



ERIC GARCETTI
MAYOR

March 11, 2015

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

Honorable Members:

Subject to your confirmation, I have reappointed Mr. Javier Nunez to the Board of Building and Safety Commissioners for the term ending June 30, 2020. Mr. Nunez's current term expires on June 30, 2015.

I certify that in my opinion Mr. Nunez is qualified for the work that will devolve upon him, 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'.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Javier Nunez
Commission: Board of Building and Safety Commissioners
End of Term: 6/30/2020

Appointee Information

1. **Race/ethnicity:** Latino
2. **Gender:** Male
3. **Council district and neighborhood of residence:** 7 - North Valley
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** Board of Building and Safety Commissioners
6. **Highest level of education completed:** Los Angeles Mission College, Victory Education Training Institute
7. **Occupation/profession:** President, Laborers Local 300
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Reappointment
10. **Current composition of the commission:**

Name	APC	CD	Ethnicity	Gender	Appt date	Term end
Ambatielos, Evangelos P.	Central	5	Caucasian	M	04-Apr-06	30-Jun-16
Brannon, Felicia	East	14	African American	F	15-Dec-12	30-Jun-17
Geaga-Rosenthal, Joselyn	Central	13	Asian Pacific Islander	F	08-May-14	30-Jun-19
Hovaguimian, George	South Valley	4	Caucasian	M	21-Jan-14	30-Jun-17
Nunez, Javier	North Valley	7	Latino	M	08-May-14	30-Jun-15

Javier Nunez

Executive Summary

Resourceful, analytical and detail-driven individual with capabilities in completing multiple projects with competing deadlines. Aggressive in identifying and resolving inefficient operational processes. Strong team member, able to motivate crews to achieve optimal production rates while maintaining high safety methods and practices. Reliable follow-through skills, fulfilling all administrative requirements from field activities. Clear communicator, both oral and written. Interpersonal skills interface effectively with coworkers, management and customers. Excel in *unpredictable and hectic environments*.

Work Experience

President 1996 to Present

Laborers International Union of North America Local 300 Los Angeles, California

Earned a reputation as a valuable and cooperative coworker by: being fair, honest, and willing to help others when needed; effectively resolving conflicts at appropriate times; and assisting new managers and other staff to become familiar with policy and operations. *Developed solutions as part of quality management team. Effective in stressful situations. Dealt tactfully and effectively with difficult customers. Demonstrated ability to apply sound knowledge to diverse applications. Ability to assess organizational needs and implement administrative procedures.*

- Effective open communication. Express self very well. Can make a point and convincingly express an opinion
- Established goals and objectives, developed policies and procedures, recruited and trained staff, and initiated and enhanced systems

Construction- Pipe layer 1992 to 1996

Brinderson Corporation South Bay, California

Demonstrated ability to troubleshoot creatively, solve problems effectively, and make informed decisions while successfully guiding others through constant change. Coordinated employees, equipment and materials on several projects simultaneously. Handled all phases of construction including scheduling, coordinating subcontractors, and completing payment requests.

- Coordinated labor and equipment resources ensuring all jobs were completed accurately, efficiently, and in a quality manner
- Experienced in handling simultaneous projects and meeting deadlines effectively

Commissioner of Building and Safety 2003 to 2005

City of Los Angeles Los Angeles, California

Accepted increasing responsibility demonstrating flexibility and ability to learn quickly. Accustomed to fast-paced, high-pressured positions, demonstrated ability to prioritize multiple tasks, meet deadlines, and provide quality service. Acquired excellent communication and interpersonal skills with the public and coworkers. Answered inbound calls, assisted customers with account information, placed orders, set up service appointments, and assisted customers with technical support. Answered staff inquiries and advised personnel on administrative and clerical matters. Communicated professionally with upper management and customers. Analyzed data and formulated solutions for specific problem areas. Answered calls, entered data, faxed, typed, and made outbound follow-up calls. Safeguarded and maintained all classified material. Worked with executive and senior level management. Researched and drafted regional communications for conference calls. Reviewed and prepared correspondence. Communicated with customers, management, and staff. Interfaced with vendors and field personnel ensuring prompt response to project needs. Interacted effectively with business customers, provided information and resolved critical

problems. Proven ability to effectively multitask in all situations. Proven organizational and time management skills. Proven combination of technical and communication skills.

