjobs@sfgov.org>" <CCSFjobs@sfgov.org>
cc
Subject Re: 0931 Manager III Application Received

Aloha!

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Re: 0931 Manager III Application Received
Melissa J Cayabyab to: Dr Natural

10/25/2010 11:29 AM

We appreciate your interest in the position and I have forwarded your materials to the appointing officer of the Human Rights Commission (HRC) for their review. The Department hopes to fill the position by mid-November. HRC will be directly contacting those candidates who meet both the minimum and desirable qualifications needed by the department for the interview process. Thank you.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

Dr Natural

Since I have responsibilities in Hawai'i I would like...

10/25/2010 11:18:19 AM

From: Melissa.J.Cayabyab@sfgov.org
To: Melissa.J.Cayabyab@sfgov.org
Date: 10/25/2010 11:18 AM
Subject: Re: 0931 Manager III Application Received

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> Department of Human Resources
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Re: 0931 Manager III Application Received
Dr Natural to: Melissa.J.Cayabyab

10/25/2010 12:29 PM

Thank you as this helps me decide to stay until Mid-November.

On Mon, Oct 25, 2010 at 2:29 PM, <Melissa.J.Cayabyab@sfgov.org> wrote:

We appreciate your interest in the position and I have forwarded your materials to the appointing officer of the Human Rights Commission (HRC) for their review. The Department hopes to fill the position by mid-November. HRC will be directly contacting those candidates who meet both the minimum and desirable qualifications needed by the department for the interview process. Thank you.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

From: [REDACTED]
To: Melissa.J.Cayabyab@sfgov.org
Date: 10/25/2010 11:18 AM
Subject: Re: 0931 Manager III Application Received

Since I have responsibilities in Hawai'i I would like to not make unnecessary flights back and forth. I must request an answer to any hiring schedule.

I have essentially spent the last four months in San Francisco (with a flight to Hawai'i only to find I needed to be in San Francisco a week later) due to you, Ms. Cayabyab, representing that the Commission desired to fill the position quickly. I can make longer term arrangements but will have to return to clean a few matters up that can be done quickly but there is no need for me to go and be required to be back shortly thereafter, so it makes sense to attempt cooperation. Is there any reason to believe the position will be filled before Christmas? I hope the address confusion is cleared up and that you sending notice to me here in San Francisco and not Hawai'i.

Since I am an attorney and ipso facto an expert in the field of contracts, and am therefore more qualified than a non-attorney for this position, I request you forward this to the appropriate

individual for answer to how long the commission anticipates before needing a face-to-face interview and/or to begin the position.

Thanking you in advance for your courtesy, I am,
KF Moseley

On Mon, Oct 25, 2010 at 12:29 PM, <Melissa.J.Cayabyab@sfgov.org> wrote:
Good Morning,


Thank you for submitting your resume. Your resume materials have been forwarded to the hiring department for their review. Unfortunately, I do not have specific information in terms of when the department intends on filling the position. They (the hiring department) will contact you directly regarding this process.

Melissa J. Cayabyab
Senior Personnel Analyst
Department of Human Resources
Client Services Division
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103
Phone (415) 557-4877
Fax (415) 557-4870

From: CCSFJobs/DHR/SFGOV
To: Melissa J Cayabyab/DHR/SFGOV@SFGOV
Date: 10/25/2010 08:41 AM
Subject: Re: 0931 Manager III Application Received
Sent by: Sarah Wilson

Hi Melissa,
Can you please reply to the message below from KF Moseley?

Thanks,
Sarah Wilson


10/18/2010 10:27 PM

To "<CCSFJobs@sfgov.org>" <CCSFJobs@sfgov.org>
cc
Subject Re: 0931 Manager III Application Received

Aloha!

I have remained in San Francisco as I was told there was a desire to fill the position immediately and, if possible, would like to know how much longer until a decision is made. I will soon have a few things that need some attention but do not want to miss any personal interview that may be required.


Thank you,
KF Moseley

On Oct 18, 2010, at 4:06 PM, <CCSFjobs@sfgov.org> wrote:

> 0931 Manager III
> Job Bulletin Number#PBT-0931-056621
>
> Dear KF Moseley,
>
> We are processing the additional recruitment materials just received
> from you for 0931 Manager III with Job Bulletin Number
> PBT-0931-056621. These materials will be appended to your application.
>
> If you have any questions regarding the application and selection
> process, please contact us at: CCSFjobs@sfgov.org.
>
> Thank you for your interest in employment with the Department of
> Human Resources.
>
> Department of Human Resources
>
>

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=Y69GLH7J8KV68

How about a free iPhone or iPad? <http://gifts.freebiejeebies.co.uk/301423>
Time to get your gold by private vault <http://www.bullionvault.com/#DrNatural>


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How about a free iPhone or iPad? <http://gifts.freebiejeebies.co.uk/301423>

Time to get your gold by private vault <http://www.bullionvault.com/#DrNatural>


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Re: PBT-0931-056621

Tryst

to:

Sarah.Wilson@sfgov.org

10/04/2010 10:09 AM

Show Details

Thank you.

Just accepted into Cambridge Who's Who for 2010-2011. Please pass the word.

On Oct 4, 2010, at 8:02 AM, Sarah.Wilson@sfgov.org wrote:

Please go to our job listings website at: <http://jobaps.com/sf/sup/images/default.asp>

Then click on 'My Applications', then click on 'Forgot your user id?' and follow the steps as instructed.

If you still have trouble finding your user id, please email CCSFjobs@sfgov.org to request your user id.

Thank you,
Sarah Wilson
Department of Human Resources
City & County of San Francisco
Tel: 415.551.8929

From: [REDACTED]
To: sarah.wilson@sfgov.org
Date: 09/30/2010 11:49 AM
Subject: Re: PBT-0931-056621

Could you send me my UserID for the <http://www.jobaps.com/SF> site to check app?

On Thu, Sep 23, 2010 at 9:47 AM, <sarah.wilson@sfgov.org> wrote:

Thursday, September 23, 2010

Dear KF Moseley,

You have passed the 0931 Manager III (PBT-0931-056621) examination process conducted for the position available at the Human Rights Commission. Below you will find your Final Score and Rank. If you are entitled to Promotive Points or Veterans Service Points, they have been included in your Final Score.

Final Score: 760

Rank: 8

Examination participants are provided a 5-day period to confirm the accuracy of the calculation of their final score. If you wish to review the calculation of your final score, please refer to the attached document which outlines how to calculate your final score.

Any computational errors must be brought to the attention of the Department of Human Resources during the officially designated review period September 24, 2010 - September 30, 2010. If you have questions regarding the calculation of your scores, please contact me during the designated review period.


The certification rule applied to this examination is Rule of the List. Rule of the List means that all available eligibles on the eligible list may be considered for the available position. Once the eligible list is adopted, The Human Rights Commission may begin contacting eligible individuals to participate in their selection process in order to fill the position. For specific questions regarding this position, please contact Melissa Cayabyab at 415-557-4877.

Candidates are responsible for maintaining current contact information in the online application system used by the City and County of San Francisco which can be found at www.jobaps.com/sf.

Thank you for participating in this exam process and seeking an employment opportunity with the City and County of San Francisco.

Sincerely,
Sarah Wilson
Senior Personnel Analyst
City and County of San Francisco
Department of Human Resources
Tel: 415-551-8929
SARAH.WILSON@SFGOV.ORG

Time to get your gold by private vault 


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EXHIBIT 5

Re: 0931 Manager III, Human Rights Commission
Dr Natural

to:
melissa.j.cayabyab
10/14/2010 02:21 PM
Show Details

I have hand delivered the required documents earlier today.
KFM

On Fri, Oct 8, 2010 at 10:41 PM, <melissa.j.cayabyab@sfgov.org> wrote:
Friday, October 08, 2010

KF Moseley
[REDACTED]
[REDACTED]
[REDACTED]

Dear KF Moseley,

Your name has been referred to the Human Rights Commission as an eligible for the position of 0931 Manager III, Human Rights Commission. One full-time position is available.

Auditing, Contract Compliance and Economic Empowerment Manager Position: This position directs and provides leadership on the design and implementation of the Contract Compliance Division comprised of the Contract Compliance Unit and the Local Business Enterprise Certification Unit. Essential functions include: implementing the provisions of ordinances prohibiting discrimination in all contracts and subcontracts, franchises, leases, concessions or other agreements for or on behalf of the City and County of San Francisco; implementing and monitoring the effectiveness of the City's Non-Discrimination in Contracting, Local Business Enterprises, Bonding and Surety Programs; representing the department and making presentations at public speaking events and acting as liaison to City Departments and state, national and international governments as well as public and private businesses; assisting the Executive Director in the development of City and Department policy and procedures regarding complex issues; assisting the Executive Director and other senior managers in developing and implementing departmental goals in determining agency priorities and allocation of resources, budget development and division budget administration; participating in interdepartmental negotiations regarding funding levels, staffing and service delivery; developing, designing and negotiating legislative changes and/or policy adjustments for program enhancement and efficiency; overseeing the data collection, tracking and reporting of Non-Discrimination in Contracting, Local Business Enterprise, Bonding and Surety programs; coordinating the recruitment, selection and training of personnel and performs related duties as required.

In order to be considered for appointment to this position, you must submit a cover letter, resume, and signed conviction history form by Monday, October 18, 2010 to the Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103, Attn: Melissa J. Cayabyab. You may hand deliver or mail your packet. You may also fax your documents to (415) 557-4967. You may also scan your documents and send them as an email attachment to the email address listed below. Postmarks will NOT be accepted. You are not required to respond if you are not interested in being considered for this position. There is no penalty for not participating.

If you do respond and participate in the interview process, and then refuse an offer of employment,

one refusal will be counted against you on the eligible list. If you do not respond, you will continue to have your name referred to future employment opportunities. You are reminded that if you exceed the number of refusals allowed as stated on the examination announcement, you will no longer be eligible for employment from this list.

Please note that applicants who meet the minimum qualifications are not guaranteed advancement in the selection process. Only the most qualified candidates will be invited to advance to the departmental selection procedure.

If you have a disability requiring reasonable accommodation for this selection process, you MUST contact me by telephone at (415) 557-4877 (voice); or if hearing impaired at (415) 557-4810 (TTD); or in writing to Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103, Attn: Melissa J. Cayabyab.

DEPARTMENT OF HUMAN RESOURCES

Melissa J. Cayabyab
Senior Personnel Analyst
Work: (415) 557-4877
Fax: (415) 557-4967
Email: melissa.j.cayabyab@sfgov.org

https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=Y69GLH7J8KV68

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RESUME
(SHORT FORM)

DR. K F MOSELEY, ESQ.
Hieromonk + Bartholomew

EXTRAORDINARY REMEDIES-INTERNATIONAL HEALING ALLIANCE
drmoseley@gmail.com



ADMITTED TO CALIFORNIA BAR 1980 (91651)
ADMITTED CALIFORNIA FEDERAL BAR 1981 AND HAWAII 1986
CALLED TO BAR OF ENGLAND AND WALES (MIDDLE TEMPLE) 1986
ADMITTED TO NINTH CIRCUIT COURT OF APPEALS 1995
CERTIFIED TRADITIONAL NATUROPATH from AMERICAN NATUROPATHIC
CERTIFICATION BOARD (FORMERLY AMERICAN NATUROPATHIC MEDICAL
ASSOCIATION) 2005 - DIPLOMATE AAİM
DISTRICT OF COLUMBIA LICENSED NATUROPATH #NAT1000814 2007

EDUCATION:

HIGH SCHOOL DIPLOMA (TERRA NOVA IN PACIFICA, CALIFORNIA) 1967
UNIVERSITY OF CALIFORNIA RIVERSIDE 1967-1969 GRADUATE RESEARCH IN
GENETICS
BACHELOR OF ARTS (ENGLISH/GENETICS) UNIVERSITY OF CALIFORNIA AT
BERKELEY 1971

PEACE CORPS/ETHIOPIA (W.H.O. SMALLPOX ERADICATION PROGRAM) 1972,
TROPICAL EPIDEMIOLOGY

MASTER OF ARTS (SPEECH/COMMUNICATIONS) SAN FRANCISCO STATE
UNIVERSITY 1973

Margins Clerk for Charles Schwab and NASDAQ qualified broker 1978-1979
GEORGETOWN UNIVERSITY LAW CENTER 1975-1976 TRANSFER TO USF 1977 DUE
TO SPOUSAL HEALTH NEEDS
JURIS DOCTOR UNIVERSITY OF SAN FRANCISCO, SCHOOL OF LAW 1979

NATUROPATHIC DOCTOR HERBAL HEALER ACADEMY, ARKANSAS 2004
BIOMEDX CERTIFIED IN BIOTERRAIN FLOW CHEMISTRY AND MICROSCOPY 2007
STENS CERTIFIED TRAINING IN BIOFEEDBACK AND QUANTITATIVE EEG (BRAIN
MAPPING AND NEUROFEEDBACK) 2007

LICENSES:

CERTIFIED LIFESAVING INSTRUCTOR 1965
CALIFORNIA JUNIOR COLLEGES CREDENTIAL (545707164),
ENGLISH, BIOLOGICAL SCIENCES AND SOCIAL STUDIES
KH7WG-AMATEUR EXTRA, FEDERAL COMMUNICATIONS COMMISSION 1999
BOARD CERTIFIED TRADITIONAL NATUROPATH 2005
ELECTED DIPLOMATE OF COLLEGE OF NATUROPATHY,
AMERICAN ASSOCIATION OF INTEGRATIVE MEDICINE 2005

TEACHER-ENGLISH AS FOREIGN OR SECOND LANGUAGE (TESL/TEFL) 2006
BRIDGE-LINGUATEC INSTITUTE

MULTIMEDIA:

INTERFACE 8 Cable Television, Pacifica, Ca 1978

1st computer-tv program in USA

California Today 1980 with Christine Jorgensen and I as guests

Electric Spaghetti Network 1980-1984 (electronic typesetting and omniphonic radio concerts) Belle

Starr Presents producer, San Francisco (PeaceQuake) 1983-84

NOTABLE PUBLICATIONS:

FIRST ATTORNEY TO FILE COMPUTER GENERATED BRIEF IN SAN FRANCISCO

TRIAL DIPLOMACY JOURNAL-COMPUTERS AND LITIGATION 1980

computer program "Future Value of Present Losses" and others

GLYCONUTRITION monograph 2005

<http://www.podomatic.com/ghostinthemachine>

THE FIRST TEXTBOOK OF GROWING AND HEALING WITH LEDS 2006

<http://www.podomatic.com/ghostinthemachine>

THE POCKET NATUROPATH in progress

Genetic and Familial propensities in Bioenergetics and Circadian Treatment protocols

-Research and Specialty within physiology and molecular biology:

Research and Specialty within physiology and molecular biology:

Research in Genetic repair and cellular teleosis, teleopathy and teleogenesis.

Research in sinusitis with developed formulary, research in Lymphoprosic protid

diseases and cleansing with formulary, research in gastric dysbiosis with formulary

BCIA certification expected June 2009 Biofeedback and Neurofeedback (Nexus) and

brain mapping (Mitsar)

Research in heart rate variability and biofeedback for PTSD, stress and etc, research

in Qeeg relating to personality/character/brain function and psychosociology,

research in neurofeedback to balance cerebral functions for peak performance and

optimum mental functioning

Witness preparation, profiles and autonomic reactions as evidence

EAGLE SCOUT

-----Forwarded by Christopher Kramer/HRC/SFGOV on 10/26/2010 02:40PM -----

To: christopher.kramer@sfgov.org
From: [REDACTED]
Date: 10/26/2010 11:47AM
Cc: mail <mail@theresasparks.com>, gavin.newsom@sfgov.org
Subject: Re: 0931 Manager III Position

Mr Kramer:

I maintain that as an attorney licensed in California and a transsexual that for contract compliance I am ipso facto the most qualified and with the greatest commonality with the objectives of the Human Rights Commission contract compliance and outreach and request a face-to-face interview.

KF Moseley

On Tue, Oct 26, 2010 at 1:39 PM, <christopher.kramer@sfgov.org> wrote:
Tuesday, October 26, 2010

KF Moseley
[REDACTED]
[REDACTED]
[REDACTED]

Dear KF Moseley,

Thank you for your interest in Human Rights Commission, and for taking the time to apply for the 0931 Manager III position.

We received many applications, and as you may know, only the most qualified candidates continued to the selection process. Unfortunately, we have selected candidates whose background, skills, and work experience better mirror the needs of the Human Rights Commission.

We hope this decision will not discourage you from pursuing other opportunities when they arise. We encourage you to regularly check the City's website at <http://www.jobaps.com/sf/sup/images/default.asp>, call our City Job Hotline at (415) 557-4888, or visit the Department of Human Resources at 1 South Van Ness, 4th Floor for information on other opportunities.

We appreciate your interest in this position and sincerely wish you the best of luck in your career endeavors.


HUMAN RIGHTS COMMISSION

Christopher Kramer
Human Resources

https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=Y69GLH7J8KV68

How about a free iPhone or iPad? <http://gifts.freebiejeebies.co.uk/301423>

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EQUAL EMPLOYMENT OPPORTUNITY

The City has strictly enforced policies that protect your equal employment opportunity ("EEO") rights and those of your co-workers.

Policy on Equal Employment Opportunity

The City and County of San Francisco is committed to equal employment opportunity. It is the policy of the City to ensure:

- equal opportunity to all employees and applicants;
- that employees be selected and promoted based on merit and without discrimination;
- reasonable accommodations for qualified employees and applicants that require them.

The City prohibits discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical or mental disability, political affiliation, sexual orientation, ancestry, marital status, color, medical condition (i.e., cancer or cancer related illness; HIV/AIDS or related conditions), genetic characteristics (e.g., non-symptomatic carriers of inheritable diseases), gender identity, parental status, domestic partner status, veteran status or any other basis protected by law.

The City also prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment, for assisting another employee in doing so, or for participating in an investigation of a discrimination or harassment complaint.

Policy on Equal Opportunity and Reasonable Accommodation for Individuals with Disabilities

The City and County of San Francisco is firmly committed to equal opportunity for persons with disabilities in compliance with the Americans with Disabilities Act and state law. The law prohibits discrimination against persons with disabilities during the application process and in all phases of employment. It requires employers to interact with disabled employees to identify reasonable accommodations that will enable them to perform the essential functions of their jobs and to enjoy equal benefits and privileges of employment. The City will provide a reasonable accommodation for the known physical or mental disability of a qualified employee or applicant, unless to do so would pose an undue hardship or direct threat to the health or safety of the individual or others.

If you feel you need an accommodation, inform your supervisor, departmental personnel officer, or reasonable accommodation coordinator immediately. Requests for accommodation will be evaluated on a case-by-case basis. If you request an accommodation, it is essential that you participate fully in the interactive process to address your request. This participation may include, but is not limited to, providing

SEC. 10.100. - CIVIL SERVICE COMMISSION.

There is hereby established a Civil Service Commission which is charged with the duty of providing qualified persons for appointment to the service of the City and County.

The Commission shall consist of five members appointed by the Mayor, pursuant to Section 3.100, for six-year terms. Not less than two members of the Commission shall be women.

The persons so appointed shall, before taking office, make under oath and file in the office of the County Clerk the following declaration: "I am opposed to appointments to the public service as a reward for political activity and will execute the office of Civil Service Commissioner in the spirit of this declaration."

A commissioner may be removed only upon charges preferred in the same manner as in this Charter provided for elective officers.

The regular meetings of the Commission shall be open to the public and held at such a time as will give the general public and employees of the City and County adequate time within which to appear before the Commission after the regular daily working hours of 8:00 a.m. to 5:00 p.m. Such person or persons shall be given an opportunity to be heard by the Commission before final action is taken in any case involving such person or persons.

SEC. 10.101. - GENERAL POWERS AND DUTIES.

The Civil Service Commission shall adopt rules, policies and procedures to carry out the civil service merit system provisions of this charter and, except as otherwise provided in this Charter, such rules shall govern applications; examinations; eligibility; duration of eligible lists; certification of eligibles; leaves of absence for employees and officers; appointments; promotions; transfers; resignations; lay-offs or reduction in force, both permanent and temporary, due to lack of work or funds, retrenchment or completion of work; the designation and filling of positions, as exempt, temporary, provisional, part-time, seasonal or permanent; status and status rights; probationary status and the administration of probationary periods, except duration; pre-employment and fitness for duty medical examinations, except for the conditions under which referrals for fitness for duty examinations will be made, and the imposition of new requirements; classification; conflict of interest; and such other matters as are not in conflict with this Charter; provided, however, that the minimum rule for the certification of eligibles shall be the Rule of Three Scores, and provided further that rules for leave due to illness or disability shall be approved by the Board of Supervisors. Changes to the rules may be proposed by members of the Commission, the Executive Assistant or the Human Resources Director and approved or rejected by the Commission. The Commission may, upon ten days' notice, make changes in the rules, which changes shall thereupon be printed and be in force; provided that no such changes in rules shall affect a case pending before the Commission.

The Commission shall have power to institute and prosecute legal proceedings for violations of any civil service merit system or Department of Human Resources provisions of this Charter.

The Commission shall establish an inspection service for the purpose of investigating the conduct or an action of appointees in all positions and of securing records of service for promotion and other purposes. All departments shall cooperate with the Commission in making its investigations and any person hindering the Commission or its agents shall be subject to suspension.

The Commission shall by rule establish procedures to review and resolve allegations of discrimination as defined in Article XVII of this Charter or otherwise prohibited nepotism or favoritism appealed to it pursuant to this section. The determination reached under Commission procedures shall be final and shall forthwith be enforced by every employee and officer.

The Commission shall have the power to inquire into the operation of the civil service merit system to ensure compliance with merit principles and rules established by the Commission. After such inquiry, the Commission may direct the Human Resources Director to take such action as the Commission believes necessary to carry out the civil service provisions of this Charter. In any hearing conducted by the Commission or by any hearing officer it appoints pursuant to this section, the Commission or the hearing officer shall have the power to subpoena and require the attendance of witnesses and the production of records.

The Commission may require periodic reports from the Human Resources Director in a manner and form which it shall prescribe.

The Commission may hear appeals from an action of the Human Resources Director in accordance with its rules, including but not limited to:

1. Allegations of discrimination as defined in Article XVII of this Charter. Notwithstanding any other provisions of this Charter except the fiscal provisions hereof, the decision of the Commission regarding allegations of discrimination shall forthwith be enforced by every officer and employee;
2. Allegations of fraud; and
3. Allegations of conflict of interest.

No action by the Human Resources Director which is the subject of any appeal shall be stayed during the appeal process except by a majority vote of the Civil Service Commission.

The Commission shall have the power and it shall be its duty to appoint an executive assistant to be the administrative head of the affairs under its control who shall serve at its pleasure; provided, however, that any person who has Civil Service status in the position of executive assistant to the Commission on the effective date of this section as amended shall continue to have Civil Service status in the position of executive assistant under the Civil Service provisions of this Charter. The executive assistant shall periodically report to the Commission on operation of the civil service merit system and may make recommendations to the Civil Service Commission regarding its rules, policies and procedures.

Rule 103 Equal Employment Opportunity

Applicability: Rule 103 shall apply to employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

Sec. 103.1 Policies for Equal Employment Opportunities

103.1.1 Equal Employment Opportunity

It is the policy of the Civil Service Commission of the City and County of San Francisco that all persons shall have equal opportunity in employment; that selection of employees to positions in the City and County be made on the basis of merit; and that continuing programs be maintained to afford equal employment opportunities at all levels. Vigorous enforcement of the laws against discrimination shall be carried out at every level of each department. All persons shall have equal access to employment within the City and County, limited only by their ability to do the job.

103.1.2 No person shall be appointed, reduced, removed, or in any way favored or discriminated against in employment or opportunity for employment because of race, color, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parental status, domestic partner status, medical condition (cancer-related), ethnicity or the conditions Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions or other non-merit factors or any other category provided by ordinance.

