

Civil Service Board

Application Form**Profile**

Mr. Matthew E. Doyle
 Prefix First Name Middle Initial Last Name

[REDACTED]
 Email Address

[REDACTED] E. Grinnell Drive
 Home Address Suite or Apt

Burbank CA 91501
 City State Postal Code

Mobile: [REDACTED] Home: [REDACTED]
 Primary Phone Alternate Phone

Law Firm of Liebert Cassidy Whitmore Senior Consultant consultation to governments on employment & labor relations matters
 Employer Job Title Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Length of time as a Burbank Resident:

28 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I've worked in the Human Resources profession in City government for over 33 years. I am currently a Senior Consultant with the Law Firm of Liebert Cassidy Whitmore, providing advice and consultative services on public sector employment and labor relations matters to the firm's clients and attorneys. Prior to this position, I served as the Director of Human Resources for our neighboring City of Glendale, and was employed in their HR Department for over 33 years. I wish to continue to share my extensive experience and insight on Human Resources and Civil Service for the City in which I reside. I have a great passion for this field and a significant desire to serve my City in this capacity.

Education

Master's Degree in Public Administration from Cal State University Long Beach - 1993 Bachelor's Degree in Political Science from Cal State University Northridge - 1989

Additional Pertinent Courses or Training

Master of Labor Relations Certification from California Public Employment Labor Relations Association (CALPELRA) - 1999 Graduate of Model Netics Management Training Program - 2004

Other Pertinent Skills, Experience or Interests

Served as Chief Examiner and primary staff to the Glendale Civil Service Commission Vice-President (and Past President) - Southern California Public Labor Relations Council (SCPLRC) Member - California Public Employment Labor Relations Association (CALPELRA)

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Current member of Burbank Civil Service Board (having served from 1997 to the present)

List Community activities in which you are involved:

Burbank Civil Service Board (1997-present) Active parishioner and Eucharistic Minister - St. Francis Xavier Church Softball coach for Burbank Ponytail League for both daughters (2000 - 2014)

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

Currently a Senior Consultant to the Law Firm of Liebert Cassidy Whitmore. Was previously Director of Human Resources for the City of Glendale, and retired from that position in December 2021. In that capacity, I managed a full service Human Resources operation, which included serving as staff and advisor to the Glendale Civil Service Commission. I have over 33 years of Human Resources management experience, and have advanced degrees, certifications and have taught at the college level in this profession.

What are your goals in serving on this Board/Commission/Committee?

My goals are to assure that the high standards and levels of credibility that have been established by the Civil Service Board are maintained, and that the employees and managers who appear before the Board continue to have confidence that their issues and concerns are addressed in a fair and objective manner.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

Acknowledgment No. 1 - General

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I Agree

Acknowledgement No. 2 - City of Burbank COVID-19 Vaccination Policy

I have read the City of Burbank Covid-19 Vaccination Policy and hereby agree to provide proof of vaccination or either a medical or religious exemption form. Upon receipt of the application City Clerk's Office staff will contact me with further instruction. Vaccination documentation will not be disclosable to the public.

I Agree

MATTHEW E. DOYLE
[REDACTED] E. Grinnell Drive
Burbank, CA 91501
[REDACTED]

EXPERIENCE

Senior Consultant – Law Firm of Liebert Cassidy Whitmore: March 2022 to present. Provide advice and counsel to the firm’s public sector clients and attorneys on employment and labor relations matters. Conduct related training seminars and programs. Perform organizational audits. Advise clients and attorneys on employment and labor relations matters.

Director of Human Resources - City of Glendale, California: July 2007 to December 2021. Managed and directed a comprehensive Human Resources Department operation, which includes recruitment, testing, classification, compensation, training, employee benefits, workers’ compensation and employee health. Served as Chief Examiner and primary staff to Civil Service Commission. Oversaw all labor and employee relations including meet and confer and contract negotiations. Developed strategies for outreach recruitment and works with stakeholders, community groups, department heads and staff in establishing dialog and positive community relations. Managed Citywide employee training and development programs, including Glendale University and various leadership development initiatives. Conducts training programs on a variety of topics, including performance appraisal, discipline, leave policies, sexual harassment and others. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FEHA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Oversaw the City’s self-administered employee benefits program and employee health operation.

Assistant Director of Human Resources – City of Glendale, California: February 2004 to July 2007. Managed the Human Resources Division of the Administrative Services Department, including recruitment, testing, classification, compensation, training, employee benefits and Employee Health Services. Served as primary staff to Civil Service Commission. Oversaw all labor and employee relations including meet and confer and negotiations. Developed strategies for outreach recruitment and worked with stakeholders, community groups, department heads and staff in establishing dialog and positive community relations. Managed Citywide employee training and development programs, including Glendale University and the Supervisory Academy. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Oversaw the City’s self-administered employee benefits program and Employee Health Service operation.

