



**ERIC GARCETTI**  
**MAYOR**

May 24, 2018

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

Honorable Members:

Subject to your confirmation, I have appointed Dr. Erica L. Jacquez to the Board of Civil Service Commissioners for the term ending June 30, 2019. Dr. Jacquez will fill the vacancy created by Gabriel Esparza, who is resigning effective June 30, 2018.

I certify that in my opinion Dr. Jacquez 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 blue ink, appearing to read 'E. Garcetti', with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## COMMISSION APPOINTMENT FORM

**Name:** Erica L. Jacquez  
**Commission:** Board of Civil Service Commissioners  
**End of Term:** 6/30/2019

### Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 14 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:** Housing Authority of the City of Los Angeles Board of Commissioners
6. **Highest level of education completed:** Ph.D., University of California, Los Angeles
7. **Occupation/profession:** Executive in Charge of Government Affairs, Directors Guild of America
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	Term End
Fugate, Jeanne	East LA	13	Caucasian	F	30-Jun-20
McClelland, Nancy	West	5	Caucasian	F	30-Jun-21
Perez, Raul	Central	5	Latino	M	30-Jun-18
Weiss, Jonathan	Central	5	Caucasian	M	30-Jun-22

**Dr. Erica Jacquez** is an accomplished government relations expert with more than 18 years of experience. She is currently the Executive in Charge of Government Affairs at the Directors Guild of America, responsible for the Guild's federal legislative and governmental work. As such, she serves as an advocate for its members on key issues, such as intellectual property, copyright, and anti-piracy protection. Prior to working with the Guild, she worked in various federal, state and local government relations roles. As the Associate Vice President of Government Affairs for AltaMed Health Services, she managed and directed a government relations team that oversaw budget and strategic planning and partnerships, coordinated policy research, and developed legislative analysis at the local, state and federal levels. At the federal level, she was appointed by U.S. President Barack Obama in 2010 to serve as the Intergovernmental Affairs and Public Engagement Liaison between the Department of Housing and Urban Development, Congress and the public nationwide. She later served as a Legislative Analyst in the Executive Office of the President, Office of Management and Budget's Legislative Affairs, where she was the Lead Coordinator for President Obama's Statements of Administration Policy. At the local level, she worked for Los Angeles County Supervisor Gloria Molina as the 1st District Field and Unincorporated Services Director. In this capacity, she was Molina's main community liaison. She also held leadership roles in the California State Senate and the Southern California Gas Company. In 2015, Los Angeles Mayor Eric Garcetti appointed her to the City of Los Angeles' Housing Authority Commissions. She also serves as a board member of the HONOR PAC and Latinas Leads California PAC. Her accolades include being selected among *Huffington Post's 40 under 40: Latinos in American Politics* in 2014. Erica earned a doctorate in Policy, Planning, and Development and a master's degree in Public Administration with an emphasis in Political Management, both from the University of Southern California. She also is a graduate of Harvard University's John F. Kennedy School of Government's Executive Leadership Program and the Center for Creative Leadership.

# Dr. Erica L. Jacquez, DPPD

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## Government External Affairs Executive

18-years of high-profile leadership experience representing organizations, forging political and civic relationships, coalition building, and negotiating legislation that advance interests in the public and private sectors. Expertise in the public policy process at international, federal, state and local levels with a track record of successfully navigating the challenges involved with legislation and regulation. Ability to identify issues and create effective strategies with pragmatic, legislative solutions, and company or civic engagement to gain a competitive advantage.

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### AREAS OF EXPERTISE

- Strategy Development
  - Team Leadership
  - Issue Resolution
  - Community Relations
  - Public Policy Process
  - Business Vision/Interests
  - Lobbying
  - Urban Planning
  - Legislature/Regulation
  - Representation
  - Programs/Initiatives
  - PAC Development
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### PROFESSIONAL EXPERIENCE

**DIRECTORS GUILD OF AMERICA**, Los Angeles, CA

MAY 2017-PRESENT

#### **Executive in Charge of Government Affairs**

Lead and directs the government affairs team on key issues such as intellectual property, copyright and anti-piracy protections, and federal and state incentive, as well as creative rights on behalf of the Directors Guild of America's (DGA) members. Coordinates its political action committee and its PAC leadership council.

