



ERIC GARCETTI
MAYOR

June 23, 2021

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

Re: Appointment of Permanent General Manager, Los Angeles Animal Services: Ms. Dana Brown

Honorable Members:

Pursuant to City Charter Section 508(b), I am appointing Ms. Dana Brown as the Permanent General Manager, Los Angeles Animal Services, effective as of the date of your confirmation of her appointment.

Attached please find a copy of Ms. Brown's resume, which provides greater detail about her experience. I am confident Ms. Brown will continue to do an outstanding job as General Manager and I look forward to your favorable consideration of her appointment.

Sincerely,

ERIC GARCETTI
Mayor

EG:hvr

Attachment

cc: Wendy Macy, Personnel Department Sharon Tso, CLA
Rich Llewellyn, CAO Holly Wolcott, City Clerk
Heather Holt, Ethics Commission Nicole Enriquez, Ethics Commission
General Managers' Association

DANA HAYNES BROWN

AREAS OF EXPERTISE

- Leadership
- Increasing Employee Morale
- Employee Development
- Diversity & Inclusion
- Teambuilding
- Labor Relations
- Contract Negotiations

EDUCATION

- Bachelors of Arts in English Literature
California State University, Dominguez Hills, Carson CA

SUMMARY OF EXPERIENCE

Chief Employee Relations Officer *Office of the City Administrative Officer 01/2018–present*
Represents Mayor Garcetti and the 15 members of the Los Angeles City Council negotiating wages, hours, and working conditions for City workers; prepares and delivers reports to the City Council and its Committees related to labor relations and City policies and procedures; assigned as the Racial Equity Officer for the Office of the City Administrative Officer recommending policies and practices focused at diversity, equity, and inclusion in the City's practices.

Key Contributions:

- Managed the successful negotiation of 34 successor labor agreements (both sworn and civilian) affecting nearly 35,000 City workers.
- Led the City's communication efforts with labor during the COVID pandemic developing short and long term practices to ensure legal, safe, and continuing operations of City functions.
- Managed the successful negotiation of a multi-million concessions package for all of the City's sworn and civilian workforce (excluding DWP) including contract extensions and raise deferrals.
- Successfully negotiated and implemented the City's first Paid Parental Leave program granting paid time for use while employees are on Family Medical Leave for pregnancy disability or bonding.

Assistant General Manager *Los Angeles Animal Services* 05/2015–01/2018

Administration AGM overseeing and managing through subordinate supervisors approximately 70 employees engaged in Contract Management/Procurement, Budget & Finance, Human Resources, Payroll, Licensing, and Administrative Hearings; represent the Department before City Council, Personnel and Welfare Committee, and other governing bodies; serve as Chief Sustainability Officer ensuring compliance with the pLAN and taking opportunities to operate the Department toward a more sustainable future; prepare written correspondence to the Mayor, CAO, and Council Offices as required on a host of departmental initiatives and activities.

Key Contributions:

- Finalized Gender Equity Action Plan focused at achieving and/or maintaining inclusionary and non-discriminatory employment practices through measurable goals.
- Participated in the planning, development, and implementation of the Department's strategic plan.
- Led the approval and implementation of low income self-certification for spay/neuter voucher program.

Sr. Labor Relations Specialist *Office of the City Administrative Officer* 10/2013–05/2015

Chief Negotiator for the City of Los Angeles on a number of labor contracts including those with the International Brotherhood of Electrical Workers, the Los Angeles Police Protective League, and the United Firefighters of Los Angeles City; work closely with elected officials including Councilmembers, the Controller, and the Mayor of Los Angeles to develop creative solutions to address complex labor relations issues involving City workers; make written and verbal recommendations to the Los Angeles City Council with regard to labor relations issues; make frequent presentations to various boards of authority regarding these recommendations.

Key Contributions:

- Successfully negotiated a 3-year term successor MOU for the City's firefighters and fire chiefs including intermittent cost of living adjustments as well as a host of non-monetary provisions governing fire operations.
- Finalized 10 IBEW labor contracts with zero raises through the 3-year term of the contracts.

Sr. Management Analyst II *Los Angeles World Airports (LAWA)* 03/2010–10/2013

Commanding Officer of the Administration Section, Airport Police Division; through subordinate supervisors, managed a total budget of over \$122 million to support both police and fire operations for the 1100+ sworn and civilian staff at three airports; member of Police Command Staff and worked with the Chief of Airport Police to develop creative solutions to address issues related to financial management, staffing, and employee relations; active participant in the labor negotiations process with sworn and civilian labor organizations; represented the agency before the Board of Airport Commissioners.

Key Contributions:

- Obtained authority to participate in the federal Asset Forfeiture Program resulting in the seizure of nearly \$500 million to be used toward the advanced operation of Airport Police Division.
- Successfully implemented a bilingual employee program in the Airport Police Division thus providing increased services to the traveling public.
- Administered a Budget Stat program in Airport Police Division resulting in increased accountability in budget management and successfully managing budget funds for the fiscal year.
- Served as a member of the Command Staff for the largest division at LAWA advising the Chief of Police on matters related to finance, discipline and employee morale.

Sr. Personnel Analyst II *Los Angeles Zoo & Botanical Gardens* 08/2005–03/2010

Managed a comprehensive human resources plan including hiring, recruitment, selection, training, and workers compensation administration for over 400 City employees; ensured compliance to State and Federal legislation such as EEOC, FLSA, and FMLA; provided guidance to supervisors; interpreted labor contract language; conducted disciplinary investigations

and made appropriate penalty recommendations; represented the Department in arbitrations and appeal hearings; participated in labor negotiations; analyzed and forecasted staffing needs and built comprehensive budget packages to address those needs; regularly interacted with the City Council; represented my agency in professional organizations such as the Association of Zoos and Aquariums where I served as a member of the Diversity Committee.

Key Contributions:

- Successfully prepared and presented cases numerous cases on behalf of the City before arbitrators, hearing officers, and the Employee Relations Board.
- Administered an incentive program that reduced the overall time lost due to industrial injuries by an average of 40%.
- Led a worldwide recruitment and selection process to hire a Chief Veterinarian for the Los Angeles Zoo.
- Served as lead investigator in disciplinary cases with a criminal nexus.

TRAINING

- LAFD Westpoint Leadership Academy
- Developing Competencies for HR Success (SCPMA-HR)
- Advanced Arbitration & Advocacy (Prihar/Burstein)
- Labor & Law Symposium
- Leadership Development Program, Loyola Marymount University

PROFESSIONAL MEMBERSHIPS

- Los Angeles Association of Black Personnel
- Southern California Personnel Managers Association - Human Resources (SCPMA-HR)

CONFERENCES/PRESENTATIONS

- LAFD Westpoint Leadership Academy Graduation
Keynote Speaker: Challenging Others to Reach New Heights
- Association of Zoos and Aquariums Annual Conference
Session Speaker: Diversity and Inclusion
- Inglewood Rotary Club
Guest Speaker: Leadership Theories for the Millennial Workforce