Human Resources Administrator – City of Glendale, California: December 2001 to January 2004. Exercised broad discretion over the general operational functions of the Human Resources Division, including recruitment, testing, classification, compensation, training and employee benefits. Developed the strategic community-wide outreach recruitment program. Managed Citywide employee training and development programs, including leadership development. Coordinated the department’s budget, consisting of general Human Resources functions, Safety Administration, Workers’ Compensation and Employee Health Services budgets. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Managed the City’s self-administered employee benefits program.

Senior Personnel Analyst - City of Glendale, California: March 1998 to November 2001. Managerial position in charge of the coordination of recruitment, selection, testing, classification and job analysis activity for City of Glendale. Conducted personnel investigations. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Coordinated City training and development program and managed budget. Conducted training programs on supervision, performance evaluation, discipline and other subjects.

Associate Personnel Analyst – City of Glendale, California: January 1994 to March 1998. Mid-management position coordinating recruitment, selection and testing for City of Glendale. Counseled staff and employees on employee relations problems, grievances and disciplinary matters. Handled disciplinary investigations, classification and compensation studies. Sat on City's management team on negotiations and meet and confer sessions with employee associations. Coordinated Citywide training program and conducted training sessions. Handled unemployment insurance claims.

Personnel Analyst - City of Glendale, California: November 1989 to December 1993. Mid-management position conducting recruitment, selection, classification and job analysis for City jobs. Counseled staff and employees on employee relations issues, grievances and disciplinary matters. Sat on City's management team on meet and confer issues with employee unions.

EDUCATION

California State University, Long Beach
Graduate Center For Public Policy & Administration
Master's Degree in Public Administration
May, 1993 Graduate With Honors

California State University, Northridge
Bachelor's Degree in Political Science/Public Administration
May, 1989 Graduate Cum Laude

CALPELRA Master of Labor Relations Certificate – 1999
Graduate – Model Netics Management Training Program – 2004
Certificate in Personnel Selection Techniques – 2005

AFFILIATIONS

Burbank Civil Service Commission – June 1997 to present
(Chairman 1999, 2003, 2005, 2008, 2012 & 2015)
Southern California Public Labor Relations Council
(President 2003, 2004; Current Vice-President; Board Member 1997- present)
California Public Employer Labor Relations Association (CALPELRA)
Southern California Personnel Management Association – Past Member
Personnel Testing Council of Southern California (PTC-SC) – Past Member
Western Region Intergovernmental Personnel Assessment Council (WRIPAC) – Past Member

REFERENCES

Provided upon request.

Application Form**Profile**

Prefix

Christopher
First Name

Middle Initial

Tarbell
Last Name

Email Address

Home Address

East Walnut Avenue

Suite or Apt

Burbank
City

CA
State

91501
Postal Code

Home: _____
Primary Phone

Alternate Phone

The Walt Disney Company
Employer

Assistant General Counsel
Job Title

Attorney
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Length of time as a Burbank Resident:

2017

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

Local boards and commissions are essential to the success of our communities. Each of them provides essential services to our city officials, council, and employees, including by providing meaningful recommendations, resources, and expertise on critical topics, such as our civil service and personnel workforce and our community historical sites. In other words, public service at a local level is more vital than ever and absolutely essential to ensure the continued success of our communities and the health, welfare, and happiness of its resident. It is for those reasons that I am interested in serving. Burbank is my home and my community. The work of Burbank's boards and commissions directly impacts me and I truly believe it's important to participate wherever and however possible.

Education

University of California, Los Angeles B.A. (2000); University of California Hastings College of the Law, J.D. (2005)

Additional Pertinent Courses or Training

See resume.

Other Pertinent Skills, Experience or Interests

See resume.

[Upload a Resume](#)

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None.

List Community activities in which you are involved:

Active member of PTA and School Site Council at Emerson Elementary School.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As a practicing attorney for more than 17 years I have extensive experience with many of the specific and unique aspects of the work of the Civil Service Board, including, but not limited to, drafting rules, reviewing and interpreting legal language, hearing appeals, examining witnesses, and seeking and reviewing evidence.

What are your goals in serving on this Board/Commission/Committee?