- Demonstrated ability to troubleshoot creatively, solve problems effectively, and make informed decisions while successfully guiding others through constant change
- Addressed complaints in a timely manner
- Skilled in all aspects of construction and inspection

Additional Experience

Construction- Supervisor 1989 to 1992
Nicholson Construction Philadelphia Pennsylvania

Construction- Assistant Super attendant 1983 to 1992
Campbell Construction San Francisco, California

Academic Qualifications

A. A., Theology, Minor: Business Administration 1995
Victory Education Technical Inst Chino, California
GPA: 4.0. Additional course work toward a bachelors degree.

A. A., Business Administration, Minor: Computers 1992
Los Angeles Mission College Sylmar, California
GPA: 4.0

Affiliations

• Associate Pastor •, • Victory Outreach •, • Arleta, California •, • 1988 •, • Mediation and problem solving skills. Demonstrated ability to meet the needs of patrons, dependable, hard working, reliable, and punctual. Recognized for long hours, commitment to customers, attention to detail, professionalism, and follow-up. Use clear, concise communication skills in conjunction with organizational skills to perform daily duties. Work well as a team member or independently. Resourceful, energetic, competent, multi-task and results-oriented. Public speaking and presentation experience. Spearheaded and successfully implemented ongoing recruitment program to hire and effectively train all personnel. Commended for dedicated work ethic and rewarded by steady promotions and training in all aspects of work.

• Chairman of the Board •, • Communities in Schools •, • North Hills, California •, • 2000 •, • Demonstrated ability to meet the needs of patrons, dependable, hard working, reliable, and punctual. Use clear, concise communication skills in conjunction with organizational skills to perform daily duties. Work well as a team member or independently. Met or exceeded all performance goals to date. Public speaking and presentation experience

• Member •, • Rotary Club •, • Van Nuys, California •, • 2004 •, • Commended for dedicated work ethic and rewarded by steady promotions and training in all aspects of work. Developed and implemented improved policies and procedures, resulting in improved efficiency and productivity. Public speaking and presentation experience. Resourceful, energetic, competent, multi-task and results-oriented.

Awards of Excellence

• Award for Invocation •, • Los Angeles County Supervisors •, • Los Angeles, California •, • 2011

•Community Service •, •City of Los Angeles •, •Los Angeles, California •, •2008



ERIC GARCETTI
MAYOR

March 11, 2015

Mr. Javier Nunez

Dear Mr. Nunez:

I am pleased to inform you that I hereby reappoint you to the Board of Building and Safety Commissioners for the term ending June 30, 2020. 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 Cary Gross in my Office at (213) 978-0621 to make arrangements for you.

To begin the reappointment process, please review, sign and return the enclosed 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.

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.

As part of the City Council confirmation process, you will need to meet with Felipe Fuentes, your Councilmember, and Councilmember Jose Huizar, the Chair of the Planning and Land Use Management Committee, to answer any questions they may have. You will be hearing from a City Council committee clerk who will let you know

Mr. Javier Nunez
March 11, 2015
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when your reappointment will be considered by the Planning and Land Use Management Committee. Some time thereafter, you will be notified by the committee clerk when your reappointment 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. Cary Gross 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 "Eric Garcetti". The signature is stylized and cursive.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Mr. Javier Nunez
March 11, 2015

Nominee Check List

I. Within seven days:

Mail, fax or email the following forms to: Cary Gross, Office of the Mayor, Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012 or email: cary.gross@lacity.org.

_____ **Remuneration Form**

_____ **Undated Separation Forms**

_____ **Background Check Release**

_____ **Commissioner Information Sheet/Voluntary Statistics**

II. Within 21 days:

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms in via email 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.

_____ **CEC Form 60**

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

_____ **Your City Councilmember Felipe Fuentes** (contact at (213) 473-7007).

_____ **Councilmember Jose Huizar, Chair of the Council Committee considering your nomination** (contact at (213) 473-7014).

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