



04- C-1866

Bag

CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

October 13, 2004

President Lisa Borders and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

RE: Civil Service Board Appointment

Dear President Borders and Members of the Council:

It is a pleasure for me to appoint Cassandra Lawson to serve as a member of the Civil Service Board for the City of Atlanta. This appointment is for a **term of three (3) years**.

I am confident that Ms. Lawson will serve the Civil Service Board with integrity and dedication.

Sincerely,

Shirley Franklin

CONFIRMED BY

NOV 01 2004

COUNCIL

CASSANDRA A. LAWSON

450 Piedmont Avenue, N.E., #1002, Atlanta, Georgia 30308
(404) 516-2052; E-mail:lawsonesquire@msn.com

LEGAL EXPERIENCE:

DEPARTMENT OF TRANSPORTATION, GEORGIA

Title VI/Environmental Justice Specialist

2001 - Present

- Lead responsibility for Title VI and environmental justice discrimination investigations.
- Document findings and present recommendations.
- Investigate and enforce compliance with regulations for Federally-funded programs and activities that intentionally or unintentionally result in impacts affecting communities on race, color, national origin, sex, or economic disadvantage.
- Draft legal memoranda, opinion letters, and related documents.
- Manage all phases of discovery, conferences, periodic site reviews and negotiations.
- Coordinate and work closely with stakeholder organizations, Federal contractors, trade and business organizations to facilitate efforts in developing program reports, policy recommendations, and standard operating procedures.
- Project Manager for statewide effort to comply with Title VI and develop agency-specific environmental justice strategies.
- Conduct training sessions and make presentations concerning Title VI investigations and compliance measures.

Additional duties:

- Lead Mediator in cases brought before the Georgia Merit System; provide legal expertise in resolving employment disputes.
- Conduct on-site reviews for Disadvantaged Business Enterprise (DBE) Program applicants applying for certification.
- Conduct field investigations to obtain information about eligibility of DBE's for certification pursuant to Federal and state laws, detecting fraudulent activities or allegations.
- Provide data and analysis of interviews and investigations.
- Aid DBE's in certification and recertification efforts.
- Recommend approval or denial of DBE certification.
- Assist with special projects.

LAWSON & ASSOCIATES, P.C.

Founder

1998 - 2002

- Proven and demonstrated ability to litigate and arbitrate Federal and state employment and labor cases arising before U.S. District Courts, EEOC, Merit Systems Protection Board, and neutral arbitration panel for federal agency grievances.
- Provide representation to individuals and organizations in Federal and private sector employment matters regarding discrimination complaints, disciplinary and adverse actions, performance-related matters, wrongful discharge, collective bargaining agreement interpretations, and labor-management relations.
- Research and gather facts, legal analysis, and resolution of novel and complex legal issues.
- Draft legal memoranda, briefs, opinion letters, settlement documents, and related pleadings.
- Manage all phases of trial work, discovery, conferences, and settlement negotiations.
- Accomplished in advising, persuading, and motivating clients in problem-solving techniques.

- Extensive knowledge of collective bargaining agreements, Title VII, ADA, ERISA, FLRA.
- Participate in various speaking engagements on Title VII, civil rights and related employment law issues.

RONALD A. WHITE, P.C.Litigation Associate

1994 - 1997

- Responsibilities included litigation in areas of labor relations, employment discrimination, contracts, premises liability, eminent domain proceedings, and personal injury cases.
- Investigated unfair labor practice charges and wrongful discharge matters.
- Drafted and responded to Temporary Restraining Orders, EEOC, NLRB, and State Human Resources Commission position statements and charges.
- Researched and drafted pleadings, pre-trial and post-trial motions, memoranda of law, and opinion letters to clients.
- Managed all phases of discovery, represented and defended depositions.
- Conducted voir dire, served as first and second chair at trial.
- Prepared and presented jury instructions, evidence and exhibits for trial.
- Extensive knowledge of collective bargaining agreements, Title VII, ADA, ERISA, FLRA.
- Assumed criminal defense representation.

TEMPLE LEGAL AIDClinical Intern

1994 - 1994

- Represented clients in family law matters pertaining to custody, divorce, support modification, as well as related area of adoption and guardianship.
- Trial preparation consisted of drafting pleadings and witness preparation.
- Participated as counsel during administrative hearings and trial conferences.
- Conducted initial client intake.

NATIONAL FOOTBALL LEAGUE MANAGEMENT COUNCIL (NFL)Labor Relations Law Clerk

1993 - 1993

- Performed extensive research and writing involving athlete injury arbitration cases.
- Prepared league's and member club's post-arbitration briefs essential to collective bargaining agreement interpretations, personal injury, and wrongful discharge matters.