To assist in any way I can with fulfilling the mission of the Board, including serving as a meaningful advisor to the City Manager and City Council on problems concerning personnel administration.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

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I Agree

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I Agree

Christopher Scott Tarbell

█ E Walnut Avenue ♦ Burbank, CA 91501 ♦ █

EDUCATION

University of California, Hastings College of the Law

Juris Doctor, 2005, *magna cum laude*, *order of the coif*

Class Rank: 99th Percentile (8/413), GPA: 3.714

Hastings Law Journal Senior Executive Editor, 2004–2005; Member, 2003–2004

University of California, Los Angeles

Bachelor of Arts, Political Science (American Politics), 2000

Phi Kappa Sigma National Honor Society

EMPLOYMENT EXPERIENCE

The Walt Disney Company Los Angeles, CA

Assistant General Counsel – Privacy, June 2016 to present

Provide legal guidance to Disney's global enterprise on full spectrum of privacy and data security issues.

- *Compliance*: Review and assess Disney websites, mobile apps, connected services, and other new products and technologies, for compliance with privacy and data security laws, regulations, and best practices.
- *Data*: Counsel marketing, research, product, analytics, HR, corporate, legal, and other departments on privacy issues arising from collection, use, transfer, and disposal of consumer and employee data. Assist with development and implementation of company-wide data collection and use policies.
- *Contracts*: Draft and negotiate privacy and data security terms for wide range of distribution, vendor, technology, and third party agreements. Draft vendor risk assessments for business unit executives.
- *Marketing*: Advise ad sales, marketing, and promotions teams in connection with consumer data collection and sharing, online targeting and remarketing, push messaging, sweepstakes, contests, and content development.
- *Security*: Supervise all phases of internal investigations relating to actual and suspected data security incidents and collaborate with stakeholders to deploy internal data security policies and incident response plan.
- *International*: Provide direction to business units on compliance with international privacy and data security laws, including those in EMEA, Asia, Australia, Canada, New Zealand, Latin America, and Russia.
- *Legislation*: Participate in reviewing, revising, and commenting on global, federal, and state privacy and data security legislation and regulations.

Fox Entertainment Group, LLC Los Angeles, CA

Counsel, September 2013 to June 2016

Advised Fox's global businesses on compliance with a range of domestic and international privacy and data security laws. Aided businesses in conducting privacy and data security risk assessments and recommended compliance strategies for array of technologies, platforms, and business models. Investigated, drafted, and negotiated privacy and data security terms for vendor agreements. Conducted internal investigations relating to actual and suspected data security incidents. Collaborated with stakeholders to develop and implement internal privacy and data security policies, data governance and protection policies, and incident response plan. Participate in federal and state privacy and data security coalitions.

Marin County District Attorney's Office, San Rafael, CA

Deputy District Attorney, October 2011 to September 2013

Handled all phases of misdemeanor and felony criminal cases from charging through appeal. Reviewed, analyzed, and conducted follow-up investigation of police reports referred for filing of complaints. Researched and drafted responses to pretrial motions and conducted preliminary evidentiary hearings. Served as lead trial lawyer in numerous trials, including meeting with, preparing, and directing all forms of expert and lay witness testimony. Briefed and argued cases appealed to Superior Court Appellate division.

Arnold & Porter LLP, Los Angeles, CA

Litigation Associate, September 2005 to August 2006; July 2008 to October 2011; *Summer Associate*, 2004

Participated in all aspects of complex civil and class action litigation defense. Performed initial fact investigation and drafted pleadings. Researched, drafted, and edited numerous dispositive motions. Managed and conducted all aspects of civil discovery. Successfully briefed, negotiated, and memorialized substantial nationwide class action settlements. Handled civil appeals before the Ninth Circuit Court of Appeal and California Court of Appeals.

Morrison & Foerster, Los Angeles, CA,

Litigation Associate, October 2007 to June 2008

Worked in general litigation practice group with an emphasis on defending franchisor in various state and federal court class actions and arbitrations stemming from take over and rebranding of franchise.

The Honorable Melvin Brunetti, United States Court of Appeals for the Ninth Circuit, Reno, NV

Law Clerk, August 2006 to September 2007

Drafted opinions, dispositions, and bench memoranda for a variety of criminal and civil matters. Reviewed and made recommendations to Judge concerning appellate motions and submissions. Regularly briefed Judge, orally and in writing, on Ninth Circuit *en banc* cases. Counseled Judge in anticipation of oral arguments.