103.1.3 Language Diversity Policy

It is the policy of the Civil Service Commission that an employee's use of a language other than English is not only an asset in the provision of public services but, with few exceptions, such as business necessity, is a legally protected right.

103.1.4 Employment of Persons with AIDS, HIV, and AIDS-related conditions

Departments, agencies, boards, and commissions of the City and County of San Francisco shall be required to provide reasonable accommodation to qualified employees and applicants who have the conditions known as Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions.

103.1.5 Prohibition of Sexual Harassment

It is the policy of the Civil Service Commission, consistent with Federal, State and local laws, rules and official policies that sexual harassment of City employees and applicants for employment is prohibited and will not be tolerated.

103.1.6 Prohibition of Unlawful Workplace Harassment

It is the policy of the City and County of San Francisco that each official, employee, and agent acting in official capacity, will treat all persons equally and respectfully, and will refrain from unlawful workplace harassment in accordance with applicable Federal, State and local laws, rules and official policies.

103.1.7 Employment of Persons with Disabilities

In accordance with the Federal, State and local laws, it is the policy of the Civil Service Commission to provide equal access for individuals with disabilities in all areas of employment. No disabled person shall be denied employment or any other term, condition, or privilege of employment based upon disability or the need for a reasonable accommodation, so long as the accommodation does not result in undue hardship on the operations of the department or the City and County of San Francisco.

103.1.8 Prohibition of Retaliation

It shall be a violation of this Rule to discriminate against, retaliate against, or harass any employee or applicant because such employee or applicant has complained of or opposed any discriminatory practice prohibited under this Rule or has made a complaint, testified, supplied evidence, assisted, or participated in any manner in any investigation, proceeding, or hearing under this Rule.

Sec. 103.2 Equal Employment Opportunity Analysis

103.2.1 The Department of Human Resources shall annually prepare an analysis of the work force.

103.2.2 The City shall maintain records of its work force composition by race, sex, ethnicity, and classification (job code). These records shall also reflect new employments, promotions, transfers, and separations; and shall be reported to Federal, State and local agencies as required. Individual employee names shall remain a confidential part of these records. Non-confidential elements of these records shall be made available for public review upon request.

103.2.3 From the foregoing records, the Department of Human Resources staff shall annually prepare and report to the Civil Service

Commission an analysis of the work force to determine whether percentages of sex, race, or ethnic groups in occupational categories

are substantially similar to the percentages of those groups available in the work force in the relevant job market who possess the basic job-related qualifications.

103.2.4 Compliance with Reporting Requirements

Nothing in these Rules shall prohibit compliance with Federal or State reporting requirements.

Sec. 103.3 Discrimination Complaints

Employees of the Municipal Transportation Agency (MTA) are covered under Section 103.3 with specific modifications as noted in Volume IV, Section 403-3.

103.3.1 Purpose

Any employee or applicant may file a complaint alleging that he or she has been discriminated against as a result of any employment decision made by any agency, department, or commission of the City and County of San Francisco on the basis of any protected category identified in Section 103.1.2 of this Rule. Any employee or applicant may file a complaint alleging that he or she has been retaliated against in violation of this Rule and any such complaint shall be filed and processed in the same manner as other discrimination complaints under this Rule.

103.3.2 Responsibility

- 1) The Human Resources Director shall be responsible for the review and resolution of employment discrimination complaints. The decision of the Human Resources Director shall forthwith be enforced by every employee and officer, unless the decision is appealed to the Commission and reversed.
- 2) The Civil Service Commission shall review and resolve complaints of employment discrimination appealed to it pursuant to procedures established by the Executive Officer in accordance with Rule 104, Section 104.4.5. The determination reached under Commission procedures shall be final and shall be enforced by every employee and officer.

Sec. 103.3 Discrimination Complaints (cont.)

103.3.3 Procedures for Complaints of Discrimination

Pursuant to the provisions of the Charter and this Rule, the Human Resources Director shall promulgate procedures for the review and resolution of employment discrimination complaints.

103.3.4 Appeal of the Human Resources Director decision may be filed in writing with the Executive Officer to the Civil Service Commission in accordance with Section 103.3.2 of this Rule.

103.3.5 Discrimination Complaints Involving Employees of the Municipal Transportation Agency (MTA)

Within the MTA, complaints shall be addressed within the Agency based on procedures promulgated by the Agency. The MTA Director of Transportation shall review and resolve employment discrimination complaints. The decision of the MTA Director of Transportation may be appealed to the Civil Service Commission.

Sec. 103.4 Authority to Override Civil Service Rules to Effectuate a Discrimination Remedy

103.4.1 Commission Authority

In its discretion, the Commission may depart from any provision of these Rules in order to effectuate an appropriate remedy for discrimination in an appeal heard by the Commission.

103.4.2 Authority of Human Resources Director and MTA Director of Transportation

The Human Resources Director and MTA Director of Transportation may not depart from a provision of these Rules in order to effectuate an appropriate remedy for discrimination when reviewing and resolving an employment discrimination complaint, without specific authorization from the Commission in a particular case, following a request for such authority in that case from the Human Resources Director or MTA Director of Transportation.

Rule 111A
Position-Based Testing
Article I: Civil Service Commission Policy
Related to Position-Based Testing

Applicability: Article I, Rule 111A shall apply to examinations designated to the Position-Based Testing Program and shall apply to employees in all classes except the Uniformed Ranks of the Police and Fire Departments, and MTA Service-Critical positions or classes.

Sec. 111A.1 Purpose

111A.1.1 The Civil Service Commission recognizes the importance of reducing the time it takes to make permanent civil service appointments and reducing reliance on provisional and other forms of temporary hiring. Therefore, the Position-Based Testing Program is being established with the goal of adopting eligible lists resulting from merit-based examination processes within sixty (60) days from the posting of the examination announcement.

111A.1.2 It is the policy of the Civil Service Commission that examination processes in the City and County of San Francisco under the Position-Based Testing Program are conducted in an efficient and fair manner to ensure that the best-qualified individuals are selected to perform service for the City.

Sec. 111A.2 Merit Based Examinations

111A.2.1 It is the policy of the Civil Service Commission of the City and County of San Francisco that all persons shall have equal opportunity in employment as expressed in Rule 103 Equal Employment Opportunity.

111A.2.2 All applicants for positions in the classified service shall submit to verifiable competitive examinations based on merit and fitness as shown by appropriate tests. Job-related criteria shall be utilized in all phases of the examination and employee selection process without regard to race, sex, sexual orientation, gender identity, political affiliation, age, religion, creed, national origin, disability, ancestry, marital status, parental status, domestic partner status, color, ethnicity, medical condition (cancer-related), Acquired Immune Deficiency Syndrome (AIDS), HIV, and AIDS-related conditions, other non-merit factors or any other category provided by ordinance.

111A.2.3 All forms of cheating, improper aid or hindrance are prohibited.

EXHIBIT D

**SUMMARY OF INVESTIGATIVE
INTERVIEWS**

INTERVIEW OF KARLA GOTTSCHALK
(COMPLAINANT)



CONFIDENTIAL

DHR EEO INVESTIGATION OF EMPLOYMENT DISCRIMINATION COMPLAINT

COMPLAINANT INTERVIEW NOTES

COMPLAINANT: Karla Gottschalk	EEO File No./Name: 1597
Investigator: Magaly Fernandez (MF)	Date & Time: December 10, 2010 2:00-3:10 p.m.
Representative: None	
Location: Intake interview conducted over the phone.	Pages: 3

Karla Gottschalk (Gottschalk) stated she was amazed there was no intake process at the Human Rights Commission (HRC) where she could file her complaint of discrimination for non selection. MF explained that the HRC is a small city department and did not have a human resources department or EEO representative and that these services were provided by the City's Department of Human Resources (DHR). Gottschalk said it was a sham there was no process for someone to make a complaint.

Gottschalk said she was subjected to retaliation. She was qualified and believes she was older than other applicants for the position (0932 Manager III) at the HRC. She has 30 years with the bar and DHR would not accept her experience as a lawyer. She told DHR she had no background or experience working for someone else; she was self employed. This was not allowed.

MF informed Gottschalk that genetic characteristics and being from another state were not protected categories under the San Francisco EEO complaint process. Gottschalk responded that genetic characteristics could be subsumed under sexual orientation.

MF asked Gottschalk to identify her age. She said she is over 60. MF asked how the selecting officials would know her age. Gottschalk said they would know by looking at her resume that she has 30 years with the bar. They would know that she is at least between 50 and 60.

Gottschalk said the process was unfair because she was not given an interview. She showed more interest in the position and expressed that she has always wanted to work in civil rights.

MF asked Gottschalk to identify her disability. Gottschalk said "transexualism." She said, "It's the social discrimination that comes from looking female but carrying male identification." She said she went through a sexual transfer. Gottschalk also told Melissa Cayabyab (Cayabyab) at DHR about her sex change and about her name change because of the length of time it took to get it finalized. That's why she forwarded the court document finalizing her name change to Cayabyab.

Gottschalk said she was denied an interview and believes her name change and gender change were a factor. She said Cayabyab made it hard enough by asking so many questions. There was a continual problem with their communication. She was trying to provide total disclosure regarding her being transgender. Gottschalk maintained that she was older and let DHR know that she was a transgender person and struggled to have her name changed until it became legal 37 years later. She told Cayabyab week by week of the status of her name change, she was "straight up with full disclosure."

MF asked how the selecting officials would have known she was transgender. Gottschalk said she submitted a resume which identified her both as K F Moseley and Karla Gottschalk. MF explained that the resume she had been provided by Cayabyab only identified her as Dr. K F Moseley, Esq. Gottschalk believes she submitted a resume with both her names in November. She further stated that on her resume it stated MTF74 which means male to female, it's like a water mark, and Theresa Sparks (Sparks) would know what that meant. She contends the short form resume she sent in August 2010 had both names. She also stated she sent a letter to Sparks; she knew of her transgender status.

MF asked Gottschalk to identify her national origin/ancestry. Gottschalk responded she was Miwok and Californiano but doesn't know if you could identify this by looking at her resume. Gottschalk said she is a very charismatic individual. She was on TV and she's an orthodox priest.

Gottschalk said she tried every way to get a hold of Sparks but she didn't respond. She wrote her from one transsexual to another. She wrote Sparks and told her she was a transgender. She also expressed interest in a circular she picked up at the HRC that indicated they were doing transgender outreach. She went to her campaign headquarters and community meetings in an effort to talk to her about her interest in the position and working at the HRC.

Gottschalk said it was a discretionary call to interview other applicants without being given an opportunity to be interviewed or given a reason why she was not interviewed. Her presumption is that this was discriminatory. She asserted that because she believes she was discriminated it put MF in a position of protecting the city.

MF stated that although she was determined as having met the minimum qualifications for the 0931 Manager III position, a review of her resume did not indicate she had experience in the areas of employment discrimination or contract compliance. Gottschalk responded that by passing the bar you had to study contract compliance and pass a contract compliance section. When she was working in the rock and roll industry she crafted a lot of contracts and had experience in contract compliance. She said she had a problem with Cayabyab because she told her she didn't have the qualifying background. She told Cayabyab she was a professional and had worked on cases involving civil rights and contract compliance. However, she would not reveal names as this was a breach of confidence. She further stated that because she wasn't interviewed she did not have an opportunity to present her experience.

Gottschalk asked whether the HRC had a complaint process for transgender people when they believe they have been discriminated. She gave the example of a transgender person going to a restaurant and the restaurant does not want to serve them because they look different. This is what

she wanted to assist in; advocating for this population. She wanted to provide a service and was not permitted that opportunity.

INTERVIEW OF THERESA SPARKS,
DEPARTMENT HEAD
HRC



CONFIDENTIAL

DHR EEO INVESTIGATION OF EMPLOYMENT DISCRIMINATION COMPLAINT

RESPONDENT INTERVIEW NOTES

RESPONDENT: Theresa Sparks	EEO File No./Name: 1597/Karla Gottschalk
Investigator: Magaly Fernandez	Date & Time: February 9, 2011 2:34 – 4:00 p.m.
Representative: None	
Location: 25 Van Ness Ave., 8 th Floor, S.F.	Pages: 3

Theresa Sparks, age (61), religion (Protestant), gender identity (transgender female).

Background

Theresa Sparks (Sparks) has been the 0962 Department Head II for the Human Rights Commission (HRC) since August 9, 2009. Sparks stated she was provided instruction on the screening and hiring process by the Department of Human Resources (DHR). The HRC has a Memorandum of Understanding with DHR to provide technical assistance because they don't have a human resources officer. Initially she was working with Lillian Chow at DHR and the primary contact changed to Melissa Cayabyab.

0931 Screening and Hiring Process

DHR informed her that the hiring process for the 0931 position would consist of the following: development of the minimum and desirable qualifications for the job announcement; screening of employment applications to determine if candidates meet the minimum qualifications; development of testing questions to be utilized for creating a List of Eligibles; DHR will request resumes from interested candidates and refer them to HRC; HRC will review resumes and refer candidates for interviews; interviews will be conducted by HRC with a DHR representative present; a scoring/note sheet will be utilized for interviews; and after interviews are conducted a selection can be made.

All candidates referred to the HRC met the minimum and desirable qualifications outlined in the job announcement. Sparks was not sure if the job announcement was clear that they were actually looking to fill two positions at the HRC, one on the human rights side and the other in their contracting component. The HRC did not go through the hiring process for the Mediation, Training and Non-Discrimination Manager position because an individual bumped into that position (Thomas Willis) from the hold over roster. She knew of individuals in the non-profit arena who were supremely qualified and would have wanted to be interviewed. Sparks said we've been extremely fortunate because Tom turned out to be exactly what the HRC needed.

Sparks stated she reviewed resumes referred to the HRC for The Economic, Contract Compliance and Economic Empowerment Manager position. She said this was one of two operational directors at the HRC, an extremely important position. She relied on the professional background, qualifications, experience and desirable qualifications identified in the job announcement, as well as what she knew the position entailed to determine who would be considered for an interview. She was looking for candidates that had professional experience in contract compliance and discrimination oversight. She also was seeking candidates that had background with the Local Business Enterprise Ordinance that prohibits discrimination in all City contracts, subcontracts, leases, agreements, etc.

(Sparks was provided documents of the 11 candidates referred to HRC to use as reference to explain who was referred for an interview and why.) Sparks could not specifically remember the number of candidates referred to the HRC for consideration. She thinks the following candidates were referred for interviews: Deborah Lusk-Barnes, Alaric Degrafinreid, and David Miree. Sparks said a lot of the individuals who applied were under the misconception that the position was based on discrimination and human rights. The eight candidates who were not referred for interviews may have been more qualified for Tom's position (Mediation, Training and Non-Discrimination). She referred the above-mentioned candidates for interviews because they had contracting background. One was a former employee of the HRC and had contract compliance background, another was currently acting in the position in question and also had several years of contract compliance experience and the female was very impressive. She is the Director, Department of Contracting and Purchasing in Oakland.

Gottschalk's Resume

(Sparks was asked to review Ms. Gottschalk's resume and cover letter.) Sparks was asked when she reviewed Gottschalk's resume whether she was aware of her age. Sparks said Gottschalk's resume listed a whole lot of things that were not relevant to the position like college radio 1969. It appears she is about her age however, she doesn't recall thinking that when she first reviewed her resume. She said there was no experience in contracting.

Sparks doesn't recall anything regarding religion or the term Hieromonk on Gottschalk's resume. She does not know what the term means. She may have seen reference to Hieromonk in subsequent letters or emails that she received from Gottschalk.

Sparks was not familiar with the term MTF74.

Based on a review of Gottschalk's cover letter and resume Sparks could not identify Gottschalk's gender identity. She remembers reading a long email from Gottschalk and her stating she was a transgender, lawyer or monk. However, she doesn't recall if she received the email before or after the selection was made for the position.

Contact with Gottschalk

Sparks's first contact with Gottschalk was when she was copied on an email to DHR regarding her request to be accommodated for an alternative testing date. She recalls having a conversation with Cayabyab and they agreed there would be no accommodations because it would open the door to other request that weren't necessarily justifiable. Sparks was surprised Gottschalk was accommodated.

Sparks said she also received some angry emails either after the interviews or after she made her selection. Gottschalk accused her of all kinds of things and made personal attacks. She told her she was not a real transsexual and criticized her for not making an appearance at the Day of Remembrance. Sparks said she founded the Day of Remembrance.

Sparks typically does not respond to emails from candidates because she does not want to create a situation where she has done one thing with one candidate and not others. If she receives an email she refers it to DHR. Sparks said she continues to receive emails from Gottschalk. She has received 4-6 emails from Gottschalk recently.

Final Comments

Sparks said she made her selection based on qualifications. There was a broad spectrum of candidates based on age and gender identity.

Sparks contends she interviewed the most qualified candidates and hired the most qualified person for the position. She selected Alaric Degranfinreid because he had several years of experience in the HRC. Degranfinreid went through the exact same process as all the other candidates.

Sparks said she did not interview everyone that passed the minimum qualifications. There was no evidence Gottschalk knew what the position was about. It was her opinion that she was qualified based on the fact she was a lawyer. 70% of the employees at the HRC are lawyers. Being a lawyer does not qualify her for the position.

INTERVIEW OF THOMAS WILLIS,
MANAGER III
HRC



CONFIDENTIAL

DHR EEO INVESTIGATION OF EMPLOYMENT DISCRIMINATION COMPLAINT

WITNESS INTERVIEW NOTES

WITNESS: Thomas Willis	EEO File No./Name: 1597/Karla Gottschalk
Investigator: Magaly Fernandez	Date & Time: February 9, 2011 9:35 – 11:00 a.m.
Representative: None	
Location: 25 Van Ness Ave., 8 th Floor, S.F.	Pages: 2

Thomas Willis, age (over 40); religion (elected not to disclose); and gender identity (male).

Background

Thomas Willis (Willis) has been a 0931 Manager III in the Human Rights Commission (HRC) for approximately six months. He reports to Theresa Sparks (Sparks), Executive Director. He manages the Equal Benefits Program and the Discrimination Prevention Programs which consists of the LGBT and HIV Unit, the Non-Discrimination in Housing, Employment and Public Accommodations Unit, and the Community Engagement and Mediation Unit. He also is the administration and human resources contact for the HRC.

Selection of Candidates for Interviews

Willis said the position in question was a 0931 Manager III in the Local Business Enterprise and Contract Compliance Division at the HRC. He was the point of contact for the Department of Human Resources (DHR) regarding this position. DHR referred 11 applicants to HRC for consideration. He conducted a cursory review of the resumes based on what he knew of the position. However, he was not the decision maker as to who would be interviewed because the person hired would ultimately be his equivalent. Willis said Sparks made the decision on who should be interviewed, he made no recommendations.

(Willis was provided documents of the 11 candidates referred to HRC to use as reference to explain who was referred for an interview and why) Willis said Sparks referred three candidates for interviews, Alaric Degranfinried who is an attorney and had been the acting 0931 Manager III for a year, David Miree, also an attorney and spokesperson for the Mayor's Office and Deborah Lusk-Barnes who was the Director of Contracts and Purchasing in Alameda County.

Willis said Alaric knew what the position consisted of. He had been an HRC contract compliance officer for three years and was also temporarily supervising contract compliance officers assigned to various city departments.

Willis did not know the criteria Sparks used to determine who would be interviewed but assumed she was seeking candidates with experience in contract compliance. Eight candidates were not considered. The position required reviewing and monitoring of 10-20 million dollar vendor contracts with the city.

Gottschalk's Resume

Willis was asked to review Gottschalk's resume, based on his review Willis said he was not aware of Gottschalk's age. He stated it was obvious she was an attorney but he made no assessment based on her age. He saw no information that would identify her religion. Willis was asked if he was familiar with the term Heiromonk. He did not know the term nor did he notice the term on Gottschalk's resume. Willis said there was no information that indicated Gottschalk's gender identity. He was asked if he knew what MTF74 means. He did not know. He said Gottschalk's resume did not indicate she was female.

Willis said a review of Gottschalk's resume did not demonstrate she had contract compliance experience. Willis had no discussions with Sparks about Gottschalk or any other candidate that was not referred for an interview.

Interview Process

Willis, Sparks and Melissa Cayabyab from DHR Client Services interviewed Barnes, Degranfinried, and Miree. There was no discussion about those who were not referred for interviews. Willis said there is no civil service rule, policy or procedure that requires that all candidates be interviewed. Degranfinried who is under 40, religion unknown, and male was selected.

Final Comments

Willis had no direct contact with Gottschalk. He did respond to an email forwarded to him by Chris Kramer, Human Resources, HRC, that he received from Gottschalk. She objected to not being interviewed. Willis said his email basically stated the HRC selected the most qualified candidate (refer to attachment).

Willis said he has four employees he supervises that are from the LGBT community, two are transgender. Since he has been with the HRC he has hired one transgender person. Willis contends this does not show discrimination based on gender identity.

NOTES OF MEETINGS WITH
MELISSA CAYABYAB,
PERSONNEL ANALYST
DHR CLIENT SERVICES

12/9/10 – Meeting with Melissa Cayabyab; Recruitment and Selection (RAS), DHR.

Melissa confirmed Karla Gottschalk applied for the 0931 Manager III – Contract Compliance position at the Human Rights Commission (HRC).

Gottschalk formerly Dr. Moseley applied on-line on Job Apps. She provided a lot of personal information that Melissa didn't pay attention to because it was not relevant to the position she was applying for. Melissa felt the information Gottschalk was providing was inappropriate. Gottschalk said she is transgender. She conveyed a lot of personal information about her childhood and said when she was young she would be locked up in a closet because she was a transgender. She indicated she was over 50 and said she had faced a lot of challenges with her sexuality. Melissa said much of what she communicated was information she didn't need to determine her eligibility. Any decision on her eligibility had to be based on her application and supplemental information.

Gottschalk provided her resume. Melissa asked Eric Street to review the resume and advise her whether he thought Gottschalk's resume was sufficient to qualify her for the position of the 0931 Manager III. Eric did not think Gottschalk was qualified.

Gottschalk had provided insufficient information on her background-work experience. Melissa said there was no evidence that Gottschalk had supervision experience or had monitored contracts. Melissa requested additional information to verify her experience. Gottschalk got mad, stated she was a lawyer and that should be enough. Gottschalk believed since she was a transgendered person and a lawyer that she was qualified to work at the HRC.

Melissa said she decided to consider Gottschalk's JD and her stating she had done qualifying case work in contract law and mediation. Melissa asked her to provide more specific information. Gottschalk said she had worked on cases and as such it was confidential and she could not disclose specific information. Melissa said she found Gottschalk experience to be in the gray area. Since Gottschalk would not verify her work experience she told her she would have to submit a waiver attesting that she had the qualifying experience but could not provide evidence. Melissa qualified her to go through the exam process.

An issue arose in the exam process. Gottschalk requested an accommodation to take her exam because she was in Hawaii and was having difficulty arranging for a flight back to SF to take the exam. Her request was granted and the exam was administered at a date when she was available. Laura Dancer monitored the exam.

Gottschalk passed the exam however; she was ranked at the bottom. She was ranked #7 on the Eligible List. The selection process was Rule of the List. Rule of the List means all candidates on the list are deemed equally eligible and qualified. The list was adopted.

Melissa sent letters to all the eligible's on the list requesting their resume for referral to the selecting officials. The information, including Gottschalk, was referred to Teresa Sparks, Director, HRC and Tom Willis, 0931 Manager III for their consideration. Initially Sparks only wanted to interview two eligibles and Melissa suggested she interview at least three.

Sparks decided to interview three eligibles, Gottschalk was not considered. Interviews were conducted by Sparks and Willis. Melissa was present at the interviews to monitor the process and ensure scoring of applicants was accurate. Sparks and Willis selected ranked eligible #2 (Mr. Degraffin Reed, currently an employee at the HRC).

Christopher Kramer sent letters to all the eligible's informing them that a candidate had been selected and thanked the applicants for applying. After the letter was sent, Melissa, Willis and Kramer all received emails from Gottschalk. She was upset and complained about not being invited to be interviewed. Melissa said she had no control over who was interviewed.

