

# San Francisco Bay Conservation and Development Commission

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May 10, 2019

**TO:** Commissioners and Alternates  
**FROM:** Lawrence J. Goldzband, Executive Director (415/352-3653; larry.goldzband@bcdc.ca.gov)  
Marc Zeppetello, Chief Counsel (415/352-3655; marc.zeppetello@bcdc.ca.gov)  
**SUBJECT: New BCDC Legal Secretary**  
(For Commission consideration)

## Summary and Recommendation

As the Commission will not meet prior to May 16, 2019, and pursuant to Commission Regulation Section 10261(a), the Executive Director shall take final action to fill the vacant Legal Secretary position unless a Commissioner requests full Commission consideration by communicating with BCDC staff prior to May 15, 2019. In the absence of such a request, Ms. Amitabho Chattopadhyay will be joining our staff as BCDC's Legal Secretary on May 15, 2019.

## Staff Report

BCDC's Chief Counsel, Marc Zeppetello, has chosen Amitabho Chattopadhyay, a highly qualified candidate, to fill the vacant Legal Secretary position in BCDC's Legal Division.

Ms. Chattopadhyay will receive a bachelor's degree in economics later this month from Harvard University's Division of Continuing Education. She has legal experience as an immigration paralegal and as case management director for a non-profit organization where she handled criminal and immigration matters and assisted in managing the organization's legal resources. Prior to moving to the United States, Ms. Chattopadhyay worked in Singapore as an executive assistant for a company where, among other tasks, she edited contracts and managed compliance with local laws.