



KAREN BASS
MAYOR

July 24, 2023

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

Honorable Members:

Subject to your confirmation, I have appointed Ms. Janis Barquist to the Employee Relations Board for the term ending September 23, 2027.

I certify that in my opinion Ms. Barquist 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.

Ms. Barquist will fill the vacancy created by the departure of Estella Owoimaha-Church.

Sincerely,

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Janis Barquist
Commission: Employee Relations Board
End of Term: 9/23/2027

Appointee Information

1. **Race:** Caucasian
2. **Gender:** Female
3. **Council District and neighborhood of residence:** N/A
4. **Are you a registered voter in the City of Los Angeles?** N/A
5. **Prior commission experience:** N/A
6. **Highest level of education completed:** J.D., Northeastern University School of Law
7. **Occupation/profession:** Hearing Officer, Los Angeles County Civil Service, and Arbitrator, Los Angeles County Employee Relations Commission
8. **Experience(s) that qualifies person for appointment:** See attached resume/bio
9. **Purpose of this appointment:** Appointment
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Race	Gender	Term End
Collins, Douglas	N/A	N/A	Caucasian	M	9/23/2024
Diaz-Herrera, Christine	N/A	N/A	Latinx	F	9/23/2026
Lugo, Rosalinda	N/A	N/A	Latinx	F	9/23/2023
Miller, Anthony	N/A	N/A	Caucasian	M	12/31/2025
VACANT					9/23/2027

JANIS LEVART BARQUIST

Hearing Officer and Arbitrator 2018 - present
Los Angeles County Civil Service Hearing Officer
Los Angeles County Employee Relations Commission Arbitrator

Deputy City Attorney, City of Los Angeles 1999 – 2020

Labor Relations Division 2003 – 2020

Labor and employment advice to City Departments, including the Office of the City Attorney; representation of the City in employment litigation, in unfair employment relations practice charges at the City's Employee Relations Board, in Writs of Administrative Mandate, as well as in court and appellate proceedings, including the California Supreme Court; advice to Personnel Department in handling of EEO investigations; advice to LAPD and LAFD disciplinary Boards of Rights; training of City employees in labor relations issues; teaching MCLE classes.

Police General Counsel Section 2002 – 2003
Labor and Employment advice to the LAPD.

Police Employment Litigation Section 1999 – 2002
Employment litigation and appeals on behalf of the LAPD.

Quinn Emanuel Urquhart Oliver & Hedges, Los Angeles 1996 - 1998
Employment, Commercial and Trade Secret litigation (Federal and State Court); Wage and Hour, Employment Policy and EEOC compliance counseling; Workers' Compensation representation.

Carroll Burdick & McDonough, San Francisco 1988 - 1991
(Firm no longer exists)
Employment discrimination and wrongful discharge counseling and litigation; representation of public safety employees and public safety employee unions in federal and state courts and arbitrations. Insurance defense asbestos class action litigation.

New York State United Teachers, New York City 1978 - 1987
Employment, labor and education law litigation for teachers' unions and individual members in federal and state courts, and before labor boards, administrative agencies and arbitrators at both trial and appeal levels. Handled contract negotiations and disciplinary arbitrations. Represented candidates in Election Board and court proceedings.

BAR ADMISSIONS

California
New York State
Supreme Court of the United States
U.S. Courts of Appeals: 2d & 9th Circuits
U.S. District Courts: Northern, Eastern and Central Districts of California; Southern and Eastern Districts of New York

EDUCATION

Northeastern University School of Law

J.D., 1978

University of Michigan

A.B. with High Distinction, High Honors in History, 1975

PROFESSIONAL and COMMUNITY ORGANIZATIONS

Los Angeles County Superior Court Judge Pro Tem 1998 to 2019
Ebell of Los Angeles, Board of Directors 2020 – 2024
Westside Jewish Community Center, President, 2011 to 2014; Board, 2000 – present
Los Angeles County Superior Court volunteer arbitrator, 1995 to 2005
Los Angeles County Bar Association
Beverly Hills General Plan, Committee on Mobility 2002 - 2003
Rosanna Gamson/World Wide, President, 1999 – 2006; Board 1998 – 2008
TEAM Beverly Hills, 1999
Beverly Hills Bar Association, 1995, Attorney's Fee Dispute Arbitrator
Foreign Women Lawyers Association (Tokyo), V.P. 1994
Alameda County Superior Court Volunteer Arbitrator, 1989 - 1991
Bar Association of San Francisco, 1988 -1991
California Women Lawyers Association, 1988 – 1991, 2007 - 2008
Queen's Bench, 1989 -1991
American Bar Association

LANGUAGES

English (native), Japanese, French



KAREN BASS
MAYOR

July 24, 2023

Dear Ms. Barquist:

I am pleased to inform you that I hereby appoint you to the Employee Relations Board for the term ending September 23, 2027, subject to confirmation by the City Council.

To begin the appointment process, please review, sign, and return the enclosed undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

Mayor's Office policy requires all potential commissioners to be fingerprinted as part of the background check. The Commissions team will assist in connecting you with Personnel's Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your commission, 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 via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the City Ethics Commission by email at nicole.enriquez@lacity.org.

As part of the appointment process, Councilmember Tim McOsker, the Chair of the Personnel, Audits, and Hiring Committee, may wish to meet with you to answer any questions he may have. Our office will assist with arranging the meeting.

Ms. Janis Barquist
July 24, 2023
Page 2

Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your appointment will be considered by the Personnel, Audits, and Hiring Committee. Sometime thereafter, you will be notified of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at myr-commissions@lacity.org.

Lastly, if your contact information changes, please contact my Commissions team immediately at the email address listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at myr-commissions@lacity.org.

Congratulations, and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and the last name "Bass" clearly distinguishable.

KAREN BASS
Mayor

KB:tga

Attachment I
Ms. Janis Barquist
July 24, 2023

Nominee Check List

I. Within 7 days:

- ☐ Email the below completed documents, found on the last two pages of this letter, to: myr-commissions@lacity.org OR mail them to:

Office of the Mayor
Attn: Commissions Team
200 N. Spring Street, Room 303
Los Angeles, CA 90012

- Undated Separation Letters (2)
- Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

II. 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
- **III. The Mayor's Office will notify the below Councilmember of your nomination, so that they may reach out to schedule a meeting with you should they wish.**

- ☐ Councilmember Tim McOsker, Chair of the Council Committee considering your nomination

• **IV. Public Meetings at City Hall:**

- ☐ Personnel, Audits, and Hiring Committee Hearing
- ☐ Full Council Hearing