AWARDS, PUBLICATIONS, & MEMBERSHIPS

Awards: Hastings Thurston Society; CALI Scholastic Award: Constitutional Law (2003), Corporations (2004), Negotiations and Settlement (2004), Judicial Process Seminar (2004), Law, Psychiatry, and Mental Health (2005)

Publications: Student Note: *Implementing Atkins: The Strengths and Weaknesses of In Re Hawthorne*, 56 Hastings L.J. 1249 (2005); Contributor to Consumer Advertising Law Blog (<http://www.consumeradvertisinglawblog.com>) (2009-2011); Senior Thesis: *Organizational Theory and Bureaucratic Success: A Civil Rights Case Study* (2000)

Memberships: California State Bar; United States Court of Appeals for the Ninth Circuit; United States District Court for the Northern District, Central District, and Southern District of California

Application Form

Profile

Ms Linda E Barnes
Prefix First Name Middle Initial Last Name

[REDACTED]
Email Address

[REDACTED] N Lamer St burbank
Home Address Suite or Apt

Burbank CA 91504
City State Postal Code

Mobile: [REDACTED]
Primary Phone Alternate Phone

self-Keller Williams World Media Center
Employer

Realtor
Job Title

Realtor
Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Length of time as a Burbank Resident:

52 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have been happily serving the City of Burbank for over 20 years and want to continue doing so.

Education

College degree

Additional Pertinent Courses or Training

Owning 3 business in the city of Burbank overseeing up to 50 agents and how they run their business' gives me insight into various facets of how a city runs as well.

Other Pertinent Skills, Experience or Interests

In Business in Burbank for over 40 years.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

15 years - Civil Service Board 7 years - Traffic Commission I have served on several City or Burbank related in Burbank committees over the past 20 years including Rancho,

List Community activities in which you are involved:

Current Deacon at First Presbyterian Church of Burbank Campaign committees Member of the Arts in Burbank

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

n/a

Conflict of Interest

Conflict of Interest:

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Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As stated above.

What are your goals in serving on this Board/Commission/Committee?

To continue to be involved in the City of Burbank

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

Acknowledgment No. 1 - General

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I Agree

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I Agree

Application Form**Profile**

 Prefix Iveta _____
 First Name Middle Initial Last Name

 Email Address

 Home Address Suite or Apt

 City State Postal Code

Mobile: _____
 Primary Phone Alternate Phone

 Employer Job Title Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
 Community Development Goals Committee: Submitted

Length of time as a Burbank Resident:

5 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have grown up in beautiful Southern California for over 30 years and moved to Burbank approximately five years ago. Since then, I have devoted my experience, skills, personality and time to this beautiful City and the principles for which it stands, proudly serving on the Civil Service Board for the past three years. My personal values align with those of the City and its community members. I am focused, dedicated, driven and sharp. Integrity, transparency, safety and progressiveness are of the utmost importance for me both as a resident of Burbank and as a public servant myself. I am a forward-thinking, energetic and ethical individual who seeks to add new ideas and hard work to the City of Burbank. I am very involved in the community and wish to continue my service to the beautiful City of Burbank.

Education

- Juris Doctor (JD), Loyola Law School, May 2011 - Bachelor of Arts, University of Southern California (USC), May 2008

Additional Pertinent Courses or Training

Supervising Deputy Attorney General at the California Office of the Attorney General; Admitted to State Bar of California, all Federal District Courts in California, and United States Court of Appeals; Trilingual (Armenian, Spanish)

Other Pertinent Skills, Experience or Interests

• Licensed attorney working in public service, dedicated to serving the community on both a professional and personal level. • Currently Chairperson of the City of Burbank, Civil Service Board • Bachelor's Degree in Political Science • Member of the Board of Directors, Armenian Eagles Foundation • Speaker, Glendale Bar Association Law Day • Volunteer Judge, American Association of Justice Mock Trial Semi-Finals • Law Student Mentor, Women Lawyers Association Los Angeles

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

Currently Chairperson of the Civil Service Board

List Community activities in which you are involved:

• Chairperson, City of Burbank Civil Service Board • Member of the Board of Directors, Armenian Eagles Foundation • Speaker, Glendale Bar Association Law Day • Volunteer Judge, American Association of Justice Mock Trial Semi-Finals • Law Student Mentor, Women Lawyers Association Los Angeles

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

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Yes No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

I am currently the Chairperson of the Civil Service Board, having served on the Board for the past three years. I am a licensed attorney dedicated to serving the community on both a professional and personal level. My background and experience in the law, as well as my studies and Bachelor's degree in the field of Political Science, form the qualifications necessary to effectively serve on the Civil Service Board. I review documents, consider evidence, analyze and apply laws, regulations and protocols and make personnel decisions on a daily basis. I am currently a Supervising Deputy Attorney General with the State of California, a dedicated public servant, and handle administrative matters with respect to civil service rules and laws daily. I am a great writer, active listener and exercise careful, professional and ethical judgment in considering issues presented and making thoughtful and informed decisions.