Melissa denied she referred to or treated Gottschalk as "mister." She was careful in how she referred to Gottschalk because she didn't want to offend her. She referred to her as Dr. Moseley, KF Moseley or Karla.

Melissa said she had no verbal communications with Gottschalk, all her communications were via email. Nothing was sent hard copy. This ensured that she was clear and information was not misconstrued. Gottschalk told Melissa that her communications and/or responses were robotic. Melissa said that her communications/correspondence is standardized by Job Apps. Her letters were sent by Job Apps. Melissa said she sent correspondence to a Hawaii address because that is what Gottschalk had provided on Job Apps. All of Gottschalk information stated her Hawaii address.

Melissa said Gottschalk was very demanding. She felt her emails were attacking her. Sarah felt the same way. Gottschalk insisted on meeting with her and said she wanted her to schedule a meeting with Teresa Sparks. Melissa said this is not how the process works. She had no reason to meet with Gottschalk or any other candidate and insists she had to treat all candidates the same.

Melissa said she was aware that Gottschalk was transgender and over 50 but she had no knowledge of her religion, disability or national origin. Melissa clarified that she did not ask or request information of this nature because it was not relevant to the position she was applying for. Gottschalk volunteered the information.

Information of a personal nature concerning Gottschalk was not provided to Sparks or Willis.

MF asked if there was any requirement for Sparks to respond or communicate to Gottschalk. Melissa said she advises selecting officials not to communicate with eligibles.

Gottschalk emailed Sparks and she referred the email to Willis. Sparks did not know what Gottschalk was talking about. Willis conferred with Melissa about the email from Gottschalk. Melissa recommended Willis respond to Gottschalk and state that they had selected the best qualified applicant and to thank her for her interest in the position.

Gottschalk also emailed Kramer requesting information on the background and work experience of the eligible's on the list. Melissa advised Kramer not to respond to that issue and simply thank her for applying.

12/10/10 - Meeting with Melissa Cayabyab, Senior Personnel Analyst, DHR, following telephone intake interview with Karla Gottschalk, Complainant.

Melissa stated Complainant (CP) was identified on the 0931 Manager III, Human Rights Commission Eligible List as K F Moseley. Melissa confirmed she received notification from Complainant of her name change to Karla Gottschalk. She was not certain when she received this information.

Melissa stated all candidates on the Eligible List were sent a referral notice through Jobaps regarding the vacant position at the HRC. 11 candidates responded to the referral notice and were instructed to provide a cover letter, resume and a completed Conviction History Form. All 11 candidates' cover letter and resume were provided to the selecting officials. 3 candidates were selected for interviews. Interviews were conducted on October 26, 2010. Candidates were interviewed by Director Theresa Sparks and 0931 Manager III, Tom Willis. She sat in on the interviews as an observer. Alaric Degrafinried was selected.

Melissa was asked if the CP submitted a resume identifying K F Moseley and Karla Gottschalk. On 8/18/10, the CP emailed her a short form resume identified as Dr. K F Moseley. On 10/14/10, the CP submitted her cover letter and resume in response to a referral notice. The information provided identified the CP as K F Moseley. This information along with the other eligible's information was referred to the selecting officials for their review.

Melissa was asked whether the CP had submitted a resume in November identifying both her names, K F Moseley and Karla Gottschalk. Melissa did not believe she received a resume from the CP in November 2010 and noted that this was after interviews had been conducted.

Melissa said she would provide copies of all email communications received by the CP.

EXHIBIT E

**12/23/10 ACCEPT/CLOSURE LETTER TO
COMPLAINANT**



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

December 23, 2010

Karla Gottschalk
[Redacted]

Leutrell Osborne, Sr.
email: [Redacted]

RE: EEO File No. 1597

Dear Ms. Gottschalk:

The San Francisco Charter, Section 10.103, and Civil Service Commission Rule 103 provide that the Human Resources Director shall review and resolve complaints of employment discrimination. Discrimination is described as a violation of an individual's civil rights on account of the individual's membership in a protected category, or because the individual engaged in protected activity. The purpose of this letter is to notify you of my determination regarding those bases that will or will not be accepted for investigation regarding the discrimination complaint you filed against the Human Rights Commission.

On November 19, 2010, you submitted a letter notifying the Department of Human Resources Equal Employment Opportunity (DHR EEO) Division that you wanted to file a complaint of discrimination against the San Francisco Human Rights Commission and the Department of Human Resources for denying you the opportunity to be interviewed for a 0931 Contract Compliance Officer position.

You submitted a copy of a Department of Fair Employment and Housing (DFEH) "Pre-Complaint Questionnaire - Employment." You alleged you were not selected for the 0931 Manager III with the Human Rights Commission based on your sex, sexual orientation, genetic characteristics, age (over 60), religion (monastic orthodox priest), disability (hermaphroditism), and national origin/ancestry (from another state).

On December 10, 2010 Magaly Fernandez, Senior Specialist, DHR EEO conducted an intake interview with you by phone. You were asked to clarify your disability and stated that your disability was transsexualism/sexual transfer. You stated your national origin as Miwok/Californiano and also stated you have been subjected to discrimination because you live in another state.

Issues to be Investigated

Based on the submission of information regarding your complaint and discussion with Ms. Fernandez, we are accepting your complaint of non-selection on the following bases: age (over 60), religion (Hieromonk), sexual orientation (transgender), and gender identity (female).

Issues to be Administratively Closed

We are not accepting your complaint of non-selection based on: religion (Monastic Orthodox Priest), national origin (Miwok/Californiano/being from another state), disability (hermaphroditism), and genetic characteristics. This information was not contained in your cover letter or resume which was provided to the selecting officials. Thus, it has not been established the selecting officials were aware of the protected categories and based their decision not to interview you on these reasons.

The decision of the Human Resources Director is final, unless it is appealed to the Civil Service Commission and is reversed or modified. A request for appeal must be received by the Civil Service Commission at 25 Van Ness Avenue, Room 720, San Francisco, California, 94102, within thirty (30) calendar days from the postmarked mailing date of this letter.

In your email dated December 16, 2010, you requested communications be directed to Leutrell Osborne, Jr. This letter will be sent via email to Mr. Osborne. However, we are requesting a mailing address for Mr. Osborne to facilitate future communication and correspondence.

Finally, in your email dated December 16, 2010, you requested an immediate right to sue letter and to partake in discovery. Please be advised that DHR does not issue right to sue letters regarding internal EEO investigations. Likewise, discovery is not available in internal EEO investigations.

Sincerely,



Micki Callahan
Director, Human Resources

Cc: Teresa Sparks, Director, HRC
Linda Simon, Director, DHR EEO
EEO File No. 1597

**NOTICE OF CIVIL SERVICE COMMISSION
ACTION**



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

June 10, 2011

DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Karla Gottschalk
[Redacted]

SUBJECT: APPEAL BY KARLA GOTTSCHALK OF THE HUMAN RESOURCES DIRECTOR'S DECISION TO ADMINISTRATIVELY CLOSE HER DISCRIMINATION COMPLAINT OF NOVEMBER 19, 2010.

Dear Ms. Gottschalk:

At its meeting of June 6, 2011 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Karla Gottschalk.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

- c: Melissa Cayabyab, Department of Human Resources
- Magaly Fernandez, Department of Human Resources
- J.S. Mobutu, Esq., 3280 Arundel on the Bay Rd., Annapolic, MD 21403, jsmobutu@verizon.net
- Leutrell M. Osborne, 3280 Arundel on the Bay Rd., Annapolic, MD 21403, iiculture@mac.com
- Linda Simon, Department of Human Resources
- Theresa Sparks, Human Rights Commission
- Chron

Exhibit F

**ELIGIBLE LIST FOR THE 0931 MANAGER
III POSITION**

**COVER LETTERS AND RESUMES OF
APPLICANTS REFERRED TO THE HRC**

**ELIGIBLE LIST FOR THE
0931 MANAGER III POSITION**



City and County of San Francisco Department of Human Resources
Eligible List

List ID:	056621	Permanent PBT	List Type:	CPE
Class:	0931	Manager III	Scope:	HRC
Working Title:	Mediation		Duration:	6
Post:	10/5/2010	Cert Rule:	Rule of List	Adoption:
Inspection Start:	9/24/2010	Inspection End:	9/30/2010	10/5/2010

Rank	Score	Last Name	First Name	Middle
1	1000	RIVERA-WEISS	HADAS	
1	1000	TRUAX	NICHOLE	T
2	970	DEGRAFINRIED	ALARIC	D
2	970	ELLISON	BART	
3	940	FUJIOKA	GEN	
3	940	LUNSFORD	RHONDA	
3	940	ROSEN	KAREN	B
4	910	JACKSON	RAYNELL	
5	880	ASENLOO	ROMULUS	
5	880	FABIAN	ANGEL	
6	850	BARNES	DEBORAH	
7	820	BATTLE	TONI	R
7	820	HYPOLITE	RONALD	J
7	820	RAIZ	BAYLEY	A
8	760	DE GUZMAN	EMIL	A
8	760	GOTTSCHALK	KARLA	
8	760	MIRÉE	DAVID CARRINGTON	
9	730	BURRELL	BRENDA	R
10	700	CHANTIKIAN	KOSROF	

12/15/2010 12:28:47 PM

**COVER LETTER & RESUME
FOR
K F MOSELEY
(AKA KARLA GOTTSCHALK)**

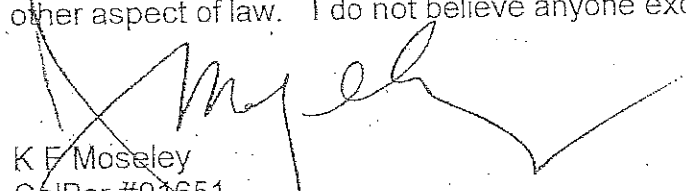
Department of Human Resources
1 South Van Ness Ave, 4th Floor
San Francisco, CA 94103
Attn: Melissa J. Cayabyab

Re: Manager III 0931
Oct. 14, 2010
Hand Delivered


Ms. Cayabyab:

Please find enclosed resume' and conviction history as requested on October 8, 2010.

I believe you need someone with extensive legal background and as a member of the State Bar of California I can interpret and enunciate, legally, compliance issues with regard to contracts and any other aspect of law. I do not believe anyone except an attorney should be doing this job.



K F Moseley
CalBar #91651



RESUME

K F MOSELEY

EXTRAORDINARY REMEDIES-INTERNATIONAL HEALING ALLIANCE

[REDACTED]
[REDACTED]
U.S.A.
[REDACTED]

Cambridge Who's Who 2101-11

Candidate for US Representative Hawaii May 2010

Honorary Member of Lakota Sioux, Bear Clan 2007

ADMITTED TO CALIFORNIA BAR 1980 (91651)
ADMITTED CALIFORNIA FEDERAL BAR 1981 AND HAWAII 1986
CALLED TO BAR OF ENGLAND AND WALES (MIDDLE TEMPLE) 1986
ADMITTED TO NINTH CIRCUIT COURT OF APPEALS 1995
CERTIFIED TRADITIONAL NATUROPATH from AMERICAN NATUROPATHIC
CERTIFICATION BOARD (FORMERLY AMERICAN NATUROPATHIC MEDICAL
ASSOCIATION) 2005 - DIPLOMATE AAIM
DISTRICT OF COLUMBIA LICENSED NATUROPATH #NAT1000814 2007

MULTIMEDIA:

College Radio KUCR (1967-69), KALX (1969-71)

International Radio Station DFM Radio-Televisie, Amsterdam.....anytime since 1986

INTERFACE 8 Cable Television, Pacifica, Ca 1978

1st computer-tv program in USA

California Today 1980 with Christine Jorgensen and I as guests

Electric Spaghetti Network 1980-1984 (omniphonic radio concerts)

Belle Starr Presents producer, San Francisco (PeaceQuake) 1978-84

CEREBRIUM braingain games current

NOTABLE PUBLICATIONS:

FIRST ATTORNEY TO FILE COMPUTER GENERATED BRIEF IN SAN FRANCISCO
(BY COURT ORDER TO CLERK) 1980

TRIAL DIPLOMACY JOURNAL-COMPUTERS AND LITIGATION 1980
computer program "Future Value of Present Losses" and others

GLYCONUTRITION monograph 2005

THE FIRST TEXTBOOK OF GROWING AND HEALING WITH LEDS 2006

THE POCKET NATUROPATH in progress

Genetic and Familial propensities in Bioenergetics and Circadian Treatment protocols -

Research and Specialty within physiology and molecular biology:

Research in Genetic repair and cellular teleosis, teleopathy and teleogenesis.

Research in sinusitis with developed formulary, research in Lymphoprosic protid diseases and cleansing with formulary, research in gastric dysbiosis with formulary

Biofeedback and Neurofeedback (Nexus) and *brain mapping* (Mitsar)

Research in heart rate variability and biofeedback for PTSD, stress and etc, research in Qeeg relating to personality/character/brain function and psychosociology, research in neurofeedback to balance cerebral functions for peak performance and optimum mental functioning, entheogenic enhancement.

Witness preparation, profiles and autonomic reactions as evidence

EDUCATION:

HIGH SCHOOL DIPLOMA (TERRA NOVA IN PACIFICA, CALIFORNIA) 1967

UNIVERSITY OF CALIFORNIA RIVERSIDE 1967-1969 GRADUATE RESEARCH IN GENETICS

BACHELOR OF ARTS (ENGLISH/GENETICS) UNIVERSITY OF CALIFORNIA AT BERKELEY 1971

PEACE CORPS/ETHIOPIA (W.H.O. SMALLPOX ERADICATION PROGRAM) 1972,
TROPICAL EPIDEMIOLOGY

MASTER OF ARTS (SPEECH/COMMUNICATIONS) SAN FRANCISCO STATE UNIVERSITY 1973

GEORGETOWN UNIVERSITY LAW CENTER 1975-1976 TRANSFER TO USF 1977 DUE TO SPOUSAL HEALTH NEEDS JURIS DOCTOR UNIVERSITY OF SAN FRANCISCO, SCHOOL OF LAW 1979

NATUROPATHIC DOCTOR HERBAL HEALER ACADEMY, ARKANSAS 2004

BIOMEDX CERTIFIED IN BIOTERRAIN FLOW CHEMISTRY AND MICROSCOPY 2007

STENS CERTIFIED TRAINING IN BIOFEEDBACK AND QUANTITATIVE EEG (BRAIN MAPPING AND NEUROFEEDBACK) 2007

LICENSES:

CERTIFIED LIFESAVING INSTRUCTOR 1965

CALIFORNIA JUNIOR COLLEGES CREDENTIAL (545707164),
ENGLISH, BIOLOGICAL SCIENCES AND SOCIAL STUDIES

KH7WG-AMATEUR EXTRA, FEDERAL COMMUNICATIONS COMMISSION 1999

BOARD CERTIFIED TRADITIONAL NATUROPATH 2005

ELECTED DIPLOMATE OF COLLEGE OF NATUROPATHY,

AMERICAN ASSOCIATION OF INTEGRATIVE MEDICINE 2005.
TEACHER-ENGLISH AS FOREIGN OR SECOND LANGUAGE (TESL/TEFL) 2006
BRIDGE-LINGUATEC INSTITUTE

EAGLE SCOUT-HIEROMONK-ARTIST-INTERNATIONAL RADIO PERSONALITY-MTF74

(DR. K F MOSELEY, ESQ.)

**COVER LETTER & RESUME
FOR
DEBORAH LUSK-BARNES**

Barnes Conviction History Form, Cover Letter and Resume

Barnes, Deborah

to:

melissa.j.cayabyab

10/18/2010 12:18 PM

Show Details

Melissa Cayabyab,

Per your request, attached, please find the signed Conviction History Form, Cover Letter and Resume.

Deborah Lusk-Barnes, Director

[REDACTED]

CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

[REDACTED]

Mrs. Deborah Lusk-Barnes
[REDACTED]
[REDACTED]

September 18, 2010

Melissa J. Cayabyab, Senior Personnel Analyst
Department of Human Resources
1 South Van Ness Ave., 4th floor
San Francisco, CA 94103

Dear Melissa Cayabyab:

Per your request, please find attached, the signed "Conviction History form", cover letter and resume.

I am currently responsible for the City of Oakland's Department of Contracting and Purchasing (DCP). The department includes Social Equity, Purchasing Services and Contract Administration divisions.

In the next few months, DCP will be presenting updated programs, local business preferences and certification policies to the Oakland City Council. The updates are in response to a city wide disparity study conducted by an independent consultant and work shopping the results with major stakeholders.

I have many years of progressively responsible management and executive level work in the areas of social justice, diversity and compliance programs for both the City of Oakland, and the City of Richmond, Virginia. While in Richmond, I had the distinction of staffing the task force charged with re-structuring the first post-Croson Minority Business Enterprise (MBE) policies and program (MBE) in light of the Landmark Croson decision.

In addition, my knowledge, skills and abilities reflect the following:

- Fifteen years (15) supervising professional, paraprofessional, clerical and technical staff.
- Eleven 11 years providing individual, group, and family counseling services to adolescents and their families- resulting in considerable knowledge of individual and group counseling techniques as well as a good working knowledge of community referral resources and the domestic relations judicial systems.
- 7 years as Team Lead for the Service Delivery System (SDS) District 1- West Oakland area. The team expedites service delivery to communities and includes representatives from the Public Works Agency, Parks & Recreation, Code Compliance & Enforcement, Mayor's Office, Litter Enforcement, Community Policing, and Fire Services.

- * 5 years of progressively responsible human resource work in the areas of classification, compensation, and recruitment.
 - * Bachelor of Arts (BA) in Psychology and a Masters of Arts (MA) in Counseling Psychology.
- In addition I have completed in postgraduate work in public policy, psychology and statistics.

I have been described as a thorough, innovative, results oriented listener who is able to easily implement new policies and procedures. I have been successful in negotiating various views to consensus and able to lead teams without the benefit of direct reporting authority.

The Human Rights Commission is progressive and stands as a national leader in fighting for social justice and equality. I continue to admire their innovative work and hope the information contained in the attached resume stimulates an interest in further discussing my bid for the Manager III position with the Human Rights Commission.

Thank you for taking the time to consider this information.

Sincerely,



Deborah Lusk-Barnes

Attachment

EMPLOYMENT HISTORY:

7/1/07-Present Director, Department of Contracting & Purchasing
City of Oakland

Responsible for building a centralized city-wide contracting and purchasing system and mounting the first automated centralized contracting system. Duties include planning, managing and controlling the operations of the Social Equity, Purchasing and Contract Administration functions for the City of Oakland. Ensures that procurement, contracting and related activities are carried out in accordance with all applicable organizational and governmental policies and standards. Responsible for developing and implementing procurement and contract administration methods and procedures and planning, source selection and negotiation processes involved in complex or large procurement packages, delegating specific responsibilities to subordinates and negotiating contracts for goods and/or services.

Responsible for the application, enforcement and monitoring of federal state and local policies such as: Disadvantaged Business Enterprise (DBE) program, Local/Small Local Business program, Equal Benefits for registered domestic partners, Living Wage, Prevailing Wage, 50% Local Employment and 15% Apprenticeship program.

5/1998 – 7/1/07 Contract Compliance & Employment Services Manager
City of Oakland, Contract Compliance & Employment Services Division, Office of the City Manager Oakland, California

Manage a division responsible for ensuring that 50% of all public funds spent in the procurement of goods and services, goes to local businesses and resident; and that internal agency staff do not discriminate in the contracting out of goods and services, the city remains true to the standards of competitive public procurement and compliance with Prevailing Wages, Living Wages, Equal Benefits for Domestic Partners, Apprenticeship Participation and Local Employment and hiring of Oakland residents.

10/93 to 5/99 MBE Administrator, City of Richmond, Office of the City Manager
10/90 - 8/91 SR. Personnel Analyst- (3 months Acting Human Resources Manager)
City of Richmond, Human Resources-Employment Services Division
10/88-10/90 Personnel Analyst, City of Richmond, Human Resources-Employment Services.
87-88 Invited to join international tour of Australia as professional actress.
10/85- Residential Group Home Supervisor, St. Joseph's villa, 8000 Washington
Highway, Richmond, VA.
87-88 (Invited to join international tour of United States, Virgin Islands,
Haiti, St. Martin, and Puerto Rico as professional actress)
SR. Social Worker Supervisor, Stepping Stone Group Home/Richmond Juvenile
Court, 2506 Grove Avenue, Richmond, VA.
11/79- (Relocation to Richmond with Husband)

Deborah Lusk-Barnes

10/82 : DIRECTOR, HAMPTON ARBITRATION CENTER, City of Hampton, 22
Lincoln Street, Hampton, VA.
7/77-7/79 PERSONNEL ANALYST, City of Hampton, 22 Lincoln St., Hampton, VA
11/75- 7/77 PSYCHOLOGY TECHNICIAN, Veterans Administration/Psychological
Services, Kecoughtan Veterans Hospital, Hampton, VA.
9/74-11/75 DANCE & DRAMA THERAPIST, Bayberry Psychiatric Hospital, 1 Queen
Street, Hampton, Virginia

EDUCATION AND DEVELOPMENT:

1972 BA, Psychology, Hampton Institute, Hampton, VA.
1974 MA, Counseling Psychology, Hampton Institute, Hampton, Virginia

Additional Training and Study:

- Rutgers University: (16 hours), Innovations In Family Counseling and Counseling in the 20th Century
- Georgetown University: (6 hours), Contemporary theories
- University of Richmond: International Management
- City of Richmond: Management Academy
- IPMA sponsored roundtables: Establishing rates of pay within more general pay ranges.
- Virginia Commonwealth University (VCU): 9 hours post graduate Statistics and Public Policy

Computer Literate: Windows (Word, PowerPoint, Excel, Publisher); Access and Org Plus

Detailed Examples of Knowledge, Skills & Abilities

- Administration and Management of local government systems and processes.
 - Fiscal responsibility for multi-million dollar budgets.
 - Monitored and Enforced contract compliance rules and regulations.
 - Developed and implemented public policies relative to public contracting and compliance with council policies.
 - Structured a new department designed to centralize contracts and purchases of commodities.
- Research/Assessment/Evaluation/Compliance Monitoring & Enforcement
 - Tracking and monitoring compliance with public policy, reporting impacts, and recommending adjustments as appropriate.
 - Investigating non-compliance complaints successfully developed, conducted and evaluated local and national salary and benefits surveys for exempt and non-exempt positions.
 - Collected and evaluated relevant data reflecting organizational structures and operations.
 - Assisted in organizing and managing the 1988-89 promotional assessment centers for Public Safety officers.
 - Administered, scored and evaluated Tennessee Self Concept Scale, Minnesota Multiphasic Personality Inventory and Personality Orientation Inventory.

□ **Human Resource Management and Organizational Psychology -**

- Managed the recruitment, testing, evaluation and certification process for over 120 different classifications within the departments of Community Development, Mental Health/Mental Retardation/Substance Abuse, Public Health, Social Services, Port of Richmond, Public Library, Economic Development, and Police Department. Fire Department, Office of the City Manager, and Retirement.
- Interpreted Human Resources policies and procedures to management, analyzed compensation data and recommended wage and salary rates for council adoption.
- Collaborated with Directors to re-structure organizations into a more efficient and effective organizational structure.
- Developed Training and Experience (T&E) scales to evaluate employment applications for minimum requirements and rankings.
- Conceptualized and implemented innovative recruitment techniques to capture difficult to recruit and hire Police Officers, female Fire Fighters, upper management, technical and medical applicants.

□ **Program Management/Direct Service Delivery/ Counseling.**

- Administered family counseling program designed to provide therapeutic counseling and job development services to 300 youth and their families.
- Prepared and presented reports to federal, state and local government officials.
- Developed and implemented new case management and in-take assessment systems in residential group home setting.
- Developed individualized treatment plans for adolescents and their parents based on long range and short-range goals, methods of treatment and expected outcome.
- Coordinated and supervised an alternative disciplinary action program for adolescents experiencing academic and emotional difficulties.
- Developed a unique dance and drama therapy format for developmentally disabled.