LOS ANGELES RAIDERSLabor Relations Law Clerk

1992 - 1992

- Involved in all aspects of management labor relations, primarily legal advice impacting athlete injury grievances.
- Researched and summarized Federal and state labor and employment cases.
- Investigated novel legal issues and consulted with player personnel and expert witnesses.

BUSINESS EXPERIENCE:**BLUE CROSS OF CALIFORNIA**Auditor I, II

1987 - 1991

- Managed audits of client's financial statements impacting \$50K - \$10MM.

- Reviewed cost statements for accuracy and compliance with Medicare Regulations and Generally Accepted Accounting Procedures.
- Performed preliminary review and initial analysis of financial related records.
- Conducted entrance conference with client to outline the area(s) of coverage.
- Thoroughly reviewed any prior audit records or other related materials, noting problem areas or special concerns.
- Traced and verified reported revenue and expenses to various source documents; reconciled accounts and verified details of recorded transactions.
- Completed audit schedules in a timely manner.
- Conducted exit conference and proposed adjustments to correct any discrepancies noted.

EDUCATION:

TEMPLE UNIVERSITY SCHOOL OF LAW

Philadelphia, Pennsylvania

Juris Doctor, 1994

Honors: Law Merit Scholarship; Law Foundation Scholarship

Activities: President, Entertainment and Sports Law Association, 1993-1994

Publicity Director, Entertainment and Sports Law Association, 1992-1993

MORGAN STATE UNIVERSITY

Baltimore, Maryland

Bachelor of Science, Business Administration, 1986

Honors: AICPA Academic Scholarship; Dean's List

BAR ADMISSIONS and CERTIFICATIONS:

State Bar of New Jersey (inactive).

Mediator, State of Georgia Dispute Resolution Center.

ACTIVITIES:

Member (pending), National Coalition of 100 Black Women, Northwest Georgia Chapter, Inc.; Member, Volunteer Involvement Program (VIP), United Way Metropolitan Atlanta; Corresponding Secretary, Morgan State University Alumni, Georgia Chapter, July 2003 – July 2005; Volunteer, United Way Metropolitan Atlanta, Fulton County Investment Committee; Mentor, Atlanta-Adopt-A-School-Program, September 2001 – May 2002; Volunteer, NAACP, Legal Redress Committee, March 2001 – May 2003.

REFERENCES AVAILABLE UPON REQUEST

RCS# 6219
11/01/04
2:31 PM

Atlanta City Council

Regular Session

04-C-1866

MS CASSANDRA LAWSON MEMBER OF CIVIL
SERVICE BRD 3 YRS
CONFIRM

YEAS: 13
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 1
EXCUSED: 0
ABSENT 2

Y Smith	Y Archibong	Y Moore	Y Mitchell
Y Starnes	B Fauver	B Martin	Y Norwood
Y Young	Y Shook	Y Maddox	Y Willis
Y Winslow	Y Muller	Y Sheperd	NV Borders

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(Do Not Write Above This Line)

A COMMUNICATION
BY MAYOR SHIRLEY FRANKLIN

A COMMUNICATION APPOINTING
CASSANDRA LAWSON AS A MEMBER
OF THE CIVIL SERVICE BOARD
FOR A TERM OF THREE
(3) YEARS. EFFECTIVE UPON
COUNCIL CONFIRMATION.

CONFIRMED BY

NOV 01 2004

COUNCIL

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred

10/18/04

Referred To:

Fin Executive + COC

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee
Date
Chair
Referred To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Members

Refer To

Committee

Date

Chair

Action

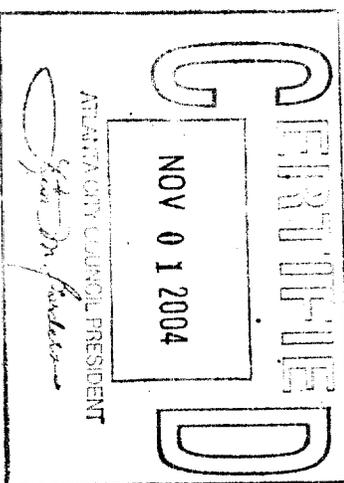
Fav, Adv, Hold (see rev. side)

Members

Refer To

- FINAL COUNCIL ACTION
- 2nd
 - 1st & 2nd
 - 3rd
 - Consent
 - V Vote
 - RC Vote

CERTIFIED



MAYOR'S ACTION