What are your goals in serving on this Board/Commission/Committee?

My goals in serving on the Civil Service Board include devoting my attention, time, experience and skillset to the important objective of the Board while serving the best interests of the residents of Burbank. I would uphold the utmost ethical, professional and personal standards and produce the highest caliber of work as a reflection not only of the Civil Service Board but the City of Burbank. My goals are to always produce transparent and well-thought-out work and to serve the community with the highest level of integrity.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Community Development Goals Committee

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

I am a licensed attorney dedicated to serving the community on both a professional and personal level. My background and experience in the law, as well as my studies and Bachelor's degree in the field of Political Science, form the qualifications necessary to effectively serve on the Community Development Goals Committee. As a resident of Burbank I am very much interested and invested in its development and the impact thereof on residents, their families and their everyday lives. I am an active listener and exercise careful, professional and ethical judgment in considering issues presented and making thoughtful and informed decisions.

What are your goals in serving on this Board/Commission/Committee?

My goals in serving on the Community Development Goals Committee include devoting my attention, time, experience and skillset to the important objective of the Committee while serving the best interests of the residents of Burbank. I would uphold the utmost ethical, professional and personal standards and produce the highest caliber of work as a reflection not only of the Committee but the City of Burbank. My goals are to always produce transparent and well-thought-out work and to serve with the highest level of integrity.

Supplemental Questions

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I Agree

IVETA OVSEPYAN, ESQ.

N. Parish Place Burbank, California 91504

DEDICATED PUBLIC SERVANT

Experienced attorney dedicated to a life of community involvement and public service. Proven excellence in leadership, legal writing, motion practice and advocacy. Demonstrated commitment to improving the community and society as a whole.

COMMUNITY INVOLVEMENT

- Chairperson, City of Burbank Civil Service Board
- Speaker, Glendale Bar Association Law Day
- Volunteer Judge, Constitutional Law Foundation Mock Trial Program Semi-Finals
- Volunteer Judge, American Association of Justice Mock Trial Semi-Finals
- Judge, Clark Magnet High School Senior Projects
- Law Student Mentor, Women Lawyers Association Los Angeles

EDUCATION

- *Juris Doctor*, 2011 **Loyola Law School**

- *Bachelor of Arts in Political Science, Magna Cum Laude*, 2008 **University of Southern California**

LEGAL EXPERIENCE

Supervising Deputy Attorney General, Tort and Condemnation Section *April 2022 – Present*

California Department of Justice, Office of the Attorney General Los Angeles, CA

- Supervise and lead team of Deputy Attorneys General and legal support staff engaged in extensive and fast-paced litigation at the Office of the California Attorney General.
- Identify, analyze and solve issues based on applicable laws and administrative processes.
- Review, edit and provide feedback on documents and court pleadings prepared by attorneys.
- Develop case plans and strategies with team members.
- Plan, organize, supervise, direct, and oversee the work activities of team members.
- Establish project schedules and milestones.
- Coach and mentor subordinate employees.
- Document employee performance and complete employee performance evaluations and reports.

Deputy Attorney General III, Tort and Condemnation Section *September 2018 – Present*

California Department of Justice, Office of the Attorney General Los Angeles, CA

- Represent the State, its agencies, and employees in difficult and sensitive litigation including government tort liability, civil rights, personal injury, medical malpractice, dangerous condition of public property and related actions in both state and federal courts.
- Handle all aspects of litigation including taking and defending depositions, identifying, interviewing and hiring expert witnesses, drafting and arguing pre-trial motions, reviewing discovery documents to analyze their legal significance, responding to subpoenas and discovery requests appropriately, preparing pre-trial documents and in-depth settlement recommendation analyses, and preparing for mediation and settlement conferences with client and Supervisory authority.
- Review and analyze expert witness reports to identify potential strengths and weaknesses of case and advise client appropriately.

- Review work of legal analysts and secretary, work collaboratively on case and task assignments, prepare performance reviews and critiques.
- Work under time constraints, client and department guidelines, while abiding by ethical and professional standards, keeping clients informed as to case status, and working with management and clients in strategy considerations.
- Identify, analyze, and propose solutions to complex legal matters affecting various types of cases across State agencies.
- Represent high-profile clients and handle high-profile cases, draft memorandums to keep client apprised of law, developments and strategy.
- Participate in additional activities and assignments including developing and teaching CLE courses to other Deputy Attorneys General and legal analysts, attending training seminars and presenting useful client agency information to other Deputies and staff during section meetings, presenting educational material during all-Section conference and contributing article to the Justice Journal.