□ **Case Management Supervision**

- Supervised the work of two family counselors and one job developer in a program designed to provide in-take assessments, job placements, family counseling, group counseling and individual counseling services to first offenders and their families.
- Supervised the case management and treatment plan development functions of four Social.
- Supervised the work of 5 case workers, one group home cook, and six to eight relief workers in a non-profit group home setting.

□ **Strengths:**

- Able to communicate effectively across organizational lines.
- Reputation for dependability and credibility.
- Strong skills in developing and implementing public policies and programs.
- Strength in creative problem solving and conflict resolution.
- Effective team member comfortable with leading and collaborating.
- Positive, professional attitude and committed to excellence in service to others.
- Able to maintain flexibility and a sense of humor under pressure.

General Synopsis of Experiences:

- Mounted Procure to Pay automated contracting and purchasing system.
- Centralized contract and purchasing services in the City of Oakland.
- Participated in crafting and implementing the first Post-Crosen MBE Program in Richmond, Virginia. This historical action was in direct response to the Supreme Court's landmark (Richmond v. Croson) decision.
- Compliance with California's Proposition 209, responsible for managing one of the first legally defensible Local/Small Local Programs put in place to substitute MBE with LBE while maintaining race and gender specific presence.
- 10 years of progressively responsible work in the administration and management of preference programs (i.e. MBE, DBE, and LBE) structured to ensure inclusion and fair access to public procurement and employment opportunities for underrepresented groups.
- Manage DBE/LBE/SLBE Certification programs and 15% Apprenticeship, Prevailing Wages, 50% Local Hiring programs and the recently adopted Equal Benefits Ordinance for Domestic Partners, Prompt Payment and Arizona Ordinance.
- 5 years of progressively responsible work in the areas of personnel and human resource management to include classification, compensation, training, recruitment, and selection.
- 15 years experience supervising professional staff resulting in considerable skill in human resource development, interpersonal skills and team-building techniques.
- 11 years providing individual, group, and family counseling services to adolescents and their families- resulting in considerable knowledge of individual and group counseling techniques.
- 3 years research in Psychological Effectiveness, and administering, scoring and reporting results of Minnesota Multi-phasic Personality Inventory (MMPI).
- 10 years Experience managing compliance for multi million dollar budgets.
- 25 years performing on stage in plays and musicals as an actress who sings.

**References will be provided upon request*

**COVER LETTER & RESUME
FOR
TONI R. BATTLE**

Toni R. Battle

Pursuing a challenging career in Diversity Management which will allow the utilization of my educational and professional experience. Where my demonstrated skills in EEO, diversity, and communications can innovate. Offering exceptional customer service, problem solving, effective listening and excellent oral and written communications can be further complemented in the diversity field.

EDUCATION

MA	Communication Studies	Bowling Green State University, Bowling Green, OH
BA	English/Mass Communication	Fisk University, Nashville, TN

EXPERIENCE

San Francisco General Services Agency.

07/07-2/09

Assistant Manager of Equal Employment Opportunity Programs.

Provide technical assistance and supervision in the maintenance and implementation of outreach programs through the use of media, recruitment, job fairs and presentations to insure a diverse workforce reflective of the City and County of San Francisco. Interpret and explain Federal, State, local and other policies and procedures on equal employment opportunity in response to inquiries from departments, employees, applicants and the public. Conduct and supervise the investigation, response and settlement of discrimination complaints filed directly by individuals or through governmental agencies by applying mediation and investigation techniques in consultation with the City Attorney's Office and the Department of Human Resources. Develop, design, coordinate and deliver training programs for employees in EEO, Americans with Disabilities Act (ADA), workforce diversity, and other areas as necessary. Supervise and provide technical assistance to departments on ADA and coordinate reasonable accommodations and programs for persons with disabilities in compliance with Federal, State and local laws. Supervise and participate in developing and amending equal employment opportunity policies, and procedures. Supervise the work of professional staff in the areas of recruitment, data collection and in the development of information regarding equal employment opportunity work force diversity.

County of Santa Clara Equal Opportunity Division.

06/05-07/07

Equal Opportunity Officer.

Responsible for administering and coordinating the equal opportunity (EO)/affirmative action (AA) function for the County of Santa Clara. Ensure compliance with AA/EO mandates, and provide staff guidance and assistance to division managers and department heads. Develop and administer AA plans, goals and timelines. Investigate the resolution of discrimination complaints/allegations and implement services, studies, and projects in support of AA for women, minorities, or disabled persons, and may assist Personnel with special recruitment efforts. Receive and process Reasonable Accommodation requests and conduct site visits for assessment information. Analyze County employment practices and identify problems in recruitment, testing, job structuring, supervisory practices, job qualifications, career development or other elements of the personnel system, and recommend corrective action. Assess training needs, plan and conduct training programs in AA/EO (lead and co-facilitate Sexual Harassment & Discrimination, Reasonable Accommodation and Diversity training workshops) related concerns.

County of Santa Clara Probation Department.

06/05-08/06

Diversity Action Plan Committee Chair.

Oversaw implementation of diversity action goals and activities to bring about department-wide appreciation and adoption of diversity initiatives. Assessed training needs, planned, developed and facilitated Diversity training workshops. Produced idea think-tanks to foster community outreach to incorporate diversity initiative into policy and procedure. Sponsored public forums on diversity related topics to generate understanding and dialogue surrounding various issues. Responsible for the training and mentoring of committee staff and enforcement of diversity policy, procedures, customs, protocol, and implementation department-wide.

“Embrace Diversity...Embrace Success” Consulting Services. 06/05-Present
Consultant. *MOTTO MEANING: A culture that promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in age, gender, race, sexual orientation, ethnicity, religious belief, physical ability and other perceived differences.* “Embrace Diversity...Embrace Success” is a consulting service that specializes in providing and catering materials based upon an organization’s specific diverse cultural needs. Materials include lecture, workshops, facilitating, interactive activities, etc. This service seeks to provide clients a real cultural experience that engages, teaches, and most of all promotes action. It is only through action that appreciation of differences can be achieved, promoted, and most of all valued. An organization’s failure to embrace true diversity determines its’ unsuccessfulness. If an organization embraces diversity, it will inherently embrace success.

San Francisco Public Utilities Commission. 07/03-06/05
Utility Analyst. Hetch Hetchy Water and Power Division.
Responsible for interpreting regulations, laws, policies, procedures and guidelines. Developing and recommending policies and procedures for streetlighting. Responding to and processing residential complaints concerning streetlight issues. Conducting educational outreach to neighborhoods and City agencies.

San Francisco Public Utilities Commission. 05/02-07/03
EEO Programs Specialist. Human Resource Services.
Responsible for interpreting and explaining federal, state, local, and other EEO laws, rules and regulations in response to inquiries. Conducted internal investigations, developed and designed training programs, coordinated and implemented provisions for reasonable accommodations. Coordinated and implemented specialized programs and compiled periodic reports of the City and County’s workforce. Responsibilities included advising managers and employees on employee relations issues using sound judgment and solution-oriented approach; coached, mentored and supported managers and employees to build capacity and a high performance culture; implemented HR programs, policies and procedures. Maintained records for EEO and Affirmative Action reporting requirements. Possess strong presentation, consulting and management skills. Excellent communication (verbal and written), decision-making, interpersonal, conflict resolution and time management skills. Provided assistance to supervisors and managers regarding a range of employee/labor relations matters. Advised management regarding appropriate courses of action, taking into consideration employment laws, policies, contractual provisions, and generally understood expectations of proper treatment of employees by management; conducted investigations regarding alleged misconduct/unsatisfactory performance; interpreting collective bargaining agreements and personnel policies for SFPUC management; handled formal complaints for both represented and non-represented employees, including assisting departments in preparing responses to EEOC complaints.

San Francisco Public Utilities Commission. 01/02-05/02
Public Information Officer. Communications Department.
Wrote press releases for SFPUC events, programs, and activities for the daily print and electronic media. Produced and edited departmental publications such as brochures, posters, programs and other print materials for public and internal use. Developed programs for public information and education regarding SFPUC enterprises; and acted as a liaison in promoting SFPUC projects and initiating enduring community relationships.

United Airlines. 12/96-03/04
Customer Service Representative.
Red Carpet and Transcontinental Services. Duties included: Interfacing with the top 10% of United’s passengers, utilized problem resolution skills, and maintained customer satisfaction and loyalty. Responsible for the training of new employees on ticketing procedures which included, focalpoint, ticketing linears and rules, booked reservations and procedures, provided knowledge of existing ticketing rules and geographic tariffs. Responsible for investigating ticket fraud and revenue loss/gain to airline headquarters in Chicago, IL.

Intra-Racial Prejudice Within the African American Community. 1993-Present
Writer and Facilitator. This is an independent workshop which I created and developed over the years to teach on the subject of race relations in the United States. Specifically the workshop focuses on intra-racial prejudice in the African American community regarding class and color, and its deep rooted history during and after slavery. Most importantly this history has played a pivotal role in not just how African Americans view color, but how America views color and race as well. The material covers the time periods before slavery up to the present. The course includes, reading materials, video, guest speakers, lectures, and heavy participant interaction.

Stanford University. 05/98-10/98
Administrative Associate. Office of Development.
Provided administrative support to the Vice President's area, the reception area, and the Office of Planned Giving. Responsibilities included: filing and copying financial donor information, faxing, updated confidential donor material regarding financial information for bequests and other donor related activities.

Young Community Developers, Inc. 09/96-12/97
Employment Specialist.
Under the direction of the Executive Director, recruited and enrolled participants for the purpose of employment referral, placement and job readiness. Conducting workshops, maintained client records, sought employer and apprenticeship contacts, counseling, training, and submittal of weekly and monthly reports. Trained prospective employees on interviewing techniques, resume writing, problem resolution in the workplace, how to maintain employment, and how to use networking toward gainful employment.

KGO-TV San Francisco, CA (ABC Affiliate). 02/96/-04/96
Freelance Writer.
Daily hire writer for the midday, five, and six o'clock newscasts. Responsibilities included: writing news stories and assisting the show producers with gathering information for story development.

WTOL-TV Toledo, OH (CBS Affiliate). 05/94-01/96
Associate Producer.
Co-produced newscasts by writing stories for the morning, five, eleven, and "AM Saturday" shows. Trained station interns and other associate producers on show line-up, editing, story selection, operations of a newscast, and news writing techniques. Responsibilities included: editing, writing news stories, vo's, packages, series, and developing story ideas.

WBGU-TV Bowling Green, OH (PBS Affiliate). 08/93-04/95
Studio, Field, and Executive Producer.
Produced a children's show entitled "News Six", reviewed and edited stories, dubbed tapes to one inch archive, developed story boards, scripts, and Chyron, processed ESS still shots, produced field and in-studio shoots, school orientations, and developed and implemented major elements of the show. Also trained new intern staff, which included: story development, selection of local stories, interviewing techniques, equipment usage, and future show and production development.

WKRN-TV Nashville, TN (CBS Affiliate). 08/91-05/93
Editing and Photography Departments.
Responsibilities included: Photography on field shoots, editing and writing news material for daily newscasts.

COMPUTER SKILLS

Programs/Systems	Microsoft Windows (Word, Excel, Powerpoint)
HRIS	PeopleSoft
Email	Outlook
Misc.	Postgrads, Focalpoint, Fastair, Prism

PROFESSIONAL ASSOCIATIONS/AFFILIATIONS

Lambda Iota Tau Honor Society (English/Literature)	Member (1991-Present)
Northern California Chapter International Public Management Association-Human Resources (NCCIPMA-HR)	Board Member (2002-Present)
National Midnight Basketball Association	National Board Member (2002-2006)
The Mayor's Hunters Point Shipyard Citizens Advisory Committee (CAC)	Committee Member (2005-2008)
The California Association of Equal Rights Professionals (CAERP)	Member (2005-Present)
Out & Equal Workplace Advocates San Francisco Bay Area Chapter	Board Member (2006-Present)
Association for Dispute Resolution of Northern California	Diversity/Equity Committee Member (2009-Present)
Equal Justice Society	Member (2009-Present)

TRAINING CONDUCTED

Reasonable Accommodation	San Francisco and Santa Clara Counties (CA)
Diversity Training	Santa Clara County (CA)
Unity in Diversity Committee	Santa Clara County (CA)
Diversity Action Plan Committee Chair and Facilitator	Santa Clara County (CA)
Celebrating Diversity	San Francisco City and County (CA)
Intra-Racial Prejudice Within the African American Community	Self developed Workshop facilitated at Bowling Green State University (OH), San Jose State University (CA), consult and facilitate workshop upon request.
"Embrace Diversity...Embrace Success"	Consulting services providing EEO investigations and EEO, diversity, leadership, and communications training by facilitating workshops, lecture, interactive activities, and written materials.
EEOC Policies and Procedures	San Francisco City and County (CA)
Communication in the Workplace	San Francisco City and County (CA)
Sexual Harassment and Discrimination	San Francisco and Santa Clara Counties (CA)

CERTIFIED TRAINING

Designing and Implementing A Diversity Initiative	National Multicultural Institute, Washington DC
California Association of Equal Rights Professionals	Monterey, CA
Job Accommodation Network	Morgantown, WV
Innovative EEO Best Practices: Strategies for Success	CAERP Training Conference, Monterey, CA
Let's Talk Real Life, Gender Identity and other Current LGBT Issues	CAERP Training Conference, Monterey, CA
Religion in the Workplace	CAERP Training Conference, Monterey, CA
Intercultural Communication: "I Can't Understand You"	CAERP Training Conference, Monterey, CA
Integrity & Professional Ethics	CAERP Training Conference, Monterey, CA
Identifying & Combating Hate Issues in the Workplace	CAERP Training Conference, Monterey, CA
Embedding Diversity in Recruitment, Retention & Talent Management	National Multicultural Institute, Minneapolis, MN
From Culture Clash to Reconciliation: Transforming Cross-Cultural Conflict through Sustained Dialogue	National Multicultural Institute, Washington DC
Embedding Diversity Within the Workplace	Shaw Valenza, Sacramento, CA
Promoting a Positive Work Environment	Shaw Valenza, Sacramento, CA
Designing Curricula For Effective Diversity Training Programs	National Multicultural Institute, Alexandria, VA
IPMA-HR Leadership Conference	International Public Management Association for Human Resources (IPMA-HR), Arlington, VA
Race Matters: Lenses, Legacies & Leadership	National Multicultural Institute, Alexandria, VA
CultureFlex: Understanding Cultural Differences	National Multicultural Institute, Alexandria, VA
Religion in the Workplace	National Multicultural Institute, Alexandria, VA
Building Bridges (LGBT Issues) National Certified Trainer	Out & Equal Workplace Advocates, San Francisco, CA
Preventing Harassment & Other EEO Issues at Work: It's All About Respect	Shaw Valenza, Sacramento, CA

REFERENCES AVAILABLE UPON OFFER

**COVER LETTER & RESUME
FOR
BRENDA BURRELL**

October 13, 2010

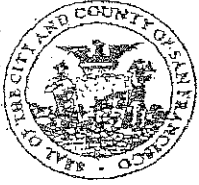
Ms. Melissa J. Cayabyab
Department of Human Resources
City & County of San Francisco
1 S. Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Ms. Cayabyab:

Attached for your review as requested is a copy of my resume and the conviction history report in consideration of the position for 0931 Manager III. My organizational skills, analytical abilities and communications skills, both oral and written, relative to any task, are my most valuable assets. I believe the experiences I have gained over the years including knowledge of HRC related laws and regulations have been invaluable and relevant to performing the tasks required in this management position.

My last position was as Compliance Manager in the Mayor's Office in San Francisco and although I was laid off (10/08) as a result of budget cuts, my responsibility was to ensure that developers and sponsors, recipients of funds from the Mayor's Office, implemented development activities consistent with the applicable local, state and federal laws and requirements. This responsibility required a thorough knowledge of the laws and regulations which govern housing development as well as the ability to develop written procedures accordingly. My additional responsibility was as the Mayor's Office of Housing's personal services contract coordinator in which I was responsible to develop and ensure contracts let were approved and implemented consistent with the applicable Ordinances and Municipal Codes; contracts processing entailed implementation and coordination with the City Attorney, Risk Manager, Human Rights Commission as well as the Civil Service Commission. On numerous occasions, I was required to speak before the Civil Service Commission to justify contract requests for consultants. As a representative for the Mayor's Office

MAYOR'S OFFICE OF HOUSING
CITY AND COUNTY OF SAN FRANCISCO



GAVIN NEWSOM
MAYOR

MATTHEW O. FRANKLIN
DIRECTOR

June 2, 2008

To whom it may concern:

Brenda Burrell has very capably managed the contract compliance operations within the Mayor's Office of Housing for the entire four years that I have served as Director. She has demonstrated a very strong work ethic, good attention to detail and is a joy to work with. Her performance evaluations have exceeded expectations.

As her resume and bio point out, she has gained considerable knowledge and experience in the applicable areas of compliance to ensure developers and sponsors implement housing development activities in accordance with the related laws and regulations. I am certain she is capable of doing the same in a different environment.

I would strongly encourage you to consider her for the appropriate compliance opening in your organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew O. Franklin", with a stylized flourish extending to the right.

Matthew O. Franklin
Director

Brenda R. Burrell

REFERENCES

*Jeff Jackson, Chief, Program Compliance Branch
U.S. Department of Housing and Urban Development
601 Harrison St, 2nd Floor
San Francisco, CA
Work: 415/489-6538 jeff.jackson@hud.gov
Personal cell/message: 415/710-3056
Home address: 796 Carolina St., SF 94107*

*Joe LaTorre, Consultant
(Mayor's Office of Housing (former Deputy Director)
San Francisco, CA
18896 Olive Avenue
Sonoma, CA 95476
Tel 707-996-3729
LaTorre@aol.com*

*Matthew O. Franklin, President (Mayor's Office of Housing (former Director)
Mid-Peninsula Housing Coalition
Please contact Lise Chansin to obtain contact information at lise.chansin@sfgov.org
or call 415.701.5514 (office) or 415.265.3997 (cell)*

*Terence O. Bynoe, Director
Office of Public Housing
U.S. Department of Housing & Urban Development
New York, New York
terence.o.bynoe@hud.gov
212.542.7669*

*Elizabeth Fitzgerald, Assistant Risk Manager
Office of Risk Management
City & County of San Francisco
25 Van Ness Avenue, 4th Floor
San Francisco, CA 94103
415.554.2305*

Brenda Renee' Burrell

Summary of Qualifications: possess strong written, oral communication and analytical skills; good organizational and management abilities; able to work independently and in a team environment; Extensive knowledge of laws/regulations and local ordinances applicable to program administration in national, regional and local government.

Work Experience:

2000 -2008 Mayor's Office of Housing, San Francisco, CA, Special Assistant/Compliance Manager. Oversee and ensure compliance of City funded projects with federal, state and local laws, regulations and program requirements which include relocations, environmental, historic preservation; contracting, local hiring, fair housing, accessibility, lead/hazard, equal opportunity requirements; monitor contracts and contract procurement for various programs; provide training/briefing and technical assistance to developers, Mayor's staff and other City departments regarding compliance issues; establish procedures for compliance requirements; develop and review Request for Proposals/Qualifications and contracts; review and approve certifications for non-profits to conduct business with the Mayor's Office; review and approve plans submitted by developers/sponsors; prepare reports to HUD, the Board of Supervisors and other agencies; presentations before the Civil Service Commission; speaker at regional housing conference; pre-bid conferences; conducted training sessions.

U. S. Department of Housing and Urban Development, Washington, D.C. & San Francisco, CA. Positions held include Federal Investigator, Acting Director, Management Analyst. In various capacities within the Department in Washington, DC prior to joining the Mayor's staff, conducted investigations consistent with federal discrimination law; gathered evidence and conducted interviews of witnesses; conducted conciliations with parties and attorneys; developed investigative plans and prepared investigative reports for general counsel; prepared comprehensive market analysis; responses to Congressional and White House correspondence; provided technical assistance and briefings to local jurisdictions, housing and community and tenant organizations on housing law.

Education:

California State University, Hayward, Continuing and International Education, Nonprofit Management Certificate Program, Oakland, California

John F. Kennedy University, School of Education, Graduate program (audited courses); Pleasant Hill, California

California State University, School of Business & Economics, B.S., Business Administration

Social Organizations/Affiliations:

Membership Oakland East Bay Symphony; Cal Performances, Berkeley; AKA Sorority

Hobbies/Interest:

Reading, Writing and Music

**COVER LETTER & RESUME
FOR
KOSROF CHANTIKIAN**

[REDACTED]
9 October 2010

Melissa Cayabyab
Human Resources Department
City & County of San Francisco
San Francisco, CA

RE: 0931 Manager III – Auditing, Contract Compliance, & Economic Empowerment

Thank you for the note concerning the opening for the Manager, Auditing, Contract Compliance and Economic Empowerment, Human Rights Commission.

This position strongly matches my experience and background of more than 18 years leading, consulting, negotiating, influencing, and communicating the strategic direction of Human Resources. I have actively led, directed, and managed complex and technical day-to-day operations, including: Benefits, Compensation, Communications, Compliance, Customer Service, Employee Relations, Human Resources Management Systems (HRMS), Leadership Development, Mentoring, Performance and Change Management, Policy Development, Project Management, Recruiting, Team Building, and Training.

I am experienced in contract compliance, oversight and interpretation of MOUs, negotiating with unions on prescriptions drug plans, providing analyses of cost for enhancements during bargaining, building strong teams that provide superior customer service, Human Resources Management Systems, and being a strategic consultant and partner with stakeholders across all levels of the organization.

I have worked closely with boards, executives, managers, and staff – advising, guiding, and influencing – and have deep and wide knowledge of HR planning, policies, and practices. I am experienced in designing and implementing strategic HR policy and programs that link HR to the organization's mission, strategy, and business objectives in a cost effective and efficient manner. For example, At ABM, through a strategic review and negotiation of the company's health and welfare contracts in a multi-state environment, I was able to achieve a net savings of \$4.5 million over five years without reducing benefits.

My experience also includes providing analytical support, resolving employee relations issues such as disputes and investigating sexual harassment charges, championing and changing organizational performance culture from "good" to "great," managing complex grants programs, coordinating annual plan financial audits, preparing budgets, and meeting with Department of Labor and Internal Revenue Service representatives to discuss and successfully resolve plan compliance issues.

I am currently a Consultant in Human Resources and Benefits providing strategic planning, examining structures and processes that affect daily administration, and making recommendations to senior management for improvements in effectiveness, operational efficiency, communications, staff training, cost reduction, and ensuring program compliance in various organizations, including: Robert Half International; M Squared; Children's Hospital and Research Center Oakland and its biomedical institute (CHORI); Shorenstein & Co.; Charles Schwab & Co.; and, Price Waterhouse Coopers.

My information systems experience includes working as the functional team lead in the analysis and implementation of HRMS at PeopleSoft, directing the functional implementation of Employee Self Service features to improve efficiencies and reduce costs, serving as project functional lead for the Benefits implementation of JD Edwards Enterprise HRMS, and creating Total Compensation Statements

for employee recruiting, retention, and educational purposes, and closely working with IT developers and business system analysts.

I would describe myself as a person of high energy and enthusiasm, a change agent, flexible and collaborative, open, supportive, creative, and with integrity and a sense of humor. I am passionate about making the organization at once successful and a great place to work.

My educational background is interdisciplinary and I hold Master's degrees in both Mathematics and Philosophy. This allows me to communicate complex issues clearly and effectively with diverse stakeholders at both conceptual and operational levels.

I hold the following Human Resources designations/certifications:

- o Senior Professional in Human Resources (SPHR) – SHRM
- o Strategic Leadership in HR: The Next Paradigm – Cornell University & SHRM (Executive Education Certificate)
- o Certified Employee Benefit Specialist (CEBS) – Wharton School, University of Pennsylvania
- o Compensation Management Specialist (CMS) – Wharton School
- o Fellow, International Society of CEBS – Wharton School

I have attached a copy of resume, and can be reached at 415.927.1145, or by e-mail at kosrof_chantikian@att.net. I appreciate your time and attention.

