REPORT TO
Personnel and Public Employees Committee
City of Sacramento

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

2

Discussion Calendar
April 21, 2011

Honorable Chair and Members of
The Personnel and Public Employees Committee

Title: Review of Applications for Retirement Hearing Commission

Location/Council District: (Citywide)

Recommendation: Review applications and nominate candidates.

Contact: Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk; Tosha Cherry, Support Services Manager, (916) 808-5498, Human Resources Department

Presenters: None
Department: City Clerk's Office / Department
Division: N/A
Organization No: 04001011

Description/Analysis

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

Policy Considerations: None.

Environmental Considerations: None.

Commission/Committee Action: None.

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

Financial Considerations: None.

Emerging Small Business Development (ESBD): None.

Respectfully Submitted by:_____
Katia Ligaiviu,
Deputy City Clerk

Recommendation Approved:

_____
Stephanie Mizuno,
Assistant City Clerk

Table of Contents:

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

ATTACHMENT 1

Background:

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

Board/Commission:	Retirement Hearing Commission
Available Positions:	One (1)
Category Description(s):	**Category C:** Public-at-large. Not a member of the Administrative, Investment & Fiscal Management Board. Not connected with City government.
Status of Incumbent:	Harry J. Gibbons: Has served the maximum number of terms.

No.	Applicant Name	District	Category	Comments
1	Janet Maira	1	C	

City of Sacramento

RECEIVED
CITY CLERK'S OFFICE
CITY OF SACRAMENTO

Application for
Appointment to Boards/Commissions and Committees

2010 NOV 22 P 12:48

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

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

BOARD / COMMISSION OR COMMITTEE NAME: Retirement Hearing Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Public-at-Large (Description (if applicable)) 1C (Category Letter)

☐ Name of Company/Organization Being Represented (if applicable): N/A
☐ Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Maira (Last) Janet (First) (Middle) E-Mail:

Home Address: San Antonio Way (Street #, Street Name) Sacramento (City) CA (State) 95819 (Zip)

Mailing Address (if different than home address): N/A (Street #, Street Name, City, State, Zip)

Resident of City Council District No: One (1) (Required) Business in Council District No: One (1) (If Applicable)

Home Telephone: (916) Business Telephone: (916)

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

I believe this position is a perfect match for my background and skills. I am an award-winning communications professional and educator with more than 10 years' teaching experience in Sacramento and 15 years' public affairs project planning and management experience statewide. I am also a long-time Sacramento resident and currently serve on two community boards. In 2008, I was selected to attend Sacramento's Management Academy and served as the class Valedictorian.

Having observed and participated in the daily workings of city government for many years, I believe I would be an asset in helping the Retirement Hearing Commission carry out its functions.

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

N/A

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

N/A

BACKGROUND INFORMATION

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

EDUCATION:

B.A. English: University of California, Berkeley
Secondary Teaching Credential, University of California, Los Angeles

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

CURRENT EMPLOYER:

FROM DATE: October, 2008
TO DATE: Present
EMPLOYER NAME: Sacramento City Unified School District
ADDRESS: P.O. Box (Street #) (Street Name) Sacramento (City) CA (State)

DUTIES: Substitute Teacher; K-12; All Subjects

PRIOR EMPLOYER(S):

FROM DATE: October, 1997
TO DATE: June, 2008
EMPLOYER NAME: American Legion High School (Oak Park)
ADDRESS: 3700 Broadway (Street #) (Street Name) Sacramento (City) CA (State)

DUTIES: Classroom Teacher; 9-12 English; Reading Development and Writing

FROM DATE: October, 1992
TO DATE: December, 1997
EMPLOYER NAME: Various, including Governor's Office of Emergency Services
ADDRESS: Colorado Blvd. (Street #) (Street Name) Pasadena (City) CA (State)

DUTIES: Chief Spokesperson (CA Healthcare Assn); Public Information Officer (Pasadena Disaster Field Office, OES)

FROM DATE: October, 1986
TO DATE: October, 1992
EMPLOYER NAME: California State University, Sacramento
ADDRESS: 6000 J Street (Street #) (Street Name) Sacramento (City) CA (State)

DUTIES: Director, News Services and Principal Writer for tabloid newspaper; research magazine, catalogs, etc.

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

FROM DATE: August, 2010
TO DATE: Present
BUSINESS NAME: MJM Enterprises, Education, Communications and Prop Mgt
ADDRESS: San Antonio (Street #) (Street Name) Sacramento (City) CA (State)

TYPE OF BUSINESS OR SERVICE RENDERED:

Education: Individual Tutoring; PR/Communications: press releases; feature articles; op-eds; speeches; grants; display advertising

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Janet Maira
APPLICANT NAME

FROM DATE:

BUSINESS NAME: _____

TO DATE:

ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: N/A

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

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

N/A

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

N/A

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

Signature: */s/* Janet Maira
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: November 19, 2010

DISCLOSURE AND REGULATORY REQUIREMENTS

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

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

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

ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

Janet Maira

San Antonio Way, Sacramento, CA 95819
Home:

Qualifications

Expertise in marketing, media relations, ballot issue management. 15+ years communications experience. BA-English. Spanish/Fluent.

Public Relations Consultant/Project-Based Positions

California State University, Sacramento, Regional and Continuing Education (12/96 - 12/97)
Developed and directed ***community relations, public information*** and ***media relations*** programs.

Taxpayers Against Higher Health Costs, California Health Care Association, Sacramento (6/96-11/96)
Served as ***Chief Spokesperson*** for "NO" on 214 /216 healthcare initiatives. Provided daily interviews to state and national media. Numerous on-air appearances.

Government Conference on the Environment, Sacramento, CA (8/95-3/96)
Marketed annual ***environment forum*** to seven Western States.

Governor's Office of Emergency Services, Northridge Earthquake (2/94-8/94)); N. CA Floods (2/95)
Served as ***Lead Public Information Officer***, News Desk (Pasadena Disaster Field Office).

University of the Pacific, Stockton, CA (10/92-8/93)
Directed external communications program. ***Executive Editor***, quarterly newspaper (circulation, 50,000).

Public Relations Management

Director
University News Services
California State University
Sacramento, CA 95819

Conceptualized, planned and managed news/public affairs functions. Principal writer for award-winning tabloid newspaper, research magazine, annual report, general brochures. (10/86-10/92)

Public Affairs Officer
Napa Valley College
Napa, CA 94558

Directed internal/external communications. Edited and produced catalogs, brochures, print ads, monthly newsletter. (9/81-6/86)

Public Information Director
Institutes of Medical Sciences
San Francisco, CA 94123

Managed public information, media relations, publications, special events. Directed major fund raising campaigns and events. (9/78-8/81)

Editorial Director
KPIX-TV (CBS Affiliate)
San Francisco, CA 94123

Wrote and produced station editorials. Interviewed community, state, national leaders. (8/76-8/78)

Experiences have culminated in the proven capabilities to:

- Manage: media relations, personnel
- Write: press releases, feature articles, op-eds, speeches, grants
- Plan: campaigns, programs, marketing initiatives
- Monitor: budgets, campaign effectiveness
- Produce: collateral pieces, videos
- Supervise: photography and graphics