

11- C -1069

First Reading

Committee _____
Date _____
Chair _____
Referred To _____

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

A COMMUNICATION BY MAYOR KASIM REED:

RE-APPOINTING CASSANDRA A. LAWSON TO SERVE AS A PROCUREMENT APPEALS HEARING OFFICER ON BEHALF OF THE CITY OF ATLANTA. THIS RE-APPOINTMENT IS FOR A TERM OF TWO (2) YEARS RETROACTIVE TO MARCH 16, 2011 AND EXPIRES ON MARCH 16, 2013. THIS RE-APPOINTMENT IS SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.

Filed by
Full Council
8/9/11

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1ST ADOPT 2ND READ & REFER
- PERSONAL PAPER REFER

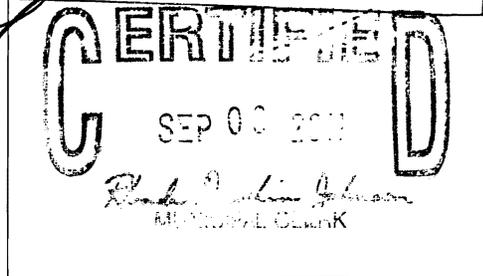
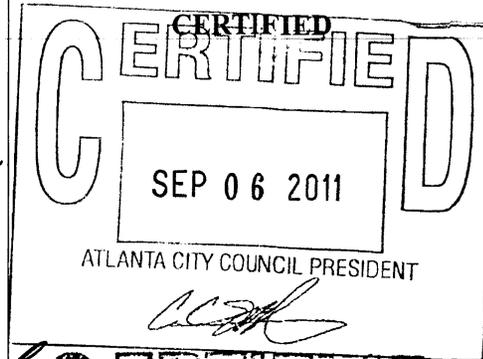
Date Referred: 7/18/11
Referred To: Fin/Exec + COC
Date Referred:
Referred To:
Date Referred:
Referred To:

Committee Fin/Exec
Date 7-27-11
Chair J. Dean
Action Other
Fav, Adv, Hold (see rev. side)
Members
Refer To

Committee Financial Executive
Date 8/31/11
Chair J. Dean
Action Other
Fav, Adv, Hold (see rev. side)
Members File
Refer To COC

Committee COC
Date 9/6/11
Chair Clara U. Moore
Action Other
Fav, Adv, Hold (see rev. side)
Members File
Refer To

Committee
Date
Chair
Action
Fav, Adv, Hold (see rev. side)
Other
Members
Refer To



MAYOR'S ACTION



11- C-1069

CITY OF ATLANTA

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30303-0300
TEL (404) 330-6100

KASIM REED
MAYOR

June 29, 2011

Council President Ceasar Mitchell
and City Councilmembers
55 Trinity Avenue, SW
Suite 2900
Atlanta, Georgia 30303

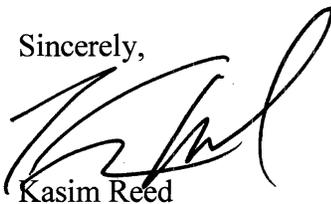
**Re: Re-Appointment – Cassandra A. Lawson
Procurement Appeals Hearing Officer**

Dear President Mitchell and Members of the Council:

It is my pleasure to re-appoint **Cassandra A. Lawson** to serve as a Procurement Appeals Hearing Officer on behalf of the City of Atlanta. Cassandra A. Lawson is a resident of the City of Atlanta and willing to serve in this capacity. This re-appointment is for a term of two (2) years retroactive to March 16, 2011. Ms. Lawson's appointment will expire on **March 16, 2013**.

Based on her experience and commitment to the community, I am confident that Cassandra A. Lawson will continue to serve the City of Atlanta and the seat of a Procurement Appeals Hearing Officer with integrity and dedication. A copy of her qualifications is attached for your review.

Sincerely,



Kasim Reed



CITY OF ATLANTA
OFFICE OF MUNICIPAL CLERK

RHONDA DAUPHIN JOHNSON, CMC
MUNICIPAL CLERK

55 TRINITY AVENUE, S.W.
SUITE 2700
ATLANTA, GEORGIA 30303
Main (404) 330-6033
Fax (404) 658-6103
Email municipalclerk@atlantaga.gov

MEMORANDUM

Second Notice

TO: *Mayor Kasim Reed*

FROM: *Rhonda Dauphin Johnson
Municipal Clerk*

RE: *Appointment Required – Procurement Appeals Hearing Officer*

DATE: *June 8, 2011*

Please accept this memo as notification of a certain position that requires an appointment to be made by you for a:

Procurement Appeals Hearing Officer.

- **Appointer(s): Mayor**
- **Term: Two-Year**
- **Maximum Consecutive Years of Service: Two Years**
- **Category: N/A**
- **Current Appointee: Cassandra Lawson**
- **Initial Appointment Date: March 16, 2009**
- **Reappointment Status: Eligible (retroactive to March 16, 2011)**
- **Required Term Expiration: March 16, 2013**
- **End Service Date: March 16, 2017**

Please submit your appointment letter to me as soon as possible, but no later than June 29, 2011. It will be read into the record at the July 5, 2011 council meeting.