Sincerely,

Kosrof Chantikian, SPHR, CEBS, CMS
Fellow, International Society of CEBS

SUMMARY

Highly skilled strategic leader with extensive experience leading, consulting, negotiating, influencing, communicating, and building strong teams. Experienced in successfully managing conflict resolution, consensus-building, regulatory and contract compliance, training, leadership development, and directing complex day-to-day operations. Visionary and change agent who can successfully provide intellectual leadership, guide, mentor, coach, and inspire others in developing flexible teams. Recognition of the necessity of linking operations to the organization's mission. Passionate about making organizations successful, innovative, and a great place to work.

- o Successfully led and directed compliance, conflict resolution, problem solving, consensus development, communications, customer service, employee relations, conciliation, performance and change management, policy, process development, project management, team building, training and development, and HRMS.
- o Successfully advised, guided, coached, and influenced boards, executives, managers, employees, consultants, and vendors.
- o Experienced as consultant, negotiator, change agent, and partner in providing creative ideas and new perspectives to enhance the way work is accomplished with strong emphasis on improving compliance, productivity, and efficiency.
- o Highly focused on achieving results with strong sense of urgency and executing flawlessly.
- o Innovative, flexible, effective, engaged, and proactive approach to finding timely and effective solutions.
- o Successfully merged conflicting groups into coherent, highly motivated, and unified teams.
- o Exceptional strategic planning and tactical decision making skills.
- o Strong team building, listening, negotiation, facilitating, problem resolution, and training skills.
- o Experienced in public sector organizations, teaching, project management, and budgets.
- o Successfully managed operating budgets of over \$2,000,000, with annual plan costs over \$250 million.

LEADERSHIP EXPERIENCE

Principal – Human Resources & Benefits Consulting – Independent Contractor, Larkspur, CA (1/2008 to present)

- o Provide strategic guidance, advice, and coaching in Human Resources and Benefits to senior management.
- o Analyze structures and processes and make recommendations for improvements in effectiveness, operational efficiency, communications, staff training, contract negotiation, team building, and cost reduction.
- o Ensure all programs and plans are nondiscriminatory, and in compliance with federal and state laws, & local ordinances.
- o Design early retirement incentives for organizations contemplating voluntary force reduction.
- o Perform program and plan audits to determine if benefits package is competitive, cost effective, and nondiscriminatory, and negotiate with service vendors to enhance services and reduce costs.

Director of Strategy & Design – ABM Industries, San Francisco, CA (2/2006 to 10/2007)

- o Directed strategic planning, policy, design, compliance, cost containment, and communications of all benefit plans in 47 states for over 75,000 salaried and union employees.
- o Implemented domestic partner benefit program to ensure nondiscriminatory treatment for all employees, and directed all compliance issues, including compliance with San Francisco Equal Benefits Ordinance.
- o Provided strategic and tactical guidance, support, and recommendations to senior executives.
- o Negotiated and secured Bonding insurance for 401(k) plan, and negotiated contracts for all benefit plans.
- o Worked closely as partner with all subsidiaries, divisions, and 35 HR field offices, trained staff, and resolved problems.
- o Resolved interpersonal employee conflicts, and motivated staff to help create a strong, flexible, and unified team.
- o Led, influenced, and managed broker, vendor, & consultant relationships. Developed bench marks for comparing & improving process, quality, and reducing costs.
- o HIPAA Privacy Officer. Assisted in SOX review of benefit plans, and ensured required controls were in place.
- o Project Functional Lead for implementation of JD Edwards enterprise HRMS for Benefits/HR module.
- o Negotiated changes to H&W plans resulting in net annual savings of >\$4.5 million over 5 years without reducing

benefits.

- o Led, mentored, and inspired a team of four professionals.

Director of Benefits -- Swinerton Incorporated, San Francisco, CA (1/2003 to 11/2005)

- o Directed and led strategic policy, design, communications, cost containment issues, compliance, and managed complex operations for all benefit plans for 10 subsidiary companies in nine states, including union hourly plans.
- o Advised and influenced board of directors, executives, managers, employees, and vendors.
- o Developed and implemented program to ensure nondiscriminatory treatment in benefit plan coverage for domestic partners in both San Francisco and Los Angeles to comply with their respective Equal Benefits Ordinances.
- o Managed, negotiated, and developed consensus for annual "hour plan" benefit program for union employees.
- o Negotiated and made changes to health and welfare plans and contracts resulting in annual savings of \$239,000.
- o Championed program to change performance culture from "good" to "great."
- o Successfully created new programs, implemented seminars and training programs, and enhanced Intranet features to provide information more efficiently to employees. HIPAA Privacy Officer.
- o Led, mentored, and inspired team of 7 professionals and managed operating budget of \$1.1 million.

Principal - HR & Benefits Consulting - Independent Contractor, Larkspur, CA (1999 to 2003)

- o Provided strategic guidance, advice, mentoring, and coaching to organizations.
- o Reviewed contracts, MOUs, negotiated with union representatives on health care plans and prescription drugs, resolved grievances, corrected errors, and disseminated information. Provided analyses of cost for retirement plan (DB and DC) and benefit enhancement proposals during union negotiations, and made recommendations to SVP of HR & explained issues to outside legal counsel.
- o Provided training to staff on complex legislative issues.
- o Led discussion on HR policy and planning and established close collaborative relationships with departments to provide practical solutions and quickly resolve problems or ambiguities.
- o Provided hands-on guidance to ensure compliance with applicable federal and state laws; corrected numerous instances of noncompliance and drove cultural change to "do things right the first time."
- o Clients included Children's Hospital and Research Center Oakland and its biomedical institute (CHORI), Shorestein & Co., Charles Schwab, and Price Waterhouse Coopers.

Senior Human Resources Consultant - PeopleSoft, Pleasanton, CA (1995 to 1998)

- o Team Lead for the strategic functional development and implementation of HRMS.
- o Responsible for all regulatory compliance issues.
- o Wrote highly complex HR functional requirements for incorporation into the HRMS product.
- o Acted as internal consultant, subject matter expert, and strategic partner in Employee Benefits, and drove and influenced direction of HRMS functional features.
- o Provided training to employees and clients on HR and Benefits modules within HRMS.
- o Led and mentored five testing analysts.

Assistant Director, Human Resources - Brookside Hospital, San Pablo, CA (1994 to 1995)

- o Managed complex day-to-day HR operations, including benefits, compensation, regulatory compliance, communications, employee relations, FLSA, HR policies, staffing, training and development, UI, & assisted in WC cases.
- o Prepared and implemented domestic partner benefits for same sex partners for medical and other health & welfare plans.
- o Interpreted contracts, MOUs, and responded to inquiries from unions on policies governing terms and conditions of employment.
- o Counseled, and made presentations and recommendations to Board of Directors and HR Subcommittee of the Board.
- o Acted as consultant, mentor, partner, coach, and facilitator to other departments, and assisted in resolving problems.
- o Resolved various employee relations and union issues, including grievances, conflicts, policy violations, unsatisfactory performance, and investigated sexual harassment charges. Held Skelly hearings (due process safeguards) with union employees and union representatives on performance issues and policy violations.
- o Interfaced with outside legal counsel, actuary, and vendors.
- o Assisted in analysis to implement new PTO program for unions in place of vacation and sick leave

- o Managed vendors/consultants, negotiated optimum contracts, and wrote & implemented RFPs for new plan services.
- o Led and mentored two senior HR analysts.

Manager, Retirement & Investment Planning – University of California, Office of the President, Berkeley, CA (1987 to 1991)

- o Directed strategic policy, planning, design, & complex day-to-day operations of all retirement & savings plans (DB and DC) for over 95,000 employees located on nine campuses and three national laboratories, and 13,000 retirees.
- o Provided frequent presentations to SVP, senior management, Retirement Board, and faculty committees; prepared policy documents for the Board of Regents with recommendations for action, and implemented policies upon approval.
- o Directed all compliance issues, provided analysis of proposed legislation and new laws, & wrote University's position on proposed HR/Benefits legislation.
- o Interpreted contracts, policies, procedures, MOUs, & clarified ambiguities. Interfaced with General Counsel, and external legal consultant, and actuary.
- o Developed communications. Managed third party vendors and consultants, and negotiated contracts.
- o Project Manager for the complete rewriting of DB & DC retirement plans to ensure compliance with law; worked closely with outside actuary on costs and potential changes to enhance DB plan benefits for faculty and staff.
- o Designed and delivered various educational and training programs for HR campus coordinators and employees.
- o Led team of seven HR professionals and managed operating budget of \$2 million.

EDUCATION

ABD (Philosophy) - New York University
(Completed all requirements for Ph.D. except dissertation)

Master of Arts (Philosophy) - New York University

Master of Science (Mathematics) - New York University

Bachelor of Science (Electrical Engineering) - New York University

PROFESSIONAL CERTIFICATION – HUMAN RESOURCES

- o Senior Professional in Human Resources (SPHR) – Society for Human Resource Management (SHRM).
- o Executive Education Certificate: *Strategic Leadership in HR: The Next Paradigm* – Cornell University and SHRM.
- o Certified Employee Benefit Specialist (CEBS) – Wharton School, University of Pennsylvania.
- o Compensation Management Specialist (CMS) – Wharton School, University of Pennsylvania.
- o Fellow, International Society of CEBS – Wharton School, University of Pennsylvania.

KEY COMPETENCIES & STRENGTHS

- o Working closely with and advising, consulting, coaching, and influencing boards, executive committees, employees, consultants; vendors, and building successful collaborations with diverse constituencies.
- o Strong project management, listening, negotiation, facilitation, consensus development, compliance, training, and leadership development skills.
- o Creating a learning environment, and developing innovative, effective, and timely solutions.
- o Leading, driving change, mentoring, inspiring, challenging, and developing strong partnerships and teams.
- o Highly focused on achieving results with a sense of urgency and executing flawlessly.
- o Exceptional strategic planning and tactical decision making skills.
- o Linking policy to the organization's strategy by understanding its mission, vision, and business objectives.
- o Superior analytical, process development, and problem-solving skills.
- o Excellent written and oral communication and presentation, customer service, and interpersonal skills.
- o Establishing creative, efficient, and cost effective plans, programs, and services for stakeholders.

LEADERSHIP DEVELOPMENT, LEARNING, TRAINING, & TEACHING

Facilitator/Mentor – SPHR & PHR Certification Examinations – Society for Human Resource Management (SHRM)

- o Designed and developed program to prepare HR professionals for examinations for the PHR & SPHR designations in HR covering: (i) Strategic Management; (ii) Workforce Planning & Employment; (iii) Human Resources Development; (iv) Total Rewards; (v) Employee & Labor Relations; and, (vi) Risk Management. (Sponsored by NCHRA.)

Guest Lecturer – University of San Francisco, Human Resources Management Class

Instructor – Certified Employee Benefit Specialist (CEBS) Program – College of Extended Learning, San Francisco State Univ.

Instructor – Mathematics/Philosophy

- o Los Medanos College (Pittsburg, CA); Merritt College (Oakland, CA); Vista College (Berkeley, CA). Designed and delivered various instructional courses in college algebra, statistics, philosophical analysis, and moral philosophy.

ACTIVITIES & MEMBERSHIP IN HUMAN RESOURCES

- o Society for Human Resource Management (SHRM); Northern California Human Resources Association (NCHRA); HR West; HRExecNet (Northern California); International Society of CEBS.

KNOWLEDGE OF HRMS SYSTEMS & COMPUTER PROFICIENCY

- o Functional Team Lead in development of PeopleSoft HRMS software for Benefits and HR.
- o Functional Lead for implementation of JD-Edwards enterprise HRMS and Employee Self Service module.
- o Experienced working with Finance, HR, IT, Legal, Payroll, Marketing, Risk Management, and leading and interfacing with developers and consultants to implement and improve efficiency of HRMS functional features.
- o Experienced in Word, Excel, Outlook, PowerPoint, Access, and Lotus Notes.

KNOWLEDGE OF COMPLIANCE

- o Experienced with ADEA; ADA; CCPA; CMS; COBRA; DOL; EEOC; Equal Pay Act; ERISA; FCRA; FLSA; FMLA, CFRA & PDL; HIPAA; IRCA; IRC; Medicare Part D; NLRA; OSHA; OFCCP (Executive Order 11246); SSA; SOX; Title VII (Civil Rights Act); San Francisco, Los Angeles, San Diego, etc. – Equal Benefits Ordinances; Uniform Guidelines on Employee Selection Procedures; USERRA; WARN; United States Code; Code of Federal Regulations, etc.; and various state and local regulations.
- o Patient Protection and Affordable Care Act (H.R. 3590 or PPACA), and Health Care and Education Affordability Reconciliation Act of 2010 (H.R. 4872) (Reconciliation Act) – collectively the "Health Care Reform" bills signed into law on March 23 and March 30, 2010, respectively.

PUBLICATIONS – HUMAN RESOURCES

"Early Retirement Windows: Reducing Your Work Force and Avoiding Lawsuits" – NCHRA Quarterly.

KNOWLEDGE OF OTHER LANGUAGES

Armenian, Spanish.

COVER LETTER & RESUME
FOR
ALARIC DEGRAFINRIED

October 12, 2010

San Francisco Department of Human Resources
Attn: Melissa J. Cayabyab
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Ms. Cayabyab:

Hello, my name is Alaric Degrafinried and I am currently seeking a challenging public service career opportunity that will allow me to continue leveraging my legal background while simultaneously working in a team-oriented environment. As such, I am extremely interested in the Manager III (0931) position at the San Francisco Human Rights Commission ("HRC").

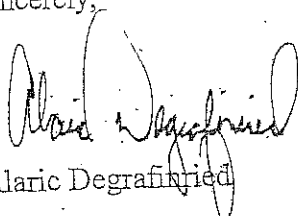
My current position as the Acting Manager of the Local Business Enterprise Division has provided me with a considerable amount of experience managing the team that is responsible for enforcing San Francisco's Local Business Enterprise ("LBE") ordinance which forbids discrimination in contracting and mandates that economically disadvantaged businesses located in the City are eligible for certification, bid discounts/ratings bonuses and subcontracting opportunities when bidding on City contracts. In addition, I believe my previous experience as a Contract Compliance Officer has provided me with a broad understanding of the City's contracting processes and enabled me to build valuable relationships within the LBE community.

Moreover, prior to the HRC, I worked at the National Housing Law Project where I developed excellent research and writing skills while working on a number of issues relating to the general welfare of low-income individuals, including: (1) the U.S. Department of Housing and Urban Development's economic development policies; (2) the impact of skyrocketing utility costs on low-income families; and (3) the state of the Gulf Coast rebuilding process. As such, I have had the opportunity to collaborate on a number of public comment letters that addressed the needs of economically and socially diverse communities.

In addition, as a Commissioner on Oakland's Public Ethics Commission I am responsible for working with my fellow Commissioners to develop policies and procedures that promote compliance with a number of local and State ordinances including: Oakland's Sunshine Ordinance, Oakland's Campaign Reform Act, and California's Public Records Act. Moreover, as a Commissioner I have actively participated in a number of public hearings addressing various community concerns ranging from campaign finance reform to public records act procedures.

I believe that my diverse professional background and strong communication skills make me an excellent candidate for the Manager III position; and I am confident that my legal, public service, and general problem solving skills will allow me to continue being a valuable asset on the HRC team. Should you have any questions regarding any of the information contained in my application or the accompanying materials please feel free to contact me via telephone (408-230-1818) or via email (adegrafinried@yahoo.com). Thanks in advance for your consideration and I hope to hear from you soon.

Sincerely,


Alaric Degrafinried

Alaric Degrafinried

Phone : [REDACTED]

Email : [REDACTED]

Education

Santa Clara University School of Law
J.D., May 2005 GPA: 3.4

University of Colorado at Boulder
B.S. in Accounting, May 1993 GPA: 3.2

Experience

San Francisco Human Rights Commission (2010 - present)

Acting Manager, Local Business Enterprise Division: As the Acting Manager of the Commission's Local Business Enterprise (LBE) division my primary responsibilities include providing leadership on the design and implementation of the City's LBE program which involves management of the Contract Compliance Unit and the LBE Certification Unit (approximately 15-18 people). In this role my general responsibilities include interpreting, implementing, monitoring, and enforcing the laws, rules and regulations relating to Chapter 14B of the San Francisco Administrative Code which forbids discrimination in the City's contracting processes and mandates that local economically disadvantaged businesses are eligible for certification and various other contracting incentives.

San Francisco Human Rights Commission (2007 - 2010)

Contract Compliance Officer: As a Contract Compliance Officer my primary responsibilities involved implementing, monitoring, and enforcing the City's Local Business Enterprise (LBE) program which forbids discrimination in the City's contracting process and mandates that economically disadvantaged businesses located within the City are eligible for certification, bid discounts/ratings bonuses and subcontracting opportunities when bidding on City contracts. Secondary responsibilities included staffing the LBE Advisory Committee which advises and makes recommendations to the Commission in the development, implementation and monitoring of the policies and practices of the LBE ordinance and program.

National Housing Law Project (2005 - 2007)

Attorney/Equal Justice Works Fellow: My fellowship involved the promotion of employment opportunities for low-income individuals by providing local government agencies, legal service organizations, and various grassroots organizations with the necessary training and transactional documents they needed to ensure and/or enhance the compliance with HUD's Section 3 regulations. I was also responsible for the work of 1-2 law clerks which performed research and writing assignments involving a variety of topics including: HUD's economic development policies, the impact of skyrocketing utility costs on low-income families, and the state of the Gulf Coast rebuilding process.

Peace Corps - Haiti (2000 - 2002)

Small Enterprise Development Volunteer: Worked primarily with rural micro-credit organizations; responsibilities ranged from client portfolio analysis to general accounting. Secondary activities included teaching introductory computer courses at provincial schools and assisting my host-organization secure funding for a soil conservation project.

General Electric (1993 - 2000)

Americas Finance Manager: GE Medical Systems in Milwaukee, WI. Over the course of my seven-year tenure at GE I worked at several locations and held numerous positions of increasing responsibility. In my last position I led the financial integration of a recently acquired company (Marquette Medical Systems) into the GE culture and later managed the finance team (approximately 4-5 people) that supported the Americas Sales and Operations divisions.

*Extracurricular
Activities*

Oakland Public Ethics Commission; Commissioner (2008-present)

California State Bar; Bar Exam Grader (2006-present)

Bar Association of San Francisco; Member (2008-present)

National Association of Sports Officials; Football & Basketball Referee (2009 - present)

**COVER LETTER & RESUME
FOR
GEN FUJIOKA**

GEN FUJIOKA

October 18, 2010

Department of Human Resources
1 South Van Ness, 4th Fl
San Francisco, CA 94103
Attn: Melissa Cayabyab

Dear Hiring Committee:

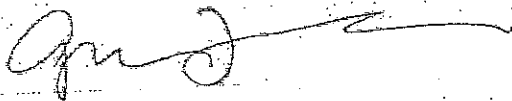
Thank you for considering my application for the Manager III position with the Human Rights Commission. I have great respect for HRC's mission and work and would be honored to support its leadership in advancing the rights of all San Franciscans.

As my enclosed resume reflects, I have a deep commitment to community service and social justice. For more than twenty years I served as a legal services attorney first in San José and then in San Francisco. I directly litigated or supervised a range of cases with an emphasis on affordable housing, immigrant rights, and civil rights—including serving as counsel in both fair housing and employment discrimination cases. I conducted frequent presentations to a range of audiences, from general media appearances to academic conferences to trainings for members of the bar. I also served on a number of City task forces and collaborative efforts including the Mayor's task force that assisted in the formation of the HOPE SF program.

In recent years I have grown my knowledge of program administration, policy formation, and management. I served as interim executive director for the Asian Law Caucus and then as its program director. I have served on the board of directors for local and national nonprofit organizations. I presently serve as senior policy staff for a national coalition of community development organizations. I am planning to complete my Masters in Public Administration at San Francisco State University this spring.

I believe my experience as a litigator, familiarity with government agencies, management knowledge, and commitment to social justice provide valuable preparation for work with the Human Rights Commission. I would be grateful for the opportunity to meet and further discuss my qualifications and experience relevant to the Manager III position.

Sincerely,



Gen Fujioka
Attorney

GEN FUJIOKA

Employment:

National Coalition for Asian Pacific American Community Development
Washington DC - Oakland (2008 - present)
Senior Policy Advocate

Developed and advanced an economic development policy agenda for a network of nonprofit organizations serving Asian Pacific American communities in over fifteen states. Coordinated communications with community members, Congressional staff, and national housing organizations. Organized and presented trainings, webinars, and workshops for professional staff and general public.

Asian Law Caucus

San Francisco (1989-2008)

Director of Programs/Interim Director/Managing Attorney/Staff Attorney

Supervised office's housing employment, and immigrant projects. Lead counsel in class actions and jury trials. Experience in state and federal courts and in administrative proceedings. Representation in civil rights cases including issues involving racial violence, language access, immigrant rights, employment discrimination, and racial profiling. Supervised, evaluated, and trained attorneys, law students, and community advocates. Counseled and participated in policy and legislative advocacy in federal, state, and local governments. Participated in City task forces under three San Francisco Mayors establishing a seismic safety program, a network of naturalization services, and policies to upgrade public housing. Counseled nonprofit agencies and small businesses on institutional and transactional issues. Presenter on civil rights and housing issues at national and regional conferences. Co-organized two exit polls of San Francisco voters. Led fundraising for agency with \$1.2 million annual budget and negotiations for the formation of the first affordable housing co-op in San Francisco's Chinatown.

Legal Aid Society of Santa Clara County

San Jose (1984 - 1989)

Staff attorney

Lead counsel in class action fair housing litigation resulting in restructuring of affordable housing policies of the San Jose Redevelopment Agency.

Education:

San Francisco State University, MPA program (candidate 2011)
New College of California, School of Law. LLB
University of California, Santa Cruz. B.A (Honors, Politics).

Other professional activities:

Licensed to practice law in California
Board member, Tenants Together (2008- present)
Board member, Asian American Justice Center (2005-07)
Judge Pro Tempore, San Francisco Superior Court (2003- 2008)

References: available upon request.

**COVER LETTER & RESUME
FOR
RON HYPOLITE**

October 9, 2010

Dear Ms. Cayabyab,

Thank for the notice of referral of my name to my former employer, the San Francisco Human Rights Commission. I am especially excited to learn that my candidacy for the 0931 Manager III continues to be of interest to the City. After more than a decade of service my decision to leave the HRC was a very difficult one. At the time I needed to grow professionally and the opportunities to do so within the HRC's existing small but dedicated structure were limited. Over my career I have desired to make important contributions to the struggle against HIV/AIDS and to the people living with HIV disease. When the opportunity arose to Direct Office of AIDS Administration I recognized that the position held a compelling mixture of professional growth, leadership development, social justice ideals, personal challenges, and creative programmatic opportunities. These elements have been hallmarks of my career path since my law school graduation. Indeed, they are what drew me to the Commission at the outset of the implementation of the City's Equal Benefits Ordinance many years ago.

