

ERIC GARCETTI  
MAYOR

September 6, 2013

Honorable Members of the City Council  
c/o City Clerk  
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have appointed Ms. Olivia Rubio to the Board of Neighborhood Commissioners for the term ending June 30, 2016. Ms. Rubio will fill the vacancy created by Paul Park, who has resigned.

I certify that in my opinion Ms. Rubio is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Garcetti', with a stylized flourish at the end.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Olivia Rubio  
**Commission:** Board of Neighborhood Commissioners  
**End of Term:** June 30, 2016

### Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 14 - East
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master of Social Work, specialization in Community Organizing, Planning and Administration, University of Southern California
7. **Occupation/profession:** Management Analyst, Department of Mental Health
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Replacement
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Appointment Date	Term Ends
Gatica, Daniel - RESIGNED	North Valley	7	Latino	M	31-Jul-06	30-Jun-17
Lucks, Linda C.	West	11	Caucasian	F	23-May-06	30-Jun-16
Mack, Arnetta	South LA	8	African American	F	20-Mar-13	30-Jun-15
Mack, Karen	Central	10	African American	F	05-Mar-09	30-Jun-13
Medina, Victor	Harbor	15	Latino	M	05-Aug-13	30-Jun-15
Park, Paul - RESIGNED	East Los Angeles	1	Asian Pacific Islander	M	05-Aug-11	30-Jun-16
Shaffer, Leonard	South Valley	3	Caucasian	M	19-Sep-11	30-Jun-14

# Olivia Rubio, MSW

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## EDUCATION

### **University of Southern California, School of Social Work**

Master of Social Work with specialization in *Community Organizing, Planning and Administration* awarded, May 2011

### **Mount Saint Mary's College, Brentwood, CA**

Bachelor of Arts in Psychology & Sociology awarded, May 2004, *Graduated Magna Cum Laude*

### **Certifications:**

- ◆ Lean Six Sigma Yellow Belt Training, December 7, 2011
- ◆ California Democratic Party, Democracy for America Academy, October 2011
- ◆ Ray LeBov Lobbying 101 Seminar October 2011 and Advanced Lobbying Seminar 201 February 2012
- ◆ Los Angeles County Registrar-Recorder/County Clerk Certificate of Appreciation, November 2008, June 2008 and 2010
- ◆ Los Angeles County Spanish Proficiency Certificate, October 2006
- ◆ Certified Domestic Violence and Sexual Assault Counselor, February 2005

### **Commission Relevant Skills:**

- ◆ Manage resources effectively
- ◆ Ensure adequate organizational resources
- ◆ Review proposals for new or changes to existing, housing program
- ◆ Participate in public relations efforts to create and maintain the interest of the general public, clients, landlords in current and future housing developments

## PROFESSIONAL EXPERIENCE

### **Department of Mental Health**

**October 2012 – Current**

Management Analyst

- ◆ Manage Return-to-Work Program cases to review for eligibility for Family Medical Leave, Pregnancy Disability.
- ◆ Authorize leaves for medical reasons and workers compensation claims.
- ◆ Provide assistance in interpreting various Federal, State and County policies affecting the departments Return-to-Work Program to ensure policies and procedures are followed accordingly.
- ◆ Monitor Workers Compensation Claims and long term leaves.
- ◆ Coordinate Interactive Process Meeting (IPMs) with employees and other applicable parties to identify and implement suitable reasonable accommodations.
- ◆ Act as liaison between the Department, Chief Executive Office, County Counsel employees and third party administrators.

**Department of Public Social Services**  
GAIN Services Worker

**October 2006 – September 2012**

- ◆ Authorize supportive services, such as childcare, transportation, ancillary, and educational expenses to reduce existing barriers in achieving self-sufficiency and permanent employment.
- ◆ Direct interview and assessment of new GAIN program participants to identify needs and barriers.
- ◆ Develop and monitor individualized employment plans for GAIN program participants.
- ◆ Manage specialized supportive services for participants, such as domestic violence, mental health, substance abuse, and service provider referral.
- ◆ Monitor the progress of participants, such as program compliance.
- ◆ Execute thorough investigation on participant's history with the County to minimize sanctions.
- ◆ Act as liaison between the department and subcontracted agencies.

**Bienvenidos Children's Center Inc.**  
Facilitator

**May 2006 – September 2006**

**Chicana Service Action Center Inc.**  
Homeless Case & Residence Supervisor

**October 2004 – May 2006**

- ◆ Supervised a homeless shelter for women and children. Organizing client services and monthly fiscal reporting of housing operations.
- ◆ Responsible for the delivery of case management services in all modalities in the Homeless Department, including client intake, referrals, assessment, placement and termination of clients.
- ◆ Organized residency direct services, such as housing, educational, and legal advocacy ranging from filing restraining orders, to appearing and testifying in family reunification court.
- ◆ Implemented individual and weekly group counseling sessions.
- ◆ Revised policies for internal use in areas, including outreach and operations. Translated program documents and policies from English to Spanish to ensure informed customer service.
- ◆ Attended regional conferences to promote staff training on best practices and pertinent regulations.
- ◆ Monitored document requirements for program funding and served as subcontractor liaison.

### **INTERNSHIP EXPERIENCE**

**Children's Bureau & Public Counsel**  
Social Work Intern

**September 2010 – April 2011**

- ◆ Served as joint-intern providing support for the innovative Magnolia Place Community Initiative collaborative.
- ◆ Facilitated community dialogues to promote awareness about resources and services offered by the center and elicit the community's perspective on

pertinent issues to facilitate communal development, enrichment and upward economic mobility.