#### **Key Accomplishments:**

- Prepared official government filings on issues that impact the DGA membership including net neutrality and NAFTA.
- Prepare and deliver Legislative reports to DGA's Board of Directors to boost awareness of key issues.
- Grew and sustained the DGA Political PAC and PAC membership by 14%.
- Strategize, create and execute political action plans that increased political capital.
- Cultivate relationships with key legislators for idea exchange resulting in increased membership issue awareness.
- Work closely with industry leaders and creative unions to achieve optimal legislative results.

**ALTAMED HEALTH SERVICES**, Los Angeles, CA

JUNE 2015-MAY 2017

#### **Associate Vice President, Government Relations**

Directed the government relations team comprised of budget and strategic planning and partnerships, coordinating policy research, development and legislations analysis at local, state and federal levels. Testified on issues impacting AltaMed including the State's budget, workforce development, Affordable Care Act, homelessness and health disparities. Fostered effective relationships with important stakeholders, such as advocates and government representatives, and update them on important news and developments.

#### **Key Accomplishments:**

- Strategized to improve the organization's reputation and image with government authorities, at the local, State and Federal levels.
  - Developed relationships with key legislators to shape policy, including creating a Homelessness Taskforce, and collaborating with State legislators on the rate disparities.
  - Led a grassroots call to action within membership for Voter Registration with a success of securing 2,500 new voters for the November 2016 election.

# Erica L. Jacquez

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- Examined governmental legislative and budget proposals that directly affected the organization and devised a legislative strategy that advocated for the organization's interests.

**WHITE HOUSE**, Washington, D.C.

NOV. 2014-MAY 2015

## **Executive Office of the President, Office of Management and Budget (OMB), Legislative Analyst**

Appointed lead for the Statements of Administration Policy (SAP). Worked closely with the White House Legislative Office and Congressional members to determine high priority issues. Coordinated the administration's proposed legislation, testimony and key reports, with focused attention on ensuring compliance and consistency with the administration's policies, including the President's budget. Prepared the President's annual legislative program and budget in collaboration with staff. Managed the House and Senate member's budget priorities with the OMB office.

### ***Key Accomplishments:***

- Led the coordination of the SAPs, in collaboration with White House staff, to issue the President's Statements of Administration policy for key bills scheduled for House and Senate floor action.
- Guaranteed the President's Statement of Administration Policy were strategically communicated to Congress on time.
- Honored by senior management for exceptional communication skills and resolution escalation, for issuing numerous high-profile SAPs per week including various veto threats on bills rescinding the Affordable Care Act and the National Defense Authorization Act.
- Worked on successful execution of the Ebola appropriation.

**U.S. DEPT. OF HOUSING & URBAN DEVELOPMENT**, Washington, D.C.,

NOV. 2010-NOV. 2014

## **Congressional & Intergovernmental Relations Officer**

Appointed as subject matter expert for a broad range of legislation and special interests of Congress and advised on impacts. Liaised with the White House intergovernmental affairs and public engagement offices, all local elected officials and special constituency groups (such as Latino, African American and women), as well as social justice and civil rights. Entrusted as the point of contact for preparing and following up on congressional hearings, including securing and analyzing data, key points raised in the hearings and completing post-hearing requirements.

### ***Key Accomplishments:***

- Supported a successful transition in the Senate confirmation process for HUD Secretary Julian Castro.
- Led HUD's disaster recovery program, including a Congressional Appropriation for Hurricane Sandy.
- Rolled out HUD programs, including Strong Cities, Rental Assistance Demolition Program, Strong Cities Strong Communities, Affirmatively Furthering Fair Housing and block grants.
- Worked closely with local elected officials to secure their Community Development Block grant.
- Worked closely with Congressional Offices to ensure their constituents received assistance during the housing crisis with a high incidence of a positive resolution.

**LOS ANGELES COUNTY SUPERVISOR GLORIA MOLINA**, Los Angeles, CA

JULY 2007- NOV. 2010

## **Director of Field & Unincorporated Services**

Directed office and field staff, and managed administrative, legislative and political plans for the 1<sup>st</sup> District. Led satellite offices and served as part of the top executive team. Fundraised for political initiatives.

### ***Key Accomplishments:***

- Managed budget and community enhancement teams recruited and trained 15 staff and created strategic initiatives to benefit over 2M constituents.