During my tenure with the Office of AIDS Administration I have worked hard to bring needed reforms the office, heal deep staff dysfunctions, increase decision making transparency, and restore community trust and confidence in our contract awarding process. With patient, persistent leadership, I have worked with staff individually and held the first staff retreat in over seven years. Personnel complaints have dropped dramatically. I also rescued an embattled strategic database project that suffered from bureaucratic infighting and managerial neglect. The project successfully launched in July, 2010. The office now enjoys an interactive and constructive relationship with the criminal justice community, including Santa Rita Jail's Inmate Services unit, Prison Health Services, the County Board of Supervisors and academic researchers at UCSF, UCLA, and SFSU. I have fostered closer coordination of HIV Education & Prevention and Counseling & Testing activities between my office and our local government partners including the Public Health Departments of Contra Costa County and the City of Berkeley, and the Oakland Mayor's Office where 58% of HIV/AIDS prevalence is concentrated. Importantly, I have restored a critical level of confidence in the ethical distribution of public resources and attention by the Office of AIDS Administration among our Latino, Asian & Pacific Islanders communities that have fast emerging HIV positive populations. Moreover, despite two years of devastating State HIV Prevention budget cuts my office persevered with a successful HIV Prevention Summit, raised our Ryan White annual application score from 86/100 to 97/100, and played an integral role in mobilizing the Bay Area's hosting of the 2009 U.S. Conference on AIDS. I am also proud to have lead Alameda County's participation in a truly regional collaborative efforts with San Francisco State University, San Francisco Public Health and 12 community based organizations that secured funding for one of only five successful applications in the country. That unprecedented partnership will find and re-link to quality HIV care and treatment an estimated 8000 HIV+ individuals in our region who have fallen out of care.

I've been fortunate to promote a progressive health and social justice agenda for much of my career. The current context of continued deep economic uncertainty and attendant social anxiety tests the courage of our convictions. I believe it is time to recommit to the cause of social justice and safeguard the rights of America's marginalized populations. So I approach with humility and honor this opportunity to rejoin and recommit to the San Francisco Human Rights Commission's vision "to provide leadership and advocacy to secure, protect and promote human rights for all people." Certainly, if chosen to serve, I will proudly follow in the legacy of my mentor and friend Larry Brinkin who brought humility, heart and an enduring sense of humanity to the work.

Sincerely,

Ron Hypolite (Kabir)

Ron Hypolite (a.k.a. 'Kabir')
Office of AIDS Administration Director
Alameda County Public Health Department
1000 Broadway, Ste. 310
Oakland, CA 94607



RONALD J. HYPOLITE (a.k.a. KABIR)

EXPERIENCE:

Jan. 2008
Present

ALAMEDA COUNTY PUBLIC HEALTH DEPARTMENT
Director Office of AIDS Administration (OAA) & Interim Deputy Director Division of Communicable Disease Control and Prevention (DCDCP) - Currently, I am responsible for all elements of the Health Administrator II (Director position), including the direction and management of the complex HIV/AIDS direct client service delivery health care program, collaboration in the leadership of Public Health Department strategic planning, Office of AIDS Administration funding source development, and advocacy activities. My duties also encompass the development and administration of the AIDS Administration Office's multiple budgets, contracts management, grant application preparation, and participation in the Health Department's County and State planning processes. In addition, I am responsible for staffing concerns within the Office of AIDS Administration, and special projects including the integration of the Office of AIDS Administration into the DCDCP, and the countywide All Titles Information Database Systems (ATIDS) project for HIV/AIDS-related Alameda County intra-agency initiative. I represent the Office of AIDS Administration in state, regional and local community matters. I report to the Alameda County Health Services Agency leadership regarding review of all HIV/AIDS program funding and development, budgetary matters, and a broad range of community concerns. I collaborate with local HIV advocacy groups and I am a member of the Alameda County wide Everyone Home Leadership Board tasked to eliminate homelessness. I served as Bay Area Co-Chair of the National Minority AIDS Council Local Host Committee for the 2009 U.S. Conference on AIDS. Finally, I perform other duties as assigned.

Jun. 1997
Jan. 2008

SAN FRANCISCO HUMAN RIGHTS COMMISSION
Contract Compliance Officer I - My primary duties were divided into three categories. First, I participated in the programmatic development and implementation of the City and County of San Francisco's highly successful Equal Benefits Ordinance (EBO) contract compliance program which requires that contracting vendors offer their employee benefits equally to employees with spouses and employees with domestic partners. I participated in the development of the Commission's EBO forms and procedures; reviewed, approved, or rejected vendor compliance documentation; and advised vendors and City departments regarding compliance waiver requests. I consulted routinely with business owners and executives, legal counsel, human resource directors, insurance brokers, union counterparts, and City department management officials regarding all aspects of the EBO, compliance forms, and technical requirements.

Second, I implemented all aspects of the Commission's employment discrimination, mediation, and investigation practices, including participation in development of complaint procedures, conducting staff case management review sessions, and community outreach. I supervised interns and managed multiple complaint files throughout the mediation and investigation process, including conducting initial complaint intakes, drafting complaints, preparing investigation plans, conducting witness

interviews, reviewing employment related documentation and employment policies & procedures, drafting legal analysis correspondence to attorneys, preparing settlement proposals to the parties, and conducting mediation sessions and preparing file closures. I also implemented special outreach projects for the Commission.

Third, I served as staff to the Commission's Employment Advisory Committee, a policy advocacy group responsible for providing community involvement, in-depth study and exploration of employment related diversity and discrimination issues, patterns, and opportunities in San Francisco. I recruited representatives from labor, government, and community interest groups to serve on the Committee; provided procedural advice; arranged presentations by industry segments, union representatives and educational leaders; facilitated the Committee's annual retreats; and assisted in the prioritization of the Committee's issues and objectives for each calendar term. As directed by the Committee and the Commission, I researched employment issues, prepared Committee minutes, recommendations, and resolutions. I reported monthly on the Committee's activities to the full Human Rights Commission for its consideration and guidance.

I also conducted technical assistance trainings (TAP) for people living with HIV/AIDS who sought to return to the work force as well as vendors seeking practical hiring guidance and advice. Finally, I met with visiting foreign delegations to discuss the Human Rights Commission role in protecting and advocating for the human rights of racial, sexual, and gender identity minority groups and individuals.

May 1991
Jun. 1997

AIDS LEGAL REFERRAL PANEL (ALRP)

Client Services Director - Supervised staff, volunteer attorneys, and student interns in providing attorney services and legal referrals annually to 3,000 clients living with HIV/AIDS in five Bay Area Counties, including San Francisco, San Mateo, Alameda, San Mateo, and Contra Costa. I prepared contract compliance reports to funding agencies and foundations, advised clients on a full range of legal concerns and mediated client-attorney fee disputes. I prepared the ALRP attorney services fee protocol, supervised the design and expanded the geographical scope of the agency's clinical outreach program, recruited ALRP attorney volunteers, assisted in the design and supervised the implementation of ALRP's client satisfaction survey form and client quality assurance database processes.

Dec. 1992
Jun. 1994

RONALD J. HYPOLITE, ESQ.

Solo Practitioner - Investigated a professional commercial paper fraud operation; prepared all aspects of multiple civil litigation for arbitration and trial, including research of all substantive and procedural issues, discovery and motion practice. I lead a coordinated effort with the Santa Clara County District Attorney's Office. My work resulted in total absolution of my client's legal liability, an award of favorable civil judgment and a criminal fraud conviction and 5 year sentencing against a key defendant.

May 1987

CROSBY, HEAFEY, ROACH & MAY

Dec. 1990 **Associate Litigator** – Prepared civil litigation for trial, including legal research of procedural and substantive issues, discovery law and motion appearances, and arbitration. My specialization areas included free press access issues, invasion of privacy and defamation, insurance fraud prosecution, and insurance defense.

Jan. 1986 **UNITED STATES DISTRICT COURT**
 MAY 1986 **Judicial Extern** – Chambers of Judge David Kenyon – Provided legal analysis and recommended Court orders pertaining to substantive and procedural issues presented to the U.S. District Court (C.D. Cal). I prepared judicial orders in response to motions filed with the Court.

Jul. 1985 **DEPARTMENT OF THE NAVY**
 Jan. 1986 **Operations Supervisor** – Supervised marine port container maintenance operations and purchasing supplies for the West Coast Division fleet activities in Oakland, Long Beach, Hawaii and Guam. I managed daily activities of Machinists, Long Shoremen and Teamsters employees.

EDUCATION: **U.C. BERKELEY SCHOOL OF LAW (BOALT HALL)**
 1987 JURIS DOCTOR
 Moot Court Oral Argument Certificate of Merit

POMONA COLLEGE
 1982 B.A. INTERNATIONAL RELATIONS
 Minor in Creative Writing

SORBONNE UNIVERSITY - Paris France
 Completed semester abroad requirements for International Relations major

VOLUNTEER EXPERIENCE:

Jul. 1996 **UJAMAA MONEY MAKERS INVESTMENT CLUB**
 2001 *President & Founding Member* – a fifteen member investment club. Convene and facilitate monthly meetings to discuss and direct club investments in stock market equities. Drafted and updated the club Operating Procedures.

Mar. 1996 **DEPARTURE POINT NEWSLETTER**
 Aug. 1997 *Publisher & Editor* – Founded and operated a monthly newsletter covering African American arts, politics and culture in the Bay Area (circulation 500 subscribers).

1997 San Francisco Horizon Foundation grant recipient.

Nov. 1994 **LESBIANS & GAYS OF AFRICAN AMERICAN DESCENT FOR**
 Jun. 1997 **DEMOCRATIC ACTION (LGADDA)**
Newsletter Editor (1994 – 1996) – Published the monthly political newsletter and official notice for this San Francisco based Political Action Club.

Chairperson (1996 – 1997) – Directed all club activities including anti-prop 209 efforts, panel discussion on Three Strikes legal and social impact on the African American community, political action process, annual cultural events (Kwanzaa, Lake Temescal barbeque).

Scholarship Committee Chairperson (1997 – present) – Established the first LGADDA Scholarship and supervised club efforts that raised over \$1,300 for an educational scholarship fund to be awarded in the fall of 1998.

Mar. 1994
Sep. 1996

BLACK ADOPTION PLACEMENT & RESEARCH CENTER (BAPRC)

Board of Directors Member – Served on Fund Raising and Child Welfare committees; assisted in development of BAPRC's 1994 HIV non-discrimination and confidentiality policy governing prospective adoptive parents and Foster Care applicants.

Dec. 1990
Jun. 1991

JAMES BALDWIN SOCIETY (JBS)

Founder – Established a fifteen member artist group comprised of African American gay men to share interests in a variety of artistic areas and drafted the group's bylaws. Monthly activities and workshop areas included vocal and instrumental music, poetry and prose as well as visual and performance arts.

Dec. 1988
Sep. 1989

OAKLAND ENSEMBLE THEATER (OET)

Board of Directors Member – Assisted in the planning of theatrical season, Fund Raising activities, advised OET's Executive Director and Board in legal matters including lease terms, board dissolution, copyright and employment issues.

**COVER LETTER & RESUME
FOR
RAYNELL JACKSON**


Cover letter, resume, and signed conviction history form: 0931 Manager III, Human Rights Commission


Raynell Jackson to: melissa.j.cayabyab
This message is digitally signed.

10/12/2010 11:48 AM

Hello Melissa-

Attached is my cover letter, resume, and signed conviction history form for the 0931 Manager III position at the Human Rights Commission.

 RJJ.Cover Letter_Resume.pdf

 Conviction_History_Form[1].pdf

Raynell Jackson | Senior Personnel Analyst | Employee Labor Relations | CCSF-Human Services Agency
| 1-415-557-5596

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Raynell Jackson
[REDACTED]
[REDACTED]
[REDACTED]

Human Rights Commission
25 Van Ness Avenue, Room 800
San Francisco, CA 94102-6033

Dear Ms. Sparks:

I am writing to express my interest in the Auditing, Contract Compliance, and Economic Empowerment Manager Position that is open with the Human Rights Commission at this time. I am a talented Professional with a strong background in Human Resource Management.

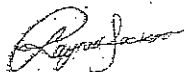
My education, training, and experience in both in the public and private sector, all have served to make me highly effective at what I do. My present position with the Human Services Agency includes providing advice and assistance to managers, and supervisors in all areas involving employee job performance and conduct, including performance appraisals, goal setting, corrective and disciplinary actions, labor relations, including interpretation of MOU contractual language and policy and procedures. Other roles include reviewing, investigating, and responding to grievances and internal/external complaints of discrimination, and advising supervisors and employees regarding Federal, State and City policies regarding Leaves of Absence, ADA, and Worker's Compensation.

I possess well-developed technology abilities, and I am very comfortable using micro soft office suite, including Word, Excel, Outlook, and Power Point. My analysis and data management skills are top-notch, and I am proficient at preparing and delivering presentations. I am also a strong communicator, organizer, and problem solver with demonstrated ability handling employee concerns and working independently or as part of team. I am capable of mastering new concepts quickly, and making an immediate and lasting contribution.

In response to your search for an Auditing, Contract Compliance, and Economic Empowerment Manager Position, I believe my experience and education qualify me for consideration.

To further acquaint you with the specifics of my background I am enclosing my resume. I hope you will consider me for this position. I look forward to meeting with you and discussing my qualifications in more detail.

Very truly yours,



Raynell Jackson

RAYNELL JACKSON

PROFILE

Human Resource professional with comprehensive experience in Employee Relations. Well adjusted to working in fast paced environments demanding strong organizational, technical, and interpersonal skills. Versatile, adaptable, and self-motivated individual with a tireless work ethic, unwavering sense of professionalism, and deep commitment to personal and professional growth. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects. Able to multi-task effectively. My objective is to obtain a management position in a City department that emphasizes aligning Human Resource initiatives with the overall strategy of the department.

EDUCATION

University of Phoenix (2006)
MBA /Human Resource Management

California State University, Stanislaus (2003)
BS Business Administration/Human Resource Concentration

PROFESSIONAL EXPERIENCE

October 2007-Present City and County of San Francisco
Human Services Agency
Senior Personnel Analyst: Employee Labor Relations//EEO/Civil Rights

- Oversee the Disciplinary Action process for departments
- Conduct and/or oversee disciplinary, harassment, and discrimination investigations
- Confer with department heads regarding disciplinary recommendations
- Review or draft counseling memoranda, written warnings and reprimands
- Draft notices of intent to discipline and notices of final action
- Facilitate Skelly hearings
- Respond to and investigate employee complaints of discrimination filed internally and externally (EEOC, DFEH) and prepare summary reports.
- Respond to and investigate whistleblower complaints
- Respond to and investigate client complaints of discrimination
- Provide consultation and training on civil rights and prevention of sexual harassment at unit meetings, sections meetings and induction classes
- Assist departments with dispute resolution, including mediation
- Interpret and explain labor contracts/MOUs and HR policy to departments
- Train and coach supervisors on HR Concept and work place issues
- Assist Departments with the Performance Management Process
- Facilitate Grievance Meetings and respond appropriately
- Facilitate Meet and Confer Sessions
- Carry out the Americans with Disability Act (ADA) process.
- Process Leaves of Absence request
- Prepare memoranda, reports, records, and correspondence
- Assist Departments with Worker's Compensation processes
- Supervise and assign work to support staff, interns, and trainees
- Human Resource liaison to City Departments for Stimulus Program

RAYNELL JACKSON

Page two

October 2005- October 2007

Target Corporation Human Resource Manager

- Manage the staffing, selection, retention, and recruitment process
- Coordinate and facilitate leadership trainings
- Coordinate employee development and mentorship
- Supervise Human Resource staff
- Respond to internal Complaints of Discrimination
- Review and approve Performance Evaluations
- Assist Management with resolving complex HR issues and problems
- Oversee performance management
- Oversee payroll and scheduling
- Manage workers compensation and risk management
- Manage regulatory compliance
- Manage human resource budgets
- Conduct human resource compliance audit
- Conduct safety compliance audit
- Manage Benefits Open Enrollment process
- Oversee employee recognition program
- Coordinate the volunteer committee
- Coordinate the United Way Campaign
- Respond to unemployment claims
- Appear at unemployment hearings
- Prepare memoranda, reports, records, and correspondence
- Manage employee relations
- Conduct New Hire Orientation

December 1995 – October 2005

Frito Lay Manufacturing Plant Payroll Administrator/Site Payroll Subject Matter Expert

- Process and balance weekly payroll
- Interpret and explain payroll policies and procedures
- Conduct payroll compliance audits
- Manage meeting and training budgets
- Manage travel and entertainment budgets
- Indirect labor cost tracking and reporting
- MWBE participation tracking and reporting
- Expense reporting
- Assists associates with employment related matters
- Conduct New Hire Orientation
- Develop, update, track and maintain various operations management scorecards
- Prepare memoranda, reports, records, and correspondence
- Coordinate the United Way Campaign
- Event planning and coordinating
- Executive leadership support staff
- Support 500 employees with payroll and HR questions

REFERENCES

Available upon request

**COVER LETTER & RESUME
FOR
RHONDA LUNSFORD**

Rhonda R. Lunsford

[REDACTED]

October 14, 2010

Greetings:

My name is Rhonda Lunsford and I am writing to express interest in the 0931 Manager III position with the San Francisco Human Rights Commission. One reason why I am qualified for this position is my professional background and experience with the City and County of San Francisco.

I currently work as a Class 1244 Senior Personnel Analyst with the Human Services Agency, where I investigate complaints of violations of EEO and civil rights policy, respond to charges of discrimination from the Equal Employment Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH), and oversee the administration of the Agency's interpretation and translation services program.

Prior to my current position at the Human Services Agency, I worked as a Class 1244 Senior Personnel Analyst in the Human Resources Labor Relations Division at San Francisco General Hospital.

Overall, I am a motivated professional with experience handling Labor Relations, Workers' Compensation, EEO and ADA issues. I possess solid skills in conflict resolution and interpersonal communication. I also have a proven ability to be consistent, fair, and focused on customer service.

My recent experience includes:

- Investigating and resolving complaints of employee misconduct, violence, harassment, EEO and civil rights violations
- Conducting training on EEO and civil rights policy
- Acting in a liaison capacity in the ratification of personal services contracts on translation and interpretation services
- Responding to and negotiating grievances
- Interpreting MOU's and Collective Bargaining Agreement provisions
- Representing the department in union contract negotiations and impasse mediation
- Handling expedited arbitrations
- Collaborating with the City Attorney's Office in full arbitrations
- Initiating conflict resolution and mediation
- Developing and presenting new manager training and coordinating training materials
- Counseling and training managers and employees on issues relating to performance management, discipline, violence in the workplace, harassment, and communication
- Supervising staff
- Overseeing and processing medical separations

In addition to my experience, I have the ability to interact and communicate well with people of diverse backgrounds and experiences. I have the ability to communicate effectively yet respectfully with colleagues and members of the general public.

I also have solid writing and analytical skills, even under time restraints. From my experiences, I have learned how to provide prompt service, without compromising quality.

I am confident that I have the leadership skills, experience and hard-working disposition vital to succeed in this position. I greatly appreciate your time and attention to this letter.

With great enthusiasm,
Rhonda R. Lunsford

RHONDA LUNSFORD

PROFESSIONAL EXPERIENCE

CITY AND COUNTY OF SAN FRANCISCO

San Francisco, CA *Senior Personnel Analyst* *2010-present*
Human Resources Analyst in the areas of civil rights and EEO. Key responsibilities include:

Investigate allegations of sexual harassment, Title VI and Title VII violations and ADA violations, prepare responses to charges of discrimination filed with the EEOC and DFEH, initiate conflict resolution and mediation, consult and train on civil rights, EEO and ADA issues, oversee translation and interpretation services contracts, supervise staff.

CITY AND COUNTY OF SAN FRANCISCO

San Francisco, CA *Senior Personnel Analyst* *2006-2010*
Human Resources Analyst in the areas of labor and employee relations. Key responsibilities included:

Investigated allegations of employee misconduct, violence, harassment, sexual harassment and discrimination, responded to grievances, interpreted union contracts, participated in union contract negotiations and impasse mediation, met and conferred with unions, handled administrative arbitrations; represented department at full arbitrations involving termination or dismissal, initiated conflict resolution and mediation, consulted and trained managers on HR-related issues, assisted managers on staff performance issues, developed training, managed medical separation process, supervised staff.

MULLEN & FILIPPI, LLP

Oakland, CA *Associate* *2004-2006*
Associate Attorney at large workers' compensation defense firm. Key responsibilities included:

Appeared before the Workers' Compensation Appeals Board, handled caseload of workers' compensation claims on behalf of public and private employers, conducted depositions, interpreted rules of law, performed legal research and analysis, prepared court documents and legal correspondence, routinely consulted and advised clients on workers' compensation issues and the workers' compensation process.

LAW OFFICES OF JAMES E. LATIMER

Walnut Creek, CA *Associate* *2003-2004*
Associate Attorney at small defense firm. Key responsibilities included:

Conducted legal research, prepared court documents, appeared before the Workers' Compensation Appeals Board, and appeared at depositions.

MCNAMARA, DODGE, NEY, BEATTY, SLATTERY & PFALZER, LLP

Fairfield, CA *Associate* *2002-2003*
Associate Attorney at mid-sized litigation defense firm. Key responsibilities included:

Conducted legal research, drafted and argued motions, prepared court documents and legal memoranda, propounded and answered discovery, court appearances, appeared at depositions, met with clients.

STATE BAR OF CALIFORNIA, PROGRAM DEVELOPMENT UNIT OF THE OFFICE OF LEGAL SERVICES, ACCESS AND FAIRNESS PROGRAMS

San Francisco, CA *Senior Administrative Assistant* *2000-2002*
Staff liaison to committees that promote equality and diversity in the California legal profession. Key responsibilities included:

Project and volunteer management, volunteer recruitment and retention, panel member for staff recruitment, interview and selection, managed special projects, coordinated and marketed award presentations, receptions and

other special events, liaison with local bar associations and the Judicial Council, assisted in the development of educational programs and conferences.

EDUCATION

SANTA CLARA UNIVERSITY SCHOOL OF LAW

Juris Doctor

May 1999

UNIVERSITY OF SAN DIEGO

Bachelor of Arts

May 1996

**COVER LETTER & RESUME
FOR
DAVID MIREE**

RE: David Miree HRC Manager III Requested Materials

David Miree

to:

melissa.j.cayabyab

10/17/2010 04:39 PM

Cc:

dcmiree

Show Details

Dear Melissa:

Please find attached the required materials for the review and consideration for the position of Manager III with the Human Rights Commission for the City and County of San Francisco.

Please note that I have attached both a pdf copy and a scanned copy of the conviction record form. I could not input a signature on the electronic copy so I attached a scan copy with my signature for your records.

Please feel free to contact me at your earliest convenience if you have any questions or if there is a need for me to submit other materials or information regarding this matter.

David Carrington Miree

October 15, 2010

Director Theresa Sparks
Human Rights Commission
City and County of San Francisco

RE: Manager III Human Rights Commission

Dear Director Sparks:

As the present Deputy Director of Public Affairs/Ombudsman and former Deputy Communications Director in the Office of Mayor Gavin Newsom for the City and County of San Francisco (CCSF), I feel that I am uniquely qualified for, and would be a valuable asset, to the position of Manager III with the Human Rights Commission with the City and County of San Francisco.

I have a keen appreciation for how essential and vital the Human Rights Commission is toward maintaining San Francisco's legacy and commitment to diversity, inclusion and equality for our residents and ensuring those important equity safeguards are upheld when doing business in our City. My six (6) + years tenure in the Mayor's Office has allowed for an established and on-going relationship with every facet of city government and its associated elected or appointed officials and their respective offices and departments. Said tenure has also resulted in an established and close working relationship with the various communities that are a part of the diversity and multicultural landscape of San Francisco. I believe this would prove to be an incredible asset when involved in coalition building or fact-finding or investigating allegations of discrimination and/or restoring equity.

I have been afforded an invaluable opportunity to make a significant contribution to the governance of a highly ethnically diverse and multicultural city of 850,000 residents. As a result of working in a progressive city whose policies on advancing both human and civil rights are world renowned, I am proud of my contributions to this affect which has afforded me a perspective and point of view that is both culturally sensitive and competent.

Additionally, my experience takes into account and advances the values of tolerance, acceptance, and inclusiveness when addressing quality of life issues including; contracting, city planning and development, employment, social services, healthcare, etc when dealing with such a diverse and global community that lives, works, and does business in San Francisco. This experience is essential to advancing and ensuring equality and appropriate representation that reflects the City's commitment to the above referenced values.

