

San Francisco Bay Conservation and Development Commission

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October 12, 2018

TO: Commissioners and Alternates

FROM: Lawrence J. Goldzband, Executive Director (415/352-3653; larry.goldzband@bcdc.ca.gov)
Peggy Atwell, Director of Administration and Technology (415/352-3638; peggy.atwell@bcdc.ca.gov)

SUBJECT: **New BCDC Human Resources Analyst (Associate Personnel Analyst)**
(For Commission consideration)

Summary and Recommendation

As the Commission will not meet prior to November 1, 2018, and pursuant to Commission Regulation Section 10261(a), I shall take final action to fill the vacant Human Resources Analyst position unless a Commissioner requests full Commission consideration by communicating with BCDC staff prior to October 19, 2018. In the absence of such a request, Ms. Anissa Kotey will be joining our staff as BCDC's Associate Personnel Analyst for Human Resources on or around October 31, 2018.

Staff Report

Peggy Atwell, Director of Administration and Technology has selected Anissa Kotey, a highly qualified candidate, to fill the vacant Human Resources Analyst position in BCDC's Administration Division. That position has been vacant since Lawlun Leung resigned to accept a position with the City/County of San Francisco in August.

Ms. Kotey has been a Labor Relations Analyst for the California Department of Corrections since 2015. During that time, she has worked with all levels of management handling labor relations issues at every level. She has experience with arbitration hearings, research, investigations and analysis of employee issues, interpreting bargaining unit contracts, performance issues, employee development and acts as the backup for the Employee Relations Officer.

Ms. Kotey is a graduate of the University of California, Riverside (B.A. in Sociology).