



KAREN BASS
MAYOR

March 24, 2025

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

Re: Appointment of Permanent General Manager, Personnel Department: Ms. Malaika Billups

Honorable Members:

Pursuant to Charter §508(b), I hereby appoint Ms. Malaika Billups as the permanent General Manager of the Personnel Department, effective as of the date of your confirmation of her appointment.

I certify that in my opinion Ms. Billups is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City. Attached please find a copy of Ms. Billups' resume, which provides greater detail about her experience.

Sincerely,

KAREN BASS
Mayor

KB:ta

Attachment

cc: The Honorable Tim McOsler, Chair, Personnel and Hiring Committee
Sharon Tso, CLA
Holly Wolcott, City Clerk
Nicole Enriquez, Ethics Commission
Matt Szabo, CAO
Heather Holt, Ethics Commission
General Managers' Association

MALAIKA BILLUPS

Value Proposition

A solutions-oriented leader with over 15 years of labor, employment, and human resources practice, including the cultivation of operational (legal, budgetary, and administrative) and human-centered (workplace culture, climate, equity, and inclusion) expertise stemming from learnings and experiences in both public and private-sector workplaces.

EDUCATION & TRAINING

Cornell University, School of Industrial and Labor Relations

Strategic Human Resources Leadership Certificate

- Coursework: Human Resources Leadership; Getting Results Through Talent; Human Resources Analytics; Aligning HR and Organizational Strategy; Strategic Engagement; Diversity and Inclusion in Practice

Diversity and Inclusion for Human Resources Certificate

- Coursework: Countering Bias in the Workplace; Fostering a Coaching Culture; Diversity and Inclusion in Practice for HR; Driving Engagement for HR; Fostering an Inclusive Climate; Autism at Work

Loyola Law School

Juris Doctor

- Honors: International Academy of Trial Lawyers Award ; Byrne Trial Advocacy Competition Champion Award; National Trial Competition, Western Regional Finalist

Spelman College

Bachelor of Arts - Cum Laude

Child Development

- Study Abroad: Oaxaca, México, Universidad Autónoma Benito Juárez de Oaxaca

AWARDS & RECOGNITIONS

- Los Angeles's Most Influential African Americans, Under 40 – Vanguard Awards (2015)
- Nation's Best Advocates: 40 Under 40, an acknowledgment recognizing the top 40 attorneys under the age of 40 nationwide (2013)
- National Bar Association/IMPACT, Best in Service Award (2013)

WORK EXPERIENCE

City of Los Angeles, Office of the City Administrative Officer 2022-Present Assistant City Administrative Officer

Equity, Performance Management, and Innovation Division

- Lead efforts to develop framework for incorporating equity considerations into City's annual budget process; including development of budget equity measurement rubric, creation of the City's first dynamic equity index, the Measure of Access, Disparity, and Equity (MADE) tool
- Oversee development of citywide framework for alternative response programs; lead creation of Unarmed Model of Crisis Response (UMCR) pilot program; including development of contracts with third party vendors/crisis responders/dispatchers, advisory relationships with Harvard Kennedy School of Government, Government Performance Lab, LAPD, and LAFD, and reports and recommendations to Council

Employee Relations Division Oversight

- Provide executive level support to the CAO and elected official decision-making on labor/employee relations matters, including bargaining 44 memoranda of understand with City labor partners, assisted in maintaining relationships between labor and management
- Created internal framework for Human Resources and Talent Management plan for Office of the CAO, including framework for: Hiring/Talent Acquisition, Position Control/Management, Department Personnel Officer, Employee Engagement/Experience, Performance Management, and Equity and Inclusion

Support to Community Services Group

- Oversee budgetary recommendations, status reports, contracting review, and general financial management practices for eleven City departments: Library, RAP, Zoo, CHRED, Clerk, Disability, Aging, YDD , Cultural Affairs, DONE, and El Pueblo
- Assist and support assigned departments in organizational, operational, and administrative functions

City of Los Angeles, Department of Personnel 2019-2022 Chief Diversity Equity & Inclusion Officer, Office of Workplace Equity

Established Office of Workplace Equity

- Directed development of and led implementation plans, training and socialization of a comprehensive Workplace Equity Policy; Led Culture and Climate Survey development
- Established a citywide coalition of support across to implement equity-focused work culture enhancement opportunities; Counseled , trained, and supported City leaders on sensitive matters related to equity, diversity and inclusion and on development of policy, procedures, practices, and on general matters of change management