Notably, I have established experience as a Compliance Analyst/Officer regarding the oversight, compliance, and successful implementation of workforce strategies and compliance related to City Contracting, Equal Opportunity in Employment Programs,


Affirmative Action Plans, Minority/Women Business Enterprises (MBA/MWBE) Regulations, Americans with Disabilities Act (ADA.) and Equal Benefits/Domestic Partnership laws as well as experience working with collective bargaining units all of which supports my background in compliance, mediation and public law.

I am an accomplished communications and public relations specialist which certainly complements my methodology when articulating and applying local, state and federal policies regarding compliance and equity policies. I have directed and coordinated messaging strategies and crisis management communications on behalf of Mayor Newsom related to a variety of major city-wide events and those of national significance. I am also the writer and editor for a variety of communications associated with the Mayor's Office including responses to the "Contact the Mayor" web-based platform where I respond and coordinate successful outcomes and resolutions regarding those salient issues affecting the day-to-day lives of our residents and other impacted individuals from around the world or agencies doing, or inquiring about doing, business in San Francisco.

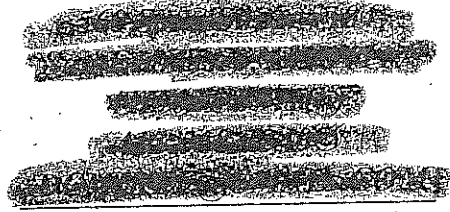
With my firmly established background in compliance, mediation, and public law, coupled with demonstrated experience in public affairs and communications for the Newsom administration for more than six years, I am confident that my skills set and experience will prove beneficial in the role of Manager III for the Human Rights Commission with the City and County of San Francisco.

I appreciate your consideration for this position.

Respectfully,

David Carrington Miree
Office of Mayor Gavin Newsom


David C. Miree



EDUCATION

Doctorate of Jurisprudence (JD), University of Tennessee/Knoxville
Master of Public Administration, University of Tennessee/Knoxville
Bachelor of Arts in Political Science, University of Tennessee/Knoxville

QUALIFICATIONS

Deputy Director of Public Affairs /Ombudsman managing high volume, high intensity, energized Public Affairs/Public Relations Office and staff for the CCSF. Public Communications Director for the "Contact the Mayor" web based platform. Serve as mediator and liaison navigating and resolving public inquires and effectuating dispute resolutions. Well versed on, and familiar with, all mayoral public policy pledges related to the governance of a highly ethnically diverse and multicultural city of 850,000 residents as well as interface with parties from across the state, nation and globally. Managed more than 50 city-wide Public Information Officers (PIOs).

Six (6) + years tenure in Mayor's Office has allowed for an established and on-going relationship with every facet of city government and its associated elected or appointed officials and their respective offices and departments. Said tenure has also resulted in an established and close working relationship with the various communities that are a part of the diversity and multicultural landscape of San Francisco. This experience is essential to advancing and ensuring equality and appropriate representation that reflects the City's commitment to diversity and equality.

Established experience as a Compliance Analyst/Officer regarding the oversight, compliance, and successful implementation of workforce strategies and compliance related to Equal Opportunity in Employment Programs, Affirmative Action Plans, Minority/Women Business Enterprises (MBA/MWBE) Regulations and Americans with Disabilities Act (ADA.) Experience with collective bargaining units

Law experience at trial court level, administrative hearings, dispute resolution and mediation.

Serve as media and community outreach liaison on public policy issues pertaining to all ethnic constituencies and underserved or underrepresented communities.

Managed communications for Mayor Newsom's Homeless and Housing Policy Programs which are considered one of the Mayor's legacy and top policy measures while in office. Cited for award winning policy paper on city's efforts and advances in ending urban chronic homelessness.

Deputy Director of Communications and Media Relations, Office of Mayor Gavin Newsom. Press Aide with demonstrated experience in articulating policy, messaging, public affairs/media relations, copy writing and editing, speech writing, social media networking and critical damage

control messaging and strategies. Coordinated mayoral press conferences and mayor's daily public schedule. Daily and direct reporting, briefing and interaction with a high profile mayor in a high paced, intense, and highly scrutinized public office regarding all aspects of media and public relations related to the City and County of San Francisco (CCSF).

Provide professional staffing for Mayor Newsom related to coordinating civic and social meetings and engagements with other high-profile public officials, global dignitaries-including, State and National Elected Officials, UN President, Heads of State, U.S. Presidents and Vice Presidents, HRH Prince Charles and the Duchess of Cornwall, as well as other notable personalities and celebrities.

Directed and coordinated crisis management communications on behalf of the Mayor related to a variety of major city-wide events including the 2008 Beijing Olympics Torch Run, natural disaster response for SF/Oakland Bay Oil Spill, emergency response for severe weather conditions and San Francisco Zoo tiger incident.

Well established professional relationship with all local news outlets, city-wide communications offices and many national and global news networks and sources (e.g. CNN, Associated Press, Reuters, MSNBC, ABC, CBS, etc).

WORK HISTORY

Deputy Director Public Affairs/Ombudsman-Mayor's Office of Neighborhood Services (MONS). City and County of San Francisco. Public Communications Director for the "Contact the Mayor" web based platform. Serve as mediator and liaison navigating and resolving public inquires and effectuating dispute resolutions. (Transition to MONS 2008- Present- Appointed to Mayor's Office Staff in 2004)

Deputy Communications Director – Mayor's Office of Communications. City and County Of San Francisco. Press Aide with demonstrated experience in articulating policy, messaging, public affairs/media relations, copy writing and editing, speech writing, social media networking and critical damage control strategies. (2004-2008)

Associate Manager- Tarantino's Inc. San Francisco, CA. Hospitality Management. Special Events Coordinator. Managed budgeting, public relations and marketing. (1999-2004)

Compliance Analyst-Wyzdom Consulting, San Francisco, CA. Analyst for public and private clients regarding the oversight, compliance, and successful implementation of workforce strategies and compliance related to Equal Opportunity in Employment Programs, Affirmative Action Plans, Minority/Women Business Enterprises (MBA/MWBE) Regulations and Americans with Disabilities Act (ADA). (1996- 1999)

California Bar Preparation/Self-Study Aboard- Bar Review and Bar Preparations/Study. Traveled extensively in Europe, Central and South America. During such time worked in a variety of roles to maintain financial stability. (1994-1995)

Legal Services Advocate (Counsel) - Tennessee Legal Services-University of Tennessee Legal Clinic. Acted as Attorney in trial court and administrative hearings. Drafted contracts, legal

resolutions, pleadings, complaints and discovery memoranda. Composed compliance letters, letters of agreement or findings and other official and legal correspondence. (1993-1994)

Compliance Officer, Knoxville Area Urban League, Knoxville, Tennessee. Assisted in investigating Title IX Compliance and Employment and Housing discrimination cases. Drafted and served compliance letters, discovery memos, and reported to National Headquarters. (1992-1993)

Manager, Contracts /Grants and Personnel, Chattanooga Area Regional Transportation Authority. (CARTA). Chattanooga, Tennessee. Administered Grants and Human Resources Department. Generated 67% of agency's funding through writing grants proposals. Duties included Arbitration, Mediation and Negotiation of Collective Bargaining Agreement. Conducted Conflict Management and Dispute Resolution. Maintained a 5 million dollar budget. (1987-1990)

EXHIBIT G

**EMAILS FROM COMPLAINANT TO
THERESA SPARKS
AND
THOMAS WILLIS**



Complaint - HRC/Human Resources

Karla Gottschalk · o Theresa.Sparks, gavin.newsom

11/24/2010 12:24 PM

History:

This message has been forwarded.

Aloha, Theresa (and Gavin):

Thank you for responding finally. I have tried for months, Theresa, since I applied to the position of Manager III of the Human Rights Commission (and your run for supervisor) to make contact as I am transsexual (SRS 1974) who was born in SF and a producer (Chet Helms as my mentor) from 1978 as well as lawyer, since 1980, schooled at Georgetown Law and USF Law in the seventies. I ran for supervisor after the "White Nights" response to the assassinations (a Sister of Perpetual Indulgence did better).

I met Gavin at Starbucks on a Monday morning in August and introduced myself and followed up with emails and resume' to his office.

I was dismayed that your campaign did not get us in touch after I left my contact information. I was contacted for money, period. I was also perplexed to not see you at the "Day of Remembrance".

I am shocked at the lack of services even as advertised by pamphlet about the Human Rights Commission outreach and left a letter regarding my trying to find your LGBT/HIV task force which no one knew about. Neither you nor the HRC Office responded.

The next week I went to the special meeting on profiling middle eastern San Franciscans. I was hoping to meet you but you were not there. Kind of a faux pas during and election as this is a high profile issue currently.

As to the manager position, I was allowed to take the manager exam only after pointing out that 30 years a lawyer should be sufficient experience as well as concert production to satisfy the requirements despite no employment history. I passed and with 7 others were passed on and I was immediately eliminated without the opportunity to present myself in an interview so I decided to complain of discrimination: sex, gender, orientation, age, religion and etc. I found to my utter disbelief that the HRC has no intake form or procedure and the pamphlet and media about the "ice cream dis" at Pier 39 this summer were simply posed.

I was eventually sent, not to the HRC, but to the Human Resources for complaint via many detours through the HRC/mayor's office and days after intake by the California Department of Fair Employment and Housing (who is considering the matter primarily based upon the lack of interview after every other process was completed successfully) and just before the materials went to the EEOC I delivered a copy of the DFEH complaint to Human Resources.

The lack of response of HR that necessitated constant contact on my part and the subsequent immediate elimination without cause despite request for reasons and the lack of procedures makes me question what is really going on here.

Does this really need to rise to legal remedials? I told DFEH that a solution would be parity...an equal position even if specially created. I think we can not only salvage this situation but probably work together for Human Rights and active outreach.

I have offered to work pro bono for the transgender law center but there was never a call despite my telephone number and bar number being left. The same with the St. James Infirmary (with the added boot of no being a "sex worker". Lots of foundation and grants to other than trans' and the funded organizations sit around with little to do for their monies.

A Doctor at the Tom Waddell Center also told me there was no outreach since the first lawyer

who started the Transgender Law Center so I have offered to be pro bono if needed for the patients. I did the same at the Ark of Refuge and CUA.V.

I wish you a pleasant Thanksgiving and look forward to hearing from you.

Karla Gottschalk
Attorney at Law
[REDACTED]

ps: I am leaving for Hawai'i Nov 30 to take care of business during December or perhaps a bit longer.

On Tue, Nov 23, 2010 at 11:22 PM, Karla Gottschalk [REDACTED] wrote:

Thank you for finally making contact.

Karla Gottschalk
Attorney at Law

On Mon, Nov 22, 2010 at 7:42 PM, <Theresa.Sparks@sfgov.org> wrote:

Ms. Gottschalk,

We do not need a copy. DHR will keep us informed.

Thank you.

Theresa Sparks
Executive Director

San Francisco Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94103
(415) 252-2500 Main
(415) 252-2511 Direct
theresa.sparks@sfgov.org

From: Karla Gottschalk [REDACTED]
To: Melissa.J.Cayabyab@sfgov.org, lisa.ang@sfgov.org, joaquin.torres@sfgov.org, theresa.sparks@sfgov.org,
gavin.newsom@sfgov.org
Date: 11/22/2010 01:45 PM
Subject: Re: Fw: Complaint - HRC/Human Resources

I have asked if you would like a copy of my complaint to the CDFEH. Please answer.

On Mon, Nov 15, 2010 at 4:45 PM, <Melissa.J.Cayabyab@sfgov.org> wrote:
Good Afternoon Ms. Gottschalk,

Your email was forwarded to me by Ms. Ang of the Mayor's Office regarding your discrimination

BLANK



Unbridled Discretion is Discrimintory

Karla Gotschalk o theresa.sparks

12/13/2010 02:43 PM

Cc: gavin.newsom, lisa.ang, joaquin.torres, ireports, abehr, JBerton,
tbyrne, jcote, cmarinucci, mwhite

AN OPEN LETTER TO THE MAYOR OF SAN FRANCISCO AND THE TRANSGENDER
DIRECTOR OF THE SAN FRANCISCO HUMAN RIGHTS COMMISSION, AKA THERESA
SPARKS,

FROM THE FIRST TRANSSEXUAL BORN IN SAN FRANCISCO AND SEX REASSIGNED
IN SAN FRANCISCO WHO WAS THE FIRST TO ATTEND LAW SCHOOL, PASS THE
CALIFORNIA BAR EXAM AND PRACTICE IN CALIFORNIA, PRODUCE FREE
CONCERTS IN THE BAY AREA, WHO WAS THE FIRST TRANSSEXUAL TO RUN FOR
SF SUPERVISOR AND THE FIRST MADE A PRIESTMONK IN THE ORTHODOX
CHURCH:

I am shocked that you have a system that discriminates, excuse me...uses discretion...to deny only one person an interview (me) after qualification by personnel and standardized testing. All others for the position which I applied that were presented to the commission per statements of Mengele (?) Fernandez of the SFHR EEOO on December 10, 2010, were interviewed. I WAS THE ONLY QUALIFIED CANDIDATE TO BE DENIED AN INTERVIEW, but it is ok because it was discretionary to give an interview. Whomever believes this is not discrimination is truly mentally deficient and should not have any position of authority. From the application first submitted my transsexual status was duly noted under "other names used". The statement of Fernandez that the transsexual status was unknown is not credible.

Further, the age discrimination (licensed to bar since 1980...Fernandez said 1981 showing a lack of knowledge readily available on my resume') was denied as though the complaint was unread and the interview was to defend the City and County rather than investigate the charge of discrimination. So age discrimination was disallowed and for no known reason it was dismissed as was the religious discrimination against a repentant transsexual now a hieromonk (stated on resume' and original application submitted as stated above).

Ms. Cayabyab, who demonstrated a distinct animosity and dislike did everything, including offering an incomplete resume' (the first submitted in August 2010) instead of the the one offered in mid October which is attached hereto). I always submitted a copy of the pending name and gender change with all documents!

I have consistently made the transsexual status, more appropriately the psychic hermaphroditism, clear to each and everyone I spoke to because the matter was published and ready for hearing on Nov. 2, 2010, in San Francisco Superior Court as a name and gender change (filed three years earlier) and I did not want to be accused of trying to confuse or mislead. I am and have been a physical woman since June 25, 1974, and a priest in 1998 and called foolishly back into the world to point out that discretion is just semantics for protected discrimination. It has been the length of time and disappearance of my SR surgeon which made me male in documents (despite my physical state) when I attempted to get a passport in 1986 and thereafter, hence the use of my first two initials only.

It has only been recently, and not in all states, a supposed option to change one's birth certificate without noting the "disability" which flows from documents that state both, only confusing the person trying to determine who I am (or any other transsexual repentant or not). This is not really so as the finished "birth certificate" is two documents stapled together (to ensure discrimination?). All others in the chain of custody with the candidates papers were dependent

upon what she sent and said.

Therefore the disability that seems to continue is based on the confusing documents, and the attempt to amend or change or show truthfully, required in the modern world to affirm identity, which often cannot be changed or just so in the last decade even in California (I have lived in Hawaii since 1993), leaving older transsexuals left to just plain lie or face the discrimination, sorry-the discretion, of confused clerks and personnel. I have been stripped naked in closets by San Francisco to obtain services or benefits and other countries for having to carry confusing identity papers for decades. The entire birth certificate charade leaves one permanently labeled and engenders confusion since the new one is stapled to the original and only valid if stapled together.

Apparently a sex change is simply a name change any more as witnessed by the DMV reaction as reported in your news media (Channel 2 and SFGATE) recently regarding a worker damning a person wishing to have transgender changes of name noted on their driver's license.

Where was Theresa? Where was Theresa at the transgender day of remembrance? Where was Theresa on the commemoration of Harvey Milk a few weeks ago? Where was Theresa to answer my letter sent regarding the pamphlet from the HRC and SF claiming the HRC did transgender (HIV/LGBT) outreach but when I asked about when it was listed as meeting (I had shown up to attend) no one in city hall or the commission seemed to know anything about such a study group or outreach. Transsexual to Transgender (or whatever you prefer) you were uncommunicative, unavailable and it rises to a dereliction of duty-even for an appointee. I even signed up at your campaign headquarters! I did everything I could to meet you person to person and work with you. A week later was a special HRC meeting. Where was Theresa when the Islamic community of San Francisco presented their case before the Special Meeting of the HRC? I was there but not Theresa. Why are you not interested in their discrimination?

Why are you shunning transsexuals and other transgenders? Are you the source of the discrimination...sorry, the discretion, to deny me (an attorney licensed for 30 years in California and the federal courts as well as a member of the Middle Temple of the Bar of England and Wales) an interview? Do you condone slick linguistics that hide the truth of discrimination by discretion?

Merely changing the word does not change the action. Call it discretion but since I was the only one denied an interview it surely appears discriminatory especially since the transsexual state, the religious state and the age (obviously over fifty even presuming I was skipped grades and started practice at 20) being over 60 (and all public record to the state and counties of California through the California Bar!) were ALL made known NUMEROUS times to both personnel, the Mayor, the Commission members and Theresa Sparks, the appointed director. What are you responding to? My willingness to work to create a real intake system (there is, as of this writing still no complaint intake procedure but only an ad hoc interview that protects no individuals rights but subjects them to statements made without benefit of counsel (for civil discrimination and all departmental discrimination is handled by the fox guarding the henhouse by in-house SFHR EEO investigators who have the city and not rights uppermost to protect)))? You have done nothing and I looked!

ANY funding for the Transgender Law Center should be stopped as I presented myself, my bar number and my phone number in order to volunteer. There is no transsexual at the transgender law center. I was never contacted. Their involvement in the DMV case is likely to prejudice the case as it should be handled as a civil suit for damages with a writ of mandate to the DMV to do the required act-not a photo op as it was used recently. There is either an order from the court changing the individual's name or not and clerks have no jurisdiction whether to accept a Superior Court of California order absent an appeal. There is no outreach and education, another

bit of work I would do if I had been chosen.

The correspondence emails will confirm the over-riding job description of "contract compliance", also reiterated by M. Fernandez. As a member of the State Bar of California I am presumed an expert in contracts...drafting, interpreting and challenging! How dare you deny me an interview when the very subject of the job should require expertise at least equal to mine for you to eliminate me?

I have asked and never had answered:

- 1) Was any other qualified candidate a transsexual or transgender? If yes, why did you grant them an interview?
- 2) Was any other qualified candidate an attorney? If yes, why did you grant them an interview?
- 3) Was any other qualified candidate a Priest or Monastic? If yes, why did you grant them an interview?
- 4) What were the ages of the qualified candidates that were interviewed?

Fernandez' comment as to how could I know if there was discrimination in the discretion was immediately answered when I said "how do you know the discretion was not discriminatory"?

I will be glad to send this registered mail if necessary.

Karla Gottschalk

~~████████████████████~~
Barrister, Naturopath, Confessor

Love is blind
Friendship is Clairvoyant

~~████████████████████~~
Please Leave Message, Time Zone and Best Time(s)



SHORT RESUME KK.pdf

RESUME'

KARLA GOTTSCHALK

(K F MOSELEY)

EXTRAORDINARY REMEDIES-INTERNATIONAL HEALING ALLIANCE

Cambridge Who's Who 2101-11

Candidate for US Representative Hawaii May 2010

Honorary Member of Lakota Sioux, Bear Clan 2007

ADMITTED TO CALIFORNIA BAR 1980 (91651) 1980
ADMITTED CALIFORNIA FEDERAL BAR 1981 AND HAWAII 1986
CALLED TO BAR OF ENGLAND AND WALES (MIDDLE TEMPLE) 1986
ADMITTED TO NINTH CIRCUIT COURT OF APPEALS 1995
CERTIFIED TRADITIONAL NATUROPATH from AMERICAN NATUROPATHIC
CERTIFICATION BOARD (FORMERLY AMERICAN NATUROPATHIC MEDICAL
ASSOCIATION) 2005 - DIPLOMATE AAIM
DISTRICT OF COLUMBIA LICENSED NATUROPATH #NAT1000814 2007

MULTIMEDIA:

College Radio KUCR (1967-69), KALX (1969-71)

International Radio Station DFM Radio-Televisie, Amsterdam....anytime since 1986

INTERFACE 8 Cable Television, Pacifica, Ca 1978

1st computer-tv program in USA

California Today 1980 with Christine Jorgensen and I as guests

Electric Spaghetti Network 1980-1984 (omniphonic radio concerts)

Belle Starr Presents producer, San Francisco (PeaceQuake) 1978-84

CEREBRIUM braingain games current

NOTABLE PUBLICATIONS:

FIRST ATTORNEY TO FILE COMPUTER GENERATED BRIEF IN SAN FRANCISCO
(BY COURT ORDER TO CLERK) 1980

TRIAL DIPLOMACY JOURNAL-COMPUTERS AND LITIGATION 1980
computer program "Future Value of Present Losses" and others

GLYCONUTRITION monograph 2005

THE FIRST TEXTBOOK OF GROWING AND HEALING WITH LEDS 2006

THE POCKET NATUROPATH in progress

Genetic and Familial propensities in Bioenergetics and Circadian Treatment protocols -
Research and Specialty within physiology and molecular biology:

Research in Genetic repair and cellular teleosis, teleopathy and teleogenesis.

Research in sinusitis with developed formulary, research in Lymphoprosic protid diseases
and cleansing with formulary, research in gastric dysbiosis with formulary

Biofeedback and Neurofeedback (Nexus) and *brain mapping* (Mitsar)

Research in heart rate variability and biofeedback for PTSD, stress and etc, research in
Qeeg relating to personality/character/brain function and psychosociology, research in
neurofeedback to balance cerebral functions for peak performance and optimum mental
functioning, entheogenic enhancement.

Witness preparation, profiles and autonomic reactions as evidence

EDUCATION:

HIGH SCHOOL DIPLOMA (TERRA NOVA IN PACIFICA, CALIFORNIA) 1967

UNIVERSITY OF CALIFORNIA RIVERSIDE 1967-1969 GRADUATE RESEARCH IN
GENETICS

BACHELOR OF ARTS (ENGLISH/GENETICS) UNIVERSITY OF CALIFORNIA AT BERKELEY
1971

PEACE CORPS/ETHIOPIA (W.H.O. SMALLPOX ERADICATION PROGRAM) 1972,
TROPICAL EPIDEMIOLOGY

MASTER OF ARTS (SPEECH/COMMUNICATIONS) SAN FRANCISCO STATE UNIVERSITY
1973

GEORGETOWN UNIVERSITY LAW CENTER 1975-1976 TRANSFER TO USF 1977 DUE TO
SPOUSAL HEALTH NEEDS JURIS DOCTOR UNIVERSITY OF SAN FRANCISCO, SCHOOL
OF LAW 1979

NATUROPATHIC DOCTOR HERBAL HEALER ACADEMY, ARKANSAS 2004

BIOMEDX CERTIFIED IN BIOTERRAIN FLOW CHEMISTRY AND MICROSCOPY 2007

STENS CERTIFIED TRAINING IN BIOFEEDBACK AND QUANTITATIVE EEG (BRAIN
MAPPING AND NEUROFEEDBACK) 2007

LICENSES:

CERTIFIED LIFESAVING INSTRUCTOR 1965

CALIFORNIA JUNIOR COLLEGES CREDENTIAL (545707164),

ENGLISH, BIOLOGICAL SCIENCES AND SOCIAL STUDIES

KH7WG-AMATEUR EXTRA, FEDERAL COMMUNICATIONS COMMISSION 1999

BOARD CERTIFIED-TRADITIONAL NATUROPATH 2005
ELECTED DIPLOMATE OF COLLEGE OF NATUROPATHY,
AMERICAN ASSOCIATION OF INTEGRATIVE MEDICINE 2005
TEACHER-ENGLISH AS FOREIGN OR SECOND LANGUAGE (TESL/TEFL) 2006
BRIDGE-LINGUATEC INSTITUTE

EAGLE SCOUT-HIEROMONK-ARTIST-INTERNATIONAL RADIO PERSONALITY-MTF74

(DR. K F MOSELEY, ESQ.)