# Erica L. Jacquez

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- Created public outreach strategies for fair housing, community and development, as well as for grants.
- Solved healthcare issues at County USC, reduced graffiti, and teamed with the Sheriff's department to reduce crime and drug trafficking, and devised emergency response plans.
- Collaborated effectively with important community members to execute key projects, such as the brownfields redevelopment, extending the Gold line Metro and creating strategies for disaster recovery and gang intervention.
- Helped achieve the ban of plastic bags, effective energy efficiency programs, and rollout plans for homelessness and H1N1, in partnership with several private and public entities.

**SOUTHERN CALIFORNIA GAS COMPANY**, Chatsworth, CA

APRIL 2006-JULY 2007

## **Public Affairs Manager, San Fernando Valley**

Created and executed public policy as well as the broad range of communications, community relations and corporate activities. Liaised among governmental agencies with the aim to foster positive relations and a strong corporate image, which involved cultivating effective relationships with a variety of people.

### **Key Accomplishments:**

- Cultivated a strong and positive presence within the area by representing the company on key business and community boards.
- Communicated to the community about energy efficient and cost-effective programs.

**SENATOR MARTHA ESCUTIA, 30<sup>TH</sup> SENATE DISTRICT**, Norwalk, CA

APRIL 2000- APRIL 2006

## **District Director**

Managed office staff, district representatives and interns, directed legislative and community plans, and liaised among state senator, elected officials, unions and chambers of commerce to execute projects and initiatives. Presented state legislature issues to key organizations, developed and implemented public policy programs.

- Forged enduring business relationships and strong public/private partnerships which increased public policy effectiveness including the successful creation of the Diabetes Taskforce.
- Worked closely on the issue of high incidence of childhood obesity by working on SB 19 that resulted in taking out the junk food out of public schools.

**Additional Experience:** Safeco Insurance, Property/Litigated Workers Compensation Examiner, 1996-2000.

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## EDUCATION

**Doctorate in Policy, Planning & Development Studies, 2013** | University of Southern California, L.A., CA  
**MPA, Certificate Political Management, 2004** | University of Southern California, L.A., CA  
**BA, Criminal Justice, 1997** | Cal State University, Fullerton, Fullerton, CA  
Executive Leadership Program | Harvard University's John F. Kennedy School of Government  
Center for Creative Leadership Executive Leadership Program, La Jolla  
University of Southern California's Ross Program in Real Estate Development

## DISTINCTIONS & AWARDS

*Vice Chair, Housing Authority of the City of L.A. Commission; nominated by Mayor Garcetti, 2017*  
*Commissioner, City of L.A. Health Commission; nominated by Los Angeles council member Cedillo 2016*  
*Selected as a "40 Under 40: Latinos in American Politics." Huffington Post, 2014*  
*Graduate of President Obama's Inaugural Leadership program, 2013*  
*La Opinión Newspaper Mujeres Destacadas Award, Leadership Award Recipient, March 2009;*  
*U.S. Spain Young Leaders Council, 2013*



**ERIC GARCETTI**  
MAYOR

May 24, 2018

Dr. Erica L. Jacquez

Dear Dr. Jacquez:

I am pleased to inform you that I hereby appoint you to the Board of Civil Service Commissioners for the term ending June 30, 2019. 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 Claudia Luna in my office at (213) 978-0621 to make arrangements for you.

To begin the appointment 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. 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 Nicole Enriquez at the Ethics Commission at (213) 978-1960.

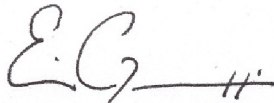
Dr. Erica L. Jacquez  
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As part of the City Council confirmation process, you will need to meet with Jose Huizar, your Councilmember, and Councilmember Paul Koretz, the Chair of the Personnel and Animal Welfare Committee, to answer any questions they 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 Personnel and Animal Welfare Committee. Sometime 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. Claudia Luna 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", with a horizontal line extending to the right.

ERIC GARCETTI  
Mayor

EG:dlg



Attachment I  
Dr. Erica L. Jacquez  
May 24, 2018

### 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 or email the following forms to: Claudia Luna, Office of the Mayor, Office of  
Legislative and External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA  
90012 or email: Claudia.Luna@lacity.org.

- \_\_\_\_\_ **Remuneration Form**  
\_\_\_\_\_ **Undated Separation Forms**  
\_\_\_\_\_ **Background Check Release**  
\_\_\_\_\_ **Commissioner 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 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**

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

- \_\_\_\_\_ **Your City Councilmember Jose Huizar**  
\_\_\_\_\_ **Councilmember Paul Koretz, Chair of the Council Committee  
considering your nomination.**

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