Manage Equity Investigation and Equal Employment Opportunity Sections

- Directed teams that investigate of hundreds of equity complaints per year filed directly with the Office and filed with State ad federal agencies; including management of Special Committee of Investigative Oversight, designed to oversee investigation into certain high-profile claims
- Managed the change of structure, approach, and strategy of the Equity Investigation Sections to utilize technology and innovation in information gathering, case management, and reporting

Created the Centralized Intake Unit

- Oversaw intake and assessment of all equity complaints, often related to complex workplace matters

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THOUGHT LEADERSHIP

- Ending Poverty Summit Report Briefing panel discussion, Taking Action on Report Recommendations: Equity Informed Policy (February 2024)
- Advance HR In Your Agency And Expand Your Professional Opportunities; California Public Employees Labor Relations Association (CALPELRA) Annual Conference (Nov 2023)
- Southern California Regional Chapter of the Conference of Minority Transportation Officials (COMTO), Panel Presentation: Return to Service: Ensuring Sustainable Representation Throughout the Transportation Industry (February 2022)
- You Have The Moves Like Jagger, But Do You Have The Moves To Handle The Power Of The JEDI (Justice, Equity, Diversity, Inclusion)?; CALPELRA Annual Conference (Nov 2022)
- Mu Lambda Omega Chapter, Alpha Kappa Alpha Sorority, Inc.; Women's History Month Celebration, HBCU Game Changers (March 2022)
- Can't We All Just Get Along? Building Consensus, Regaining Civility, and Fostering a Positive Workplace Culture; CALPELRA Annual Conference (Nov 2021)
- Preventing Harassment, Discrimination, and Retaliation in the Workplace; Office of the Mayor (Oct 2021)
- The L.A. Story: Aligning Cultural Change and DEI; UCLA Human Resources Roundtable (Sept 2021)
- Uplifting AAPI: Rising Above Discrimination, Harassment, and Hate; Los Angeles Department of Water and Power (May 2021)
- Microaggressions in the Workplace; Anti-Bias Learning for Employees (ABLE) Training; City of Los Angeles (Feb 2021)

PROFESSIONAL AFFILIATIONS

- Girl Scouts of Greater Los Angeles; Troop 70535 (Troop Leader -2022 - Present)
- California Public Employers Labor Relations Association
- National Alumnae Association of Spelman College - Los Angeles
- Black Women Lawyers' Association
- Langston Bar Association

WORK EXPERIENCE (CONT'D)

City of Los Angeles, Office of the City Attorney *Deputy City Attorney, Labor Relations Division*

2017-2022

Policy Development

- Co-created comprehensive Workplace Equity Policy to ensure compliance with California employment laws
- Partnered with the City Attorney Risk Management Office and Personnel Department to recommend reasonable accommodation best practices

Employment Advice and Counsel

- Provided advice and counsel to over 10 City Departments (including, but not limited to mayor, council, city clerk, and City Attorney's office) regarding labor and employment matters and public service matters involving discrimination, harassment, retaliation and other employment matters
- Partnered with city key stakeholders to support Workplace Violence management

Litigate Matters Adjudicated in Court

- Managed complex litigation poised to establish California case law in novel employment law area; Successfully litigated writ of mandate of employee seeking review of suspension

Daniels, Fine, Israel, Schonbuch, & Lebovits, LLP *Senior Associate Attorney*

2016-2017

- **Litigation:** Manage and Supervise Complex Litigation and provide advice and counsel

Burke, Williams & Sorensen, LLP

2011-2016

Associate Attorney - Labor and Employment

- **Advice, Counsel, and Trainings:** Provided advice and counsel on employment matters including best practices for human resources; administered numerous trainings to public and private entities regarding workplace discrimination and harassment, workplace violence,
- **Manage Investigation:** Conducted pre-litigation investigations into violations of the Fair Employment and Housing Act and the Fair Labor Standards Act
- **Employment Litigation:** Performed all aspects of employment defense litigation

Vanderford & Ruiz, LLP

2007-2011

Associate Attorney

- **Complex Litigation:** Represented private companies in matters involving construction defect, employment, personal injury, and contract disputes in all aspects of litigation

Los Angeles Unified School District

2002-2004

Fourth Grade Teacher, 74th Street Elementary & Magnet School

- Utilized organizational and coordination skills to serve on school-wide classroom management team