Senior Associate Attorney July 2014 – August 2018

Margarian Law Firm Glendale, CA

- Independently manage extensive litigation caseload in civil, criminal and administrative matters.
- Court appearances, research and writing, including law and motion, pleadings, discovery, and correspondences, take and defend depositions, prepare for and conduct trials and arbitration proceedings.
- Review and edit work of other attorneys, including complaints, motions, oppositions and other pleadings and correspondences.
- Oversee, assess and address inquiries and potential cases.
- Craft and execute creative case plans and resolutions.

Senior Litigation Associate, December 2011 – July 2014

Habashy Law Firm Los Angeles, CA

- First and second chair experience in federal and state trials, from case initiation, law and motion to verdict, post-trial motions and appeals.
- Total responsibility for 50+ cases simultaneously in all aspects of litigation at state and federal levels.
- Extensive research and writing experience including the independent preparation of motions, discovery-related papers and pleadings, trial briefs, jury instructions and appellate briefs.
- In-depth experience in a fast-paced environment with daily court appearances, heavy research and writing requirements, frequent client communication, discovery and depositions, while managing office caseload, calendar and employees.
- Demonstrated excellence in managing heavy caseload with minimal direction, implementing effective intra-office structure and workflow and managing support staff on a daily basis.
- Weekly debriefing of principal as to current case pipeline status, law and motion calendar, personnel matters and constant improvement of office processes.

BAR ADMISSIONS

- State Bar of California, December 2011
- District Courts for Central, Eastern, Northern and Southern Districts of California
- United States Court of Appeals, Ninth Circuit

Application Form

Profile

Prefix _____ Carol _____ Long _____
First Name Middle Initial Last Name

██████████
Email Address

██████ N. Pass Avenue _____
Home Address Suite or Apt

Burbank _____ CA _____ 91505 _____
City State Postal Code

Mobile: ██████████ _____ Business: ██████████ _____
Primary Phone Alternate Phone

Santa Monica Community College _____ Director of the Personnel Commission _____ Human Resources Management _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Length of time as a Burbank Resident:

30 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

I have over twenty-seven years of professional human resources experience within public sector organizations in California; over eighteen years in a supervisory capacity. I have served as a Director overseeing the Personnel Commission at Santa Monica Community College since 2013. I currently supervise civil service hiring, along with classification and compensation activities for classified (non-Academic) college staff, including public safety. I report directly to five Commissioners. As a practicing Director overseeing a civil service operation, I am keenly aware of many on-the-job challenges faced in this field, particularly since the start of the pandemic. This includes challenges with recruiting and retaining a strong workforce at a time when many people are vacating full-time work, managing logistics and expectations related to remote work policies and vaccination mandates, and facilitating workforce planning during unstable times, when temporary funding may be plentiful, but availability of ongoing resources is often less certain. While I have participated in a few service commitments with professional organizations during my career, I would prefer at this stage to focus service back to my home community in Burbank. I understand the neutral role a Commissioner has to play in approving actions, and hearing and responding to complaints and appeals. I hope that experiences within my current job would add value to decision-making for issues falling under the authority of the Civil Service Commission.

Education

Masters in Public Administration (MPA), California State University, Northridge; Bachelors in Education, University of Alabama

Additional Pertinent Courses or Training

Senior Professional in Human Resources Certification (SPHR), January 2018; Society of Human Resources Management - Senior Certified Professional (SHRM-SCP), August 2018; International Public Management Association - Senior Certified Professional (IPMA-SCP), January 2019; Background Investigator's Course, Riverside County Sheriff's Department. Completed February 2012

Other Pertinent Skills, Experience or Interests

My undergraduate background was in music education, and I served as a middle school music teacher in my first professional job outside of college. I loved teaching at the time, but my interests eventually led me to advance on a different career path within the public education system.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

No prior experience

List Community activities in which you are involved:

I volunteered for ten years as Volunteer Coordinator for Best Friends Catnippers, an organization that provided free, bi-monthly spay/neuter surgeries, vaccination services, and basic medical care to homeless cats. In this role, I was responsible for pursuing and maintaining relationships with multiple volunteer sources, including Western University College of Veterinary Medicine, and Registered Veterinary Technician programs at both Pierce and Mt. San Antonio College, ensuring adequate volunteer coverage for each clinic, assigning volunteers to appropriate posts, and addressing conflicts and procedural issues before and during clinic operations. This commitment ended approximately four years ago, when the organization transitioned from free Sunday clinics into a more full-time operation.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

N/A

Conflict of Interest

Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission’s Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

N/A

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic’s training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service Commission

