



ERIC GARCETTI
MAYOR

August 14, 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. Suzanne M. Steinke to the Board of Civil Service Commissioners for the term ending June 30, 2018. Ms. Steinke will fill the vacancy created by Paul W. Sweeney, Jr., whose term expired on June 30, 2013.

I certify that in my opinion Ms. Steinke 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 'Eric Garcetti', written over a white background.

ERIC GARCETTI
Mayor

EG:dlg

Attachment



COMMISSION APPOINTMENT FORM

Name: Suzanne M. Steinke
Commission: Board of Civil Service Commissioners
End of Term: June 30, 2018

Appointee Information

1. **Race/ethnicity:** Caucasian
2. **Gender:** Female
3. **Council district and neighborhood of residence:** 4 - Central
4. **Are you a registered voter?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** J.D., University of Wisconsin, Madison
7. **Occupation/profession:** Partner, Labor and Employment Department, Mitchell, Silberberg & Knupp LLP
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
de los Reyes, Anthony	West	5	Latino	M	16-Feb-07	30-Jun-17
Esparza, Gabriel	West	5	Latino	M	14-Aug-09	30-Jun-14
McClelland, Nancy	West	5	Caucasian	F	11-Aug-06	30-Jun-16
Sweeney, Jr., Paul W	West	5	African American	M	10-Feb-09	30-Jun-13
Yebri, Sam	West LA	5	Caucasian	M	08-Oct-10	30-Jun-15

Suzanne M. Steinke

Experience:

Mitchell, Silberberg & Knupp LLP, Los Angeles, California, 1996-present

Partner, Labor and Employment Department

Represent management in all areas of labor and employment law, including discrimination, harassment, wrongful termination, retaliation, defamation, invasion of privacy, assault and battery, breach of contract, wage and hour, and collective bargaining issues. Defend employers before state and federal courts and administrative agencies (e.g., DLSE, DFEH, EDD, and NLRB), including jury trials and arbitrations, dispositive motions, mediations, settlement negotiations, and appeals. Advise employers on complex personnel policies and decisions, such as overtime classifications, discharge, disability and accommodation, leaves of absence, and sexual harassment investigations. Speaker and writer on varied topics, including legal issues in entertainment, restrictive covenants, ethics in dispute resolution, arbitration agreements, and sexual harassment.

Co-Chair, MSK Hiring Committee

Co-chair committee responsible for Associate and Summer Associate hiring for the firm. Give performance reviews to all Summer Associates and facilitate hiring decisions.

Assigning Partner, Labor and Employment Department (2010-2013)

Assigned all matters and projects to attorneys in department, balanced workloads and assisted in developing each Associate in areas of practice and interest.

Benjamin Schlesinger & Associates, Bethesda, Maryland, 1991-1993

Associate. Assisted in various aspects for natural gas sales and marketing projects.

Other Activities:

Hollywood Schoolhouse, Board of Trustees, 2004-2013

Trustee and Past Board President

Fiscal management, long-term planning and oversight of Head of School for preschool through sixth grade elementary school. Performed all tasks necessary for success of school.

Strategic Planning Committee Chair

Oversaw all aspects of development, planning and construction of multi-phase, multi-year school building project currently underway. Assisted with capital campaign for same.

Getty House Foundation, Board of Trustees, 2010-2012

Trustee and Education Committee Chair

Participated in all aspects of Board work for the Getty House, the Official Mayoral Residence of Los Angeles. This nonprofit organization is dedicated to civic education, community engagement, and the preservation of the historic house. Oversaw grant application and award process for Civic Education Grants awarded to schools within the Los Angeles Unified School District.

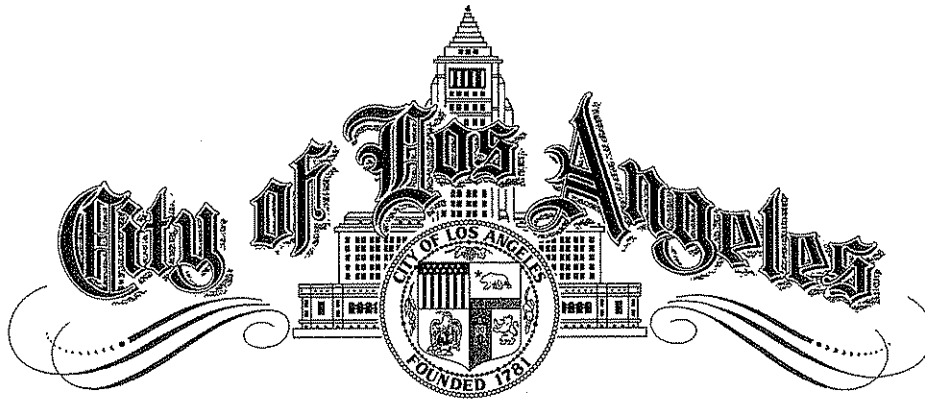
National Finance Committee, Obama for America, 2008-2012

Volunteer fundraiser for President Barack Obama and other local and national candidates.

Education:

University of Wisconsin, Madison, J.D., Order of the Coif, *cum laude*, 1996

Stanford University, A.B. Economics, 1991



ERIC GARCETTI
MAYOR

August 14, 2013

Ms. Suzanne M. Steinke

Dear Ms. Steinke:

I am pleased to inform you that I hereby appoint you to the Board of Civil Service Commissioners for the term ending June 30, 2018. 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) 364-0506 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. Suzanne M. Steinke
August 14, 2013
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As part of the City Council confirmation process, you will need to meet with Tom LaBonge, 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. 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 "Eric Garcetti". The signature is stylized and cursive.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Ms. Suzanne M. Steinke
August 14, 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: 213-978-0720 or email: 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 Tom LaBonge (contact at 213-473-7004).
 Councilmember Paul Koretz, Chair of the Council Committee
considering your nomination (contact at 213-473-7005).

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