CASSANDRA A. LAWSON

P.O. Box 87192; Atlanta, Georgia 30337
Phone: 404-516-2052; E-mail: lawsoncas@hotmail.com

LEGAL EXPERIENCE:

HEARING OFFICER/CHAIRMAN

Civil Service Board, City of Atlanta

2004 - present
Atlanta, GA

- Preside as independent, impartial, trier of fact at administrative hearings specific to appeals of Union employee discipline.
- Provide leadership role to six Hearing Officers in overseeing administrative and operational functions, case scheduling, orientation, training, Board meetings, appeal procedures, advice and revisions to City of Atlanta Code.
- Ensure consistent interpretation, application, and execution of laws, rules, policies, during course of hearing ensuring fairness and due process.
- Research and apply laws, rules, policies, and code regulations affecting subject area.
- Authority to make determinations on the admissibility and relevancy of testimony, evidence, exhibits and objections thereto; determine credibility of witnesses; administer oaths and affirmations to witnesses; maintain appropriate order and decorum in hearing.
- Issue final written decision containing findings of fact, conclusion of law, according to standard of proof, subject to judicial review.
- Expert knowledge of employment law, MSPB, union matters, collective bargaining agreements, EEO programs, contract law, purchase requisitions, bidding procedures.
- Determine penalties or existence of liability and recommend acceptance or rejection of claims, settlement.

EMPLOYEE RELATIONS MANAGER

Georgia Department of Juvenile Justice

2006 – 2010
Decatur, GA

- Directed the management of human resources functions specific to employee relations, grievances, EEO discrimination/harassment charges, ADA, drug testing, FMLA, FLRA, retaliation, sexual harassment, sick/annual leave, discipline, terminations.
- Provide leadership role to staff, managers, executives, in monitoring administrative and operational programs, consistent with Title VII, Executive Order 11246.
- In the absence of HR Director, assume duties and responsibilities of HR Director.
- Serve as highly effective Commissioner's Designee for Review of Adverse Actions.
- Consistently provide technical assistance in disciplinary issues and approve/disapprove management recommendation for adverse actions.
- Actively participate and contribute in policy committee meetings, ad-hoc work groups, to develop, interpret and refine human resources/labor relations policies for legal compliance.
- Responsible for responding to and providing position statement to EEOC, Georgia Commission on Equal Opportunity charges, including settlement negotiations and final disposition of cases.
- Instrumental in developing, customizing and implementing software program for tracking internal grievances/complaints/investigations/statistical data, including website format for unit.
- Expert presenter for statewide training on labor and employment law.
- Successful liaison to internal/external officials, and State Attorney General's Office, for litigation.
- Research Federal and state law, local legislation, providing best practices in employment law.
- Responsible for updating Commissioner in area of employee relations on monthly basis.
- Introduced mandatory sexual harassment training and specified diversity training for agency.

ENVIRONMENTAL JUSTICE SPECIALIST

Georgia Department of Transportation

2001 – 2006
Atlanta, GA

- Lead responsibility for environmental justice (Title VI) programs.
- Investigated and enforced compliance with regulations for federally funded programs and activities resulting in impacts to communities.
- Communicated and provided presentations to Georgia Department of Transportation Board.
- Coordinated and worked closely with stakeholder organizations, contractors, trade and business organizations, to facilitate efforts in developing program reports and standard operating procedures.
- Project Manager for statewide effort to comply with Federal guidelines and development of agency-specific environmental justice strategies.
- Assisted in compliance efforts for Disadvantaged Business Enterprise (DBE) program.

ASSOCIATE

Ronald A. White, P.C.

1994 – 1997
Philadelphia, PA

- Proven and demonstrated ability to litigate Federal and state labor and employment cases arising before U.S. District Courts, EEOC, NLRB, and arbitration panel.
- Responsibilities included litigation in labor and employment, fair housing, contracts, premises liability, eminent domain proceedings, personal injury, and criminal defense representation.
- Managed all phases of trial work, discovery, conferences, and settlement negotiations.
- Researched and drafted pleadings, pre-trial and post-trial motions, memoranda of law, and opinion letters to clients.
- Conducted voir dire, presented jury instructions, evidence and exhibits, served as second chair at trial.
- Extensive knowledge of Collective Bargaining Agreements, MSPB, Title VII, ADA, FMLA, FLRA.

LABOR RELATIONS LAW CLERK

National Football League Management Council (NFL)

1993 - 1993
New York, NY

AUDITOR I, II

Blue Cross of California

1987 – 1991
Woodland Hills, CA

EDUCATION:

TEMPLE UNIVERSITY SCHOOL OF LAW

Philadelphia, Pennsylvania

Juris Doctor, 1994

Honors: Law Merit Scholarship; Law Foundation Scholarship

MORGAN STATE UNIVERSITY

Baltimore, Maryland

Bachelor of Science, Business Administration, 1986

BAR ADMISSIONS and CERTIFICATIONS:

State Bar of Pennsylvania; State Bar of New Jersey; Certified Mediator, State of Georgia; Final Agency Decision (FAD) Writer, Federal

RCS# 1388
9/06/11
5:08 PM

Atlanta City Council

REGULAR SESSION

11-C-1069

REAPPOINT CASSANDRA A. LAWSON TO SERVE AS
A PROCUREMENT APPEALS HEARING OFFICER
FILE

YEAS: 12
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 2
EXCUSED: 1
ABSENT 1

Y Smith	E Archibong	Y Moore	NV Bond
NV Hall	Y Wan	Y Martin	Y Watson
Y Young	Y Shook	Y Bottoms	Y Willis
Y Winslow	Y Adrean	Y Sheperd	B Mitchell

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