BLANK



Thomas Willis/HRC/SFGOV
02/07/2011 03:26 PM

To Magaly Fernandez/DHR/SFGOV@SFGOV
cc
bcc
Subject Fw: Demand

Hey Magaly,

I truly hope that all is well with you. I left you a vm this a.m. to let you know that Wed 2/9 at 9:30 (here at my office) works best for me. Also, the attached email is the only communication that I had with Ms. Gottschalk (formerly KF Moseley).

I look forward to seeing you on Wed.

Respectfully,
Tom

----- Forwarded by Thomas Willis/HRC/SFGOV on 02/07/2011 03:24 PM -----

From: Thomas Willis/HRC/SFGOV
To: [REDACTED]
Cc: Christopher Kramer/HRC/SFGOV@SFGOV
Date: 11/01/2010 12:18 PM
Subject: Re: Fw: Demand

Dear K F Moseley,

Christopher Kramer of my staff forwarded me your email dated October 30, 2010, regarding the 0931 Manager III position at the Human Rights Commission. I would like to thank you for your interest in the Human Rights Commission, and for taking the time to apply for the 0931 Manager III position. The Commission has selected a very qualified person who we believe is best suited for the position.

We truly hope this decision will not discourage you from pursuing other employment opportunities with the Human Rights Commission when they arise. You are also encouraged to check the City's employment website at <http://www.jobaps.com/sf/sup/images/default.asp>, or call our City Job Hotline at 415.557.8888, or visit the Department of Human Resources at 1 South Van Ness, 4th Floor for information on other opportunities.

Again, we appreciate your interest in the Human Rights Commission.

Sincerely,

Thomas Willis
Manager, Human Resources
Human Rights Commission

Christopher Kramer | Christopher Kramer Human Rights Commission

11/01/2010 09:10:18 AM

----- Forwarded by Christopher Kramer/HRC/SFGOV on 11/01/2010 09:10AM -----

To: "christopher.kramer@sfgov.org" <christopher.kramer@sfgov.org>
From: [REDACTED]
Date: 10/30/2010 04:56PM
Subject: Demand

Please Take Notice:

After requesting cause or reason why an active member of the California Bar is not the best choice for Manager III and receiving neither the courtesy of acknowledgement nor answer I must demand an answer as I believe you have unlawfully discriminated on my age, transsexuality, geographic origin, religion, or race and have demonstrated continued antagonism from the beginning of my application.

If necessary a registered copy of this email will be provided at the same time official complaint is made to the State of California.

K F Moseley

EXHIBIT B

HR DIRECTOR'S DETERMINATION TO COMPLAINANT

City and County of San Francisco

Edwin M. Lee
Mayor



Department of Human Resources

Micki Callahan
Human Resources Director

July 14, 2011

Karla Gottschalk
[REDACTED]

Mr. Leutrell M. Osborne, Sr.
Mr. Mobutu, Esq.
Leutrell Osborne Group
[REDACTED]
[REDACTED]
[REDACTED]

RE: Karla Gottschalk Complaint of Discrimination, EEO File No. 1597

Dear Ms. Gottschalk:

In accordance with the San Francisco Charter, Section 10.103, the Human Resources Director is responsible for the review and resolution of complaints of employment discrimination. The purpose of this letter is to notify you of my determination in your complaint of discrimination against the Human Rights Commission (HRC).

On November 19, 2010, the Department of Human Resources, Equal Employment Opportunity Division (DHR EEO) received your letter of complaint with a copy of your Department of Fair Employment and Housing (DFEH) Pre-Complaint Questionnaire – Employment Form. You alleged you were not selected for the HRC 0931 Manager III, Auditing, Contract Compliance and Economic Empowerment position based on your sex, sexual orientation, genetic characteristics, age (over 60), religion (monastic orthodox priest), disability (hermaphroditism), national origin/ancestry and being from another state.

On November 23, 2010, the complaint was assigned to Magaly Fernandez, Senior Specialist, EEO Programs for investigation. She conducted an intake interview with you by phone on December 10, 2010. During the intake interview with Ms. Fernandez you clarified that your national origin/ancestry was Miwok/Californiano.

On December 23, 2010, I notified you of my determination that DHR EEO would not take further action on your claims alleging discrimination based on your genetic characteristics, religion (Monastic Orthodox Priest), disability (hermaphroditism), national origin/ancestry (Miwok/Californiano), and being from another state. On January 6, 2011, you appealed my decision to the Civil Service Commission and on June 6, 2011, the Civil Service Commission denied your appeal.

The December 23, 2010 letter also served as notice that your complaint alleging discrimination based on your age (over 60), religion (Hieromonk), sexual orientation (transgender), and gender identity would be investigated by DHR EEO. The letter inadvertently did not stipulate that your complaint was being investigated based on your sex (female); this basis was accepted and investigated.

While sexual orientation was accepted for investigation, upon further review it was determined you did not identify your sexual orientation on any documents submitted to the selecting officials. Thus, it could not be established the selecting officials were aware of you sexual orientation and based their decision not to interview you for this reason. Therefore, the protected category, sexual orientation, was not investigated.

Background

On July 30, 2010, the Department of Human Resources issued a Position Based Test examination announcement for the 0931 Manager III on behalf of the HRC. Two positions were announced and included the Mediation, Training and Non-Discrimination Manager position and the Auditing, Contract Compliance and Economic Empowerment Manager position. The HRC did not go through the hiring process for the Mediation, Training and Non-Discrimination position because an individual on the hold over roster bumped into the position. Applicants applying for the 0931 Manager III examination announcement were only considered for the Auditing, Contract Compliance and Economic Empowerment position.

All applicants were instructed to complete an employment application and a supplemental application online to be considered for the examination process. All candidates who were deemed qualified by the examination analyst were contacted by the Senior Personnel Analyst, Recruitment and Selection Division by an email notification of the Supervisory Test Battery examination. All candidates received notification of their examination score and rank on the tentative eligible list. You were sent notification on September 23, 2010, indicating that you received a score of 760 and ranked #8 on the tentative eligible list.

On October 8, 2010, all qualified candidates on the eligible list for the 0931 Manager III, Auditing, Contract Compliance and Economic Empowerment position were sent an email notice regarding the available vacancy and informed "that applicants who meet the minimum qualifications were not guaranteed advancement in the selection process." Candidates were instructed to submit a cover letter, resume and signed conviction history form to DHR to be considered for the vacancy. A total of 11 cover letters and resumes were received including yours. All resumes were forwarded to the selecting official to screen the most qualified candidates for interviews.

Investigative Standards

Disparate Treatment Standard:

- (1) The Complainant is a member of a protected category;
- (2) the Complainant suffered an adverse employment action; and

(3) the Complainant suffered an adverse employment action because of his/her membership in a protected category.

Investigative Findings

Allegation: Whether you were not selected for an interview for the 0931 Manager III position, Auditing, Contract Compliance and Economic Empowerment position based on your sex (female), age (over 60), religion (Hieromonk) and gender identity (female).

You are a member of the following protected categories: sex (female), age (over 60); religion (Hieromonk); and gender identity (female). You suffered an adverse employment action when you were not selected for an interview, resulting in your non-selection. However, the facts do not establish that you suffered an adverse employment action because of your membership in the protected categories.

You alleged the selection process was unfair because you qualified for the 0931 Manager III position but were not interviewed.

The investigation did not establish your sex, age, religion or gender identity were factors in not being selected for an interview. On October 8, 2010, DHR noticed all candidates who met the minimum qualifications and advised candidates they were not guaranteed advancement through the selection process. The facts show 11 candidates, including you, met the minimum qualifications and were referred to the HRC. However, there was no requirement that the HRC interview all 11 candidates.

Ms. Theresa Sparks, selecting official, testified she screened the candidate's resumes and selected candidates for interviews based on their knowledge and experience in contract compliance and discrimination oversight as well as knowledge of the Local Business Enterprise Ordinance (LBEO). The facts established that the three (3) individuals who were selected for interviews had extensive experience in contract compliance. A review of your resume did not demonstrate experience in any of these areas. The investigation established you were not selected to proceed to the oral interview process because your resume did not reflect any experience in contract compliance, discrimination oversight or knowledge of the LBEO.

Ms. Sparks testified she was not aware of your sex, age, religion or gender identity. A review of your resume established that your gender is not identified and that your resume is gender neutral as you identified as "Dr. Moseley" and "K.F. Moseley." The facts established that age was not a factor regarding which candidates were selected for interviews. Of the three candidates selected for an interview, two were over 40 and one was under 40. While your resume did cite "Hieromonk" and "MTF74", Ms. Sparks testified she was not familiar with these terms and did not associate this with your religion or transgender status. You alleged you were not selected for an interview due to your gender identity and transgender status. Ms. Sparks testified she was not aware of this information. The facts established that your resume did not contain any information regarding your gender identity or transgender status.

While you volunteered information on your transgender status, Melissa Cayabyab, Personnel Analyst, DHR attested this information was not relevant to the position and was not provided to the selecting officials.

The facts established you sent two emails dated November 24 and December 13, 2010, to Ms. Sparks where you identified yourself as transsexual. However, the selection for the 0931 Manager III position was made on October 26, 2010, prior to the receipt of your emails.

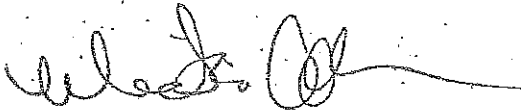
Determination

Based on my review of the investigative report, I have determined there is insufficient evidence to sustain the charge of disparate treatment.

The San Francisco Charter, Section 10.103, provides that the decision of the Human Resources Director shall be final unless the decision is appealed to the Civil Service Commission, and is reversed or modified. A request for appeal must be received by the Civil Service Commission at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, within thirty (30) calendar days of the postmarked date of this letter.

You may contact Linda Simon in the Department of Human Resources Equal Employment Opportunity Division at 557-4837 if you have any questions.

Sincerely,



Micki Callahan
Human Resources Director

Cc: Theresa Sparks, Director, HRC
Melissa Cayabyab, DHR, Client Services
Linda Simon, Director, DHR EEO
File No. 1597

EXHIBIT C

HR DIRECTOR'S DETERMINATION TO RESPONDENT
DEPARTMENT

City and County of San Francisco

Edwin M. Lee
Mayor



Department of Human Resources

Micki Callahan
Human Resources Director

CONFIDENTIAL

July 14, 2011

Theresa Sparks, Director
Human Rights Commission
25 Van Ness Avenue, Suite 800
San Francisco, CA 94102

RE: Complaint of Discrimination, EEO File No. 1597

Dear Ms. Sparks:

In accordance with the San Francisco Charter, Section 10.103, the Human Resources Director is responsible for the review and resolution of complaints of employment discrimination. The purpose of this letter is to notify you of my determination in the complaint of discrimination filed by Karla Gottschalk, applicant for the 0931 Manager III position at the Human Rights Commission (HRC).

On November 19, 2010, the Department of Human Resources, Equal Employment Opportunity Division (DHR EEO) received Ms. Gottschalk's letter of complaint with a copy of her Department of Fair Employment and Housing (DFEH) Pre-Complaint Questionnaire – Employment Form. She alleged she was not selected for the HRC 0931 Manager III, Auditing, Contract Compliance and Economic Empowerment position based on her sex, sexual orientation, genetic characteristics, age (over 60), religion (Monastic Orthodox Priest), disability (hermaphroditism), national origin/ancestry and being from another state.

On November 23, 2010, the complaint was assigned to Magaly Fernandez, Senior Specialist, EEO Programs for investigation. She conducted an intake interview with Ms. Gottschalk by phone on December 10, 2010. During the intake interview with Ms. Fernandez Ms. Gottschalk clarified that her national origin/ancestry was Miwok/Californiano.

On December 23, 2010, I notified Ms. Gottschalk of my determination that DHR EEO would not take further action on her claims alleging discrimination based on her genetic characteristics, religion (Monastic Orthodox Priest), disability (hermaphroditism), national origin/ancestry (Miwok/Californiano), and being from another state. On January 6, 2011, Ms. Gottschalk appealed my decision to the Civil Service Commission and on June 6, 2011, the Civil Service Commission denied her appeal.

The December 23, 2010 letter also served as notice that her complaint alleging discrimination based on her age (over 60), religion (Hieromonk), sexual orientation (transgender), and gender identity would be

investigated by DHR EEO. The letter inadvertently did not stipulate that her complaint was also being investigated based on her sex (female); this basis was accepted and investigated.

While sexual orientation was accepted for investigation, upon further review it was determined Ms. Gottschalk did not identify her sexual orientation on any documents submitted to the selecting officials. Thus, it could not be established the selecting officials were aware of her sexual orientation and based their decision not to interview her for this reason. Therefore, the protected category, sexual orientation, was not investigated.

Background

On July 30, 2010, the Department of Human Resources issued a Position Based Test examination announcement for the 0931 Manager III on behalf of the HRC. Two positions were announced and included the Mediation, Training and Non-Discrimination Manager position and the Auditing, Contract Compliance and Economic Empowerment Manager position. The HRC did not go through the hiring process for the Mediation, Training and Non-Discrimination position because an individual on the hold over roster bumped into the position. Applicants applying for the 0931 Manager III examination announcement were only considered for the Auditing, Contract Compliance and Economic Empowerment position.

All applicants were instructed to complete an employment application and a supplemental application online to be considered for the examination process. All candidates who were deemed qualified by the Examination Analyst were contacted by the Senior Personnel Analyst, Recruitment and Selection Division by an email notification of the Supervisory Test Battery examination. All candidates received notification of their examination score and rank on the tentative eligible list. Ms. Gottschalk was sent notification on September 23, 2010, indicating that she received a score of 760 and ranked #8 on the tentative eligible list.

On October 8, 2010, all qualified candidates on the eligible list for the 0931 Manager III, Auditing, Contract Compliance and Economic Empowerment position were sent an email notice regarding the available vacancy and informed "that applicants who meet the minimum qualifications were not guaranteed advancement in the selection process." Candidates were instructed to submit a cover letter, resume and signed conviction history form to DHR to be considered for the vacancy. A total of 11 cover letters and resumes were received including Ms. Gottschalk's. All resumes were forwarded to the selecting official to screen the most qualified candidates for interviews.

Investigative Standards

Disparate Treatment Standard:

- (1) Ms. Gottschalk is a member of a protected category;

- (2) Ms. Gottschalk has suffered an adverse employment action; and
- (3) Ms. Gottschalk suffered an adverse employment action because of her membership in a protected category.

Investigative Findings

Allegation: Whether Ms. Gottschalk was not selected for an interview for the 0931 Manager III position, Auditing, Contract Compliance and Economic Empowerment based on her sex (female), age (over 60), religion (Hieromonk) and gender identity (female).

Ms. Gottschalk is a member of the following protected categories: sex (female), age (over 60); religion (Hieromonk); and gender identity (female). She suffered an adverse employment action when she was not selected for an interview, resulting in her non-selection. However, the facts do not establish that she suffered an adverse employment action because of her membership in the protected categories.

Ms. Gottschalk alleged the selection process was unfair because she qualified for the 0931 Manager III position but was not interviewed.

The investigation did not establish Ms. Gottschalk's sex, age, religion or gender identity were factors in not being selected for an interview. On October 8, 2010, DHR noticed all candidates who met the minimum qualifications and advised candidates they were not guaranteed advancement through the selection process. The facts show 11 candidates, including Ms. Gottschalk, met the minimum qualifications and were referred to the HRC. However, there was no requirement that the HRC interview all 11 candidates.

As the selecting official, you screened the candidate's resumes and selected candidates for interviews based on their knowledge and experience in contract compliance and discrimination oversight as well as knowledge of the Local Business Enterprise Ordinance (LBEO). The facts established that the three (3) individuals who were selected for interviews had extensive experience in contract compliance. A review of Ms. Gottschalk's resume did not demonstrate experience in any of these areas. The investigation established Ms. Gottschalk was not selected to proceed to the oral interview process because her resume did not reflect any experience in contract compliance, discrimination oversight or knowledge of the LBEO.

You testified you were not aware of Ms. Gottschalk's sex, age, religion or gender identity. A review of Ms. Gottschalk's resume established that her gender is not identified and that her resume is gender neutral as she identified as "Dr. Moseley" and

"K.F. Moseley." The facts established that age was not a factor regarding which candidates were selected for interviews. Of the three candidates selected for an interview, two were over 40 and one was under 40. While Ms. Gottschalk's resume did cite "Hieromonk" and "MTF74", you testified you were not familiar with these terms, and did not associate this with her religion or transgender status. Ms. Gottschalk alleged she was not selected for an interview due to her gender identity and transgender status. You testified you

Ms. Theresa Sparks
EEO File No. 1597
Page 4 of 4

were not aware of this information. The facts established that Ms. Gottschalk's resume did not contain any information regarding her gender identity or transgender status.

While Ms. Gottschalk volunteered information on her transgender status, Melissa Cayabyab, Personnel Analyst, DHR attested this information was not relevant to the position and was not provided to the selecting officials.

The facts established Ms. Gottschalk sent you two emails dated November 24 and December 13, 2010, where she identified herself as transsexual. However, the selection for the 0931 Manager III position was made on October 26, 2010, prior to the receipt of your emails.

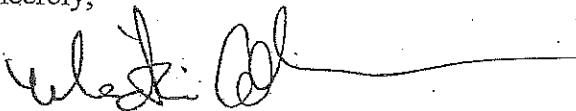
Determination

Based on my review of the investigative report, I have determined there is insufficient evidence to sustain the charge of disparate treatment.

A copy of my letter to Ms. Gottschalk is enclosed. The San Francisco Charter, Section 10.103, provides that the decision of the Human Resources Director shall be final unless the decision is appealed to the Civil Service Commission, and is reversed or modified. A request for appeal must be received by the Civil Service Commission at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, within thirty (30) calendar days of the postmarked date of this letter.

You may contact Linda Simon in the Department of Human Resources Equal Employment Opportunity Division at 557-4837 if you have any questions.

Sincerely,



Micki Callahan
Human Resources Director

Enclosure: Director's Decision Letter to Ms. Gottschalk

Cc: Melissa Cayabyab, DHR, Client Services
Linda Simon, Director, DHR EEO
EEO File No. 1597

EXHIBIT D
LETTER OF APPEAL



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

NOTICE OF RECEIPT OF APPEAL

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

DATE: July 15, 2011

REGISTER NO.: 0195-11-6

APPELLANT: KARLA GOTTSCHALK

Micki Callahan
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Ms. Callahan:

The Civil Service Commission has received the attached letter from Karla Gottschalk appealing the Human Resources Director's decision regarding her age discrimination complaint. The appeal is transmitted to you for review and action as is appropriate.

This matter has been tentatively scheduled for hearing by the Civil Service Commission at 2:00 p.m. on September 19, 2011 in Room 400, 4th Floor, City Hall, 1 Dr. Carlton B. Goodlett Place. If you are unable to proceed on this date or if for any reason the appeal is not timely or appropriate, please notify me by use of the "Action Request on Pending Appeal/Request" (CSC Form Number 13).

Sincerely,

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Donna Kotake, Department of Human Resources
Linda Simon, Department of Human Resources



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

EDWIN M. LEE
MAYOR

DATE: July 15, 2011

REGISTER NO.: 0195-11-6

APPELLANT: KARLA GOTTSCHALK

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORROND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Karla Gottschalk
[REDACTED]

Dear Ms. Gottschalk:

The Civil Service Commission received your letter appealing the Human Resources Director's decision regarding your age discrimination complaint.

Your request has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If timely and appropriate, this matter will be scheduled for hearing by the Civil Service Commission in the near future. You will be notified approximately one week in advance of the hearing date. (In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position.) In addition, you will be notified and provided a copy of the staff report of your matter when it is received in the Commission office.

The Civil Service Commission meets on the 1st and 3rd Mondays of each month. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date.

Sincerely,

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

c: Micki Callahan, Human Resources Director
Donna Kotake, Department of Human Resources
Linda Simon, Department of Human Resources.
Alpha
Chron

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CIVIL SERVICE COMMISSION
SAN FRANCISCO

2011 JUL 14 PM 2:49

NOTICE OF APPEAL OF THIS DECISION

CIVIL SERVICE COMMISSION
REGISTER
NUMBER 0195116

X. M. Callahan
D. Kotake
L. Simon

DATED JULY 14, 2011, SENT EMAIL JULY 13, 2011.

KARLA GOTTSCHALK

JULY 14, 2011

Karla Gottschalk Complaint of Discrimination - EEO File No. 1597

On Wed, Jul 13, 2011 at 6:11 PM, <Jeanne.Buick@sfgov.org> wrote:
Please see attached.

Thanks.

Jeanne Buick
415-557-4818
Employee Relations Division
Equal Employment Opportunity Division
Department of Human Resources
City and County of San Francisco

RECEIVED
EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION
SAN FRANCISCO
2011 JUL 14 PM 2:50

On Wed, Jul 13, 2011 at 9:56 PM, Karla Gottschalk [REDACTED] wrote:

This is dated tomorrow and does not comport with the hearing of June 6, 2011, and the instructions from the vice president and chair therefore I appeal this matter. You no longer need to notice Mr. Osborne or Mr. Mobutu.

There was absolutely no addressing the age issue by virtue of 30 years at the bar which would make me between 55-60 years old. there is no discussion of why an attorney is immediately disqualified to interpret

contracts, There is no discussion of the emails referring to the name and gender change sent before the decision to deny an interview and there is no addressing the assertion that of the four finalists mentioned that two were denied an interview as stated June 6, 2011, at the Civil Service Commission. There was inadequate discussion as to religion as Mr. Caspar pointed out at the June 6, 2011, meeting was plain on the face of the Resume'.

Karla Gottschalk

On Wed, Jul 13, 2011 at 11:23 PM, Karla Gottschalk [REDACTED] wrote:
Addendum

I MADE IT CLEAR I WAS NOT APPEALING THE FINDING OF AGE AND SEXUAL ORIENTATION AS BASES OF DISCRIMINATION IN MS CALLAHAN'S ORIGINAL DETERMINATION AND KNEW YOU WOULD TRY TO DO THIS BACK DOOR DENIAL OF ALL CLAIMS AND MADE THIS CLEAR LONG BEFORE AND AT THE JUNE 6, 2011, HEARING .

I AM SHOCKED THAT THESE LIES BY MS BUICK AS TO MY MAKING IT KNOWN THAT MY NAME AND GENDER CHANGE WAS IN THE COURTS DURING THE PENDENCY OF MY APPLICATION AND KNOWN TO CAYABYAB, THROUGH MANY EMAILS, WAS NOT BROUGHT OUT AND ANY ASSERTION THAT SHE DID NOT TRANSMIT THAT INFORMATION TO ANYONE, OR NOT USED AGAINST ME, IS NOT CREDIBLE AS IS THE INVESTIGATION AS REPORTED HEREIN .

I APPEAL BEFORE ALMIGHTY GOD FOR THE TRUTH AND THE DELIVERANCE FROM ALL OF THESE OFFICIAL LIES BASED UPON AN ATTEMPT TO SAVE MONEY, FACE AND PERSONAL POWER.

MAY GOD HAVE MERCY ON YOUR SOULS.

K GOTTSCHALK
HIEROMONK+BARTHOLOMEW,

Karla Gottschalk [REDACTED]

Wed, Jul 13, 2011 at 11:40 PM

To: Jeanne.Buick@sfgov.org, casper.civil.service@gmail.com
2nd ADDENDUM

PLEASE EXPLAIN HOW MR SPARKS COULD NOT KNOW MY SEXUAL STATUS WHEN I SENT EMAILS TO HELP WITH HIS CANDIDACY FOR SUPERVISOR, WENT BY HIS CAMPAIGN HEADQUARTERS AND HAD MANY EMAILS TO HIM BEFORE THE DECISION TO DENY ME AN INTERVIEW.

I mailed a letter re the special meeting regarding Islamic prophecy where the director was not in attendance

AND why the transgender outreach did not exist at the same time - Karla Gottschalk

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CIVIL SERVICE COMMISSION
SAN FRANCISCO
2011 JUL 14 PM 2:50