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As the Director of the Personnel Commission at Santa Monica College, I am responsible for overseeing approximately sixty recruitments annually. Staff responsibilities in this area include determining the appropriate field of competition, conducting an appropriate level of job analysis, developing and administering job-related assessments, and establishing eligibility lists consisting of candidates who were successful on all assessments, in rank order according to test score. In addition, I direct the preparation and maintenance of the classification plan for all positions in the classified service. During my first year as a Director, significant time was devoted to designing and implementing a formal framework for annual reviews, including developing strategies for prioritizing studies, creating orientations for classified staff and management to be conducted prior to the start of each study, providing ongoing communication with participants and other stakeholders, and developing and standardizing formal procedures for conducting job evaluations, market surveys, and incumbent reviews. My staff is responsible for creating new classifications and class descriptions as needed, ensuring classification descriptions accurately reflect current job duties and qualifications, reviewing minimum requirements on classification descriptions to ensure they are appropriate and not unduly restrictive, and conducting external market surveys and internal job evaluation reviews to recommend appropriate salary rates for all job classifications. I currently supervise eight full-time, permanent staff members, including two supervisory staff, one overseeing recruitment and selection and the other overseeing classification and compensation. My experience in this role has enabled me to improve my technical and legal knowledge of public sector human resources, and to strengthen my personal skills in leadership, conflict management, process improvement, staff development, and team building. Prior to my current job, I worked with the Personnel Commission at Los Angeles Unified School District for thirteen years, starting as an Associate Analyst and working my way up to a supervisory position. Supervisory experience at Los Angeles Unified School District involved overseeing a team from January 2003 through September 2011 which was responsible for recruitment and selection of Classified Personnel, processing and onboarding of new classified staff, and assisting with delivering supervisory training.

What are your goals in serving on this Board/Commission/Committee?

I recognize the challenges in managing daily activities within a civil service system while also trying to serve and reconcile multiple interests, and ensure adherence to civil service laws and rules. Adherence to rules and laws is a necessity, but that alone doesn't always ensure a fair process. People and situations are complicated, and problems cannot always be fully addressed by applying the appropriate rule. Equity issues can be challenging to navigate in the hiring process, particularly when testing and interviews are administered remotely. I would love an opportunity to support the City of Burbank's Civil Service Commission in navigating many of these current challenges.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

What are your goals in serving on this Board/Commission/Committee?

Supplemental Questions

Acknowledgements

Acknowledgment No. 1 - General

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

Acknowledgement No. 2 - City of Burbank COVID-19 Vaccination Policy

I have read the City of Burbank Covid-19 Vaccination Policy and hereby agree to provide proof of vaccination or either a medical or religious exemption form. Upon receipt of the application City Clerk's Office staff will contact me with further instruction. Vaccination documentation will not be disclosable to the public.

I Agree

Carol Long, MPA, SPHR, SHRM-SCP, IPMA-SCP

██████ N. Pass Avenue, Burbank, CA 91505
████████████████████
████████████████████

OBJECTIVE:

To utilize my technical and leadership skills and knowledge in a capacity that promotes successful human resources operations; and supports the vision, mission, goals, and long-term strategic objectives of the organization.

WORK EXPERIENCE

Director of the Personnel Commission

March 2013 – Present

Santa Monica Community College District

- Oversee all activities relating to the administration of the merit/civil service system for over 500 classified employees, including recruitment, employment selection and testing, classification, and compensation. Establish priorities and delegate assignments.
- Review previous records to ensure appropriate examination and recruitment plans are utilized. Establish standards and procedures for job analysis, examination development and revision, and test administration and scoring. Ensure processes are in compliance with the California State Education Code, California Code of Regulations, and other relevant laws and guidelines.
- Direct the preparation and maintenance of the classification plan for all positions in the classified service. Oversee the creation of the annual calendar of classification reviews. Create policies and procedures associated with internal job evaluation studies and external market surveys. Collaborate with management in developing the District's pay philosophy to ensure pay equity and appropriate competitiveness
- Direct the investigation of examination appeals and protests; and complaints relating to outcomes of classification studies.
- Serve as a member and subject matter expert for the Merit Rules Advisory Committee. This committee consists of both union and management representatives, and is responsible for the review and update of all merit system rules for the District.
- Prepare an annual budget, and oversee financial transactions relating to office operations.
- Provide supervision, training, and performance evaluations to two supervisors and six professional and support staff within the Personnel Commission Office

Supervising Personnel Analyst

October 2011 – February 2013

Santa Monica Community College District

- Oversee assigned staff members in recruitment and classification projects.
- Manage the more complex or politically sensitive recruitments and assessments.
- Develop new classifications; review and revise class descriptions as needed. Conduct studies of new positions to determine the appropriate classification assignment.
- Conduct salary studies to determine existing market rates and appropriate internal alignment.
- Serve as an alternate to the Director of Classified Personnel for Personnel Commission Meetings and the Merit Rules Advisory Committee.