- ◆ Spearheaded coalition-building across the non-profit, private and public sectors to strengthen partnerships and nurture working relationships with diverse stakeholders including local residents, local county departments and non-profit agencies.
- ◆ Served as pro-bono-consultant conducting the Magnolia Place Services and Referral Evaluation to refine the referral protocol. Also, provided objective evaluations about the Initiative and strategies to maximize community impact.

### **PROFESSIONAL ORGANIZATIONS**

**Member of Los Angeles County Democratic Party Committee**

**Member of California Democratic Party**

**Los Angeles County Operations Enhancement Committee, appointed spokesperson**

**Member of National Association of Social Workers, appointed Cal PACE Committee Representative for California Chapter**

### **PRESENTATIONS**

**University of Southern California, Board of Councilors Summit 2010**

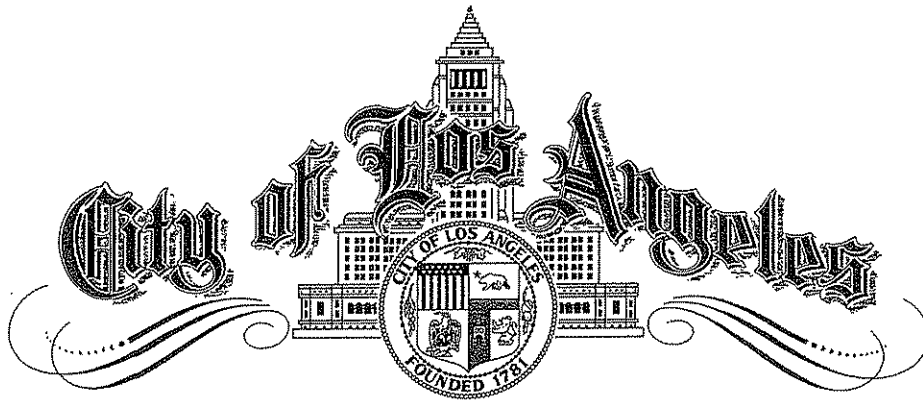
Disseminated information about the India Global Immersion Program focused on Entrepreneurship, Empowerment, Media and Social Development.

**International Social Work Conference 2011**

Presented and led a discussion about structural social work and social enterprise as an innovative intervention to addressing complex social issues.

### **AWARDS**

- ◆ Achieving Double Digit Award for July and October 2008, March and May 2009, June and July 2010
- ◆ Achievement Award for Excellent Customer Service, October 2009
- ◆ County of Los Angeles Recognition of Excellence in Service, December 2006
- ◆ Certificate of Appreciation, LA LINK Job Development In-Service Training, January 2008



ERIC GARCETTI  
MAYOR

September 6, 2013

Ms. Olivia Rubio

Dear Ms. Rubio:

I am pleased to inform you that I hereby appoint you to the Board of Neighborhood Commissioners for the term ending June 30, 2016. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require visiting City Hall. If you require parking during these procedures, please call Justin Gonzalez in my Office at (213) 300-9935 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Ethics Pledge, Remuneration Form, Undated Separation Forms, Background Check Release and Information Sheet **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open and accountable City government possible. Further, Mayor's Office policy requires you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, California 90012. The division phone number is (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

Under separate cover you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Shannon Prior at the Ethics Commission at (213) 978-1960.

Ms. Olivia Rubio  
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As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Bernard C. Parks, the Chair of the Education and Neighborhoods Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Education and Neighborhoods Committee. Some time thereafter, you will be notified by the committee clerk when your appointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office in Room 395 of City Hall. Julie Ciardullo with the Mayor's staff will assist you during the confirmation process if you have questions.

Commissioners must be residents of the City of Los Angeles. If you move at any point during your term, have any changes in your telephone numbers, or in the future plan to resign (resignation must be put in writing), please contact my office immediately.

Congratulations and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Garcetti". The signature is stylized and includes a small mark at the end that looks like a double hash "#".

ERIC GARCETTI  
Mayor

EG:dlg

Attachment I  
Ms. Olivia Rubio  
September 6, 2013

**Nominee Check List**

**I. Within three days:**

\_\_\_\_\_ **Get fingerprinted to complete a background check.**  
No appointment is necessary. Bring the Mayor's letter to:  
Background Unit of Employment Services Division, Personnel  
Department Building, 700 East Temple Street, Room 235, Los Angeles,  
California 90012. Phone: (213) 473-9343.

**II. Within seven days:**

Mail, fax or email the following forms to: Julie Ciardullo, Office of the Mayor,  
Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012  
or fax: 213-978-2760 or email: [julie.ciardullo@lacity.org](mailto:julie.ciardullo@lacity.org).

- \_\_\_\_\_ **Ethics Pledge**
- \_\_\_\_\_ **Remuneration Form**
- \_\_\_\_\_ **Undated Separation Forms**
- \_\_\_\_\_ **Background Check Release**
- \_\_\_\_\_ **Information Sheet/Voluntary Statistics**

**III. Within 21 days:**

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms in the mail from that office.*

- \_\_\_\_\_ **Statement of Economic Interest ("Form 700")**  
*IMPORTANT:* The City Council will not consider your nomination until  
your completed form is reviewed by the Ethics Commission.
- \_\_\_\_\_ **Residence Verification Form**

**IV. As soon as possible, the Mayor's Office will schedule a meeting with you and:**

- \_\_\_\_\_ **Your City Councilmember Jose Huizar** (contact at 213-473-7014).
- \_\_\_\_\_ **Councilmember Bernard C. Parks, Chair of the Council Committee**  
**considering your nomination** (contact at 213-473-7008).

Staff in the Mayor's Office of External Affairs will assist you with these arrangements.