



ERIC GARCETTI
MAYOR

February 18, 2022

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

Re: Appointment of Permanent General Manager, Personnel Department: Dana Brown

Honorable Members:

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

This permanent appointment is being made concurrent with my separate letter of appointment of Ms. Brown as the Interim General Manager, Personnel Department, effective the date of this letter.

Attached please find a copy of Ms. Brown's resume, which provides greater detail about her experience. I am confident Ms. Brown will 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: The Honorable Paul Koretz, Personnel, Audits, and Animal Welfare Committee
Sharon Tso, CLA Matt Szabo, CAO
Holly Wolcott, City Clerk Heather Holt, Ethics Commission
Samantha Rodriguez, Ethics Commission General Managers' Association



DANA HAYNES BROWN

PERSONAL STATEMENT

I am an effective leader who instigates positive change while holding staff accountable. I foster synergetic relationships with professional partners and provide measurable deliverables in the areas of diversity, staff development, and transparency.

AREAS OF EXPERTISE

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

EDUCATION/CERTIFICATIONS

Bachelors of Arts - English Literature, California State University, Dominguez Hills - May 1998

SUMMARY OF EXPERIENCE

General Manager *Los Angeles Animal Services* 05/2021–present

As the leader of the second largest municipal animal shelter system in the country, I am committed to protecting the health, safety and welfare of the animals and people in the City of Los Angeles. Through partnerships, programming, and community engagement I envision a Los Angeles where every pet born has a good home and is cared for all its life, when no person is ever endangered by an animal and when all Angelenos are actively engaged in making Los Angeles the most humane city in the nation.

Chief Employee Relations Officer *Office of the City Administrative Officer* 01/2018–present

Represent Mayor Garcetti and the 15 members of the Los Angeles City Council negotiating wages, hours, and working conditions for City workers; prepare and deliver 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 focused at diversity, equity, and inclusion in the City's practices.

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.

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.

Sr. Personnel 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.

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.

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

D. BROWN