Senior Human Resources Specialist

January 2003 – September 2011

Los Angeles Unified School District

- Supervise a team of professional and support staff responsible for recruitment and employment assessments for classified personnel. Responsibilities include prioritizing and assigning new examinations; providing on-the-job guidance in job analysis and examination development; reviewing and approving job analyses, recruitment and examination plans, and examination materials; and conducting performance evaluations and managing performance problems
- Supervise a second team responsible for the onboarding of new classified employees.
- Assist other branches with classification studies and training projects.

Personnel Analyst II
Personnel Analyst
Associate Personnel Analyst
Los Angeles Unified School District

August 2000 – December 2002
July 1999 – August 2000
June 1998 – June 1999

- Responsible for recruitment, job analyses, creating or revising employment assessment materials, and overseeing test administration for assigned examinations.
- Received a commendation from Mayor Riordan in July 1999 for testing and recruitment assignments completed for the LA's BEST After School Enrichment Program.

Personnel Analyst I
Glendale Unified School District

September 1994 – May 1998

Responsible for staffing and management of approximately 700 positions in the Education Assistant job family.

- Revised and administered written tests and interviews
- Reviewed and processed requests for hires, promotions, transfers, reinstatement, and re-employment, ensuring compliance with collective bargaining agreements and Personnel Commission Rules.
- Counseled probationary employees and their supervisors regarding procedures for completing performance evaluations and initiating disciplinary actions or terminations.
- Handled intake for workers compensation claims. Advised employees and management regarding return-to-work authorizations, light-duty accommodations, and handling of on-site accidents and emergencies.

EDUCATION

Masters in Public Administration, California State University Northridge.

Bachelors in Education, University of Alabama.

SPHR Certification, January 2018

SHRM-SCP Certification, August 2018

IPMA-SCP Certification, January 2019

Background Investigator's Course, Riverside County Sheriff's Department. Completed February 2012.

California School Personnel Commissioners Association Merit System Academy. Completed August 2008.

Application Form**Profile**

_____ **Darrin** _____ **G.** _____ **Borders** _____
 Prefix First Name Middle Initial Last Name

 Email Address

_____ **W. Linden Ave.** _____
 Home Address Suite or Apt

_____ **Burbank** _____ **CA** _____ **91506** _____
 City State Postal Code

_____ **Mobile:** _____
 Primary Phone Alternate Phone

_____ **City of Burbank Retired** _____ **Sr. Library Assistant Retired** _____ **Library Services Retired** _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted
 Civil Service Board: Submitted

Length of time as a Burbank Resident:

55 years

Burbank Registered Voter?

Yes No

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board, commission or committee?

As a lifelong Burbank resident, I have been active in the community. As a new retiree, I wish to continue to be involved. I feel my background has prepared me for a position on a board, commission or committee.

Education

Burbank High graduate BS in Business and Information Technology from University of Phoenix Graduate level courses in Public Administration from CSUN

Additional Pertinent Courses or Training

Leadership Burbank graduate

Other Pertinent Skills, Experience or Interests

President of the Burbank City Employees Association for 5 years doing labor relations and running a small non-profit Boys and Girls Club Board for 6 years, 1 year as Treasurer Family Promise Board for 7 years, 5 years as Treasurer Supervisory (Audit) Committee at Gain FCU for 17 years, 13 years as Committee Chair

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee:

None.

List Community activities in which you are involved:

Member of the Burbank Noon Rotary for 11 years, currently serving on the executive board and the designee to be Club President in 23/24. Still volunteering at Gain FCU on the Supervisory Committee. Member of the Leadership Burbank Alumni

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Library Trustees

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

As a library employee of over 37 years, I have working knowledge of the department. As a Board member, I would be able to advocate for the library in a more public facing way than I was as an employee. I have demonstrated a lifelong passion for this department, and I wish to continue it in a new way.

What are your goals in serving on this Board/Commission/Committee?

My goals will include advocating for library services and for a new Central library. I can also see myself as board chair one day.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Civil Service Board

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

The 5 years I have in labor relations plus my years in library management give me a well-rounded background to work on this board. I have experience presenting and advocating to the CSB so I am familiar with the responsibilities.

What are your goals in serving on this Board/Commission/Committee?

My goal is to be an informed and active member of the Civil Service Board.

Supplemental Questions

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