

Clerk-Recorder Interviews

February 12, 2013



Contra
Costa
County



For Reviewers Use Only:
Accepted Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name:	Canciamilla	Joseph	E.		
	(Last Name)	(First Name)	(Middle Name)		
2. Address:	4253	Inverness Drive	Pittsburg	Calif.	94565
	(No.)	(Street)	(Apt.)	(City)	(State) (Zip Code)
3. Phones:	925-439-1778	925-432-2114	925-351-3081		
	(Home No.)	(Work No.)	(Cell No.)		
4. Email Address:	joecanciamilla@gmail.com				

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved: Juris Doctor

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	John F. Kennedy University	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			J.D.	1986
B)	St Mary's College	Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A.	1982
C)			Yes No <input type="checkbox"/> <input type="checkbox"/>				
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>12/1/1986</div> <div>Present</div> </p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>25</div> <div>2</div> </p> <p>Hrs. per week <div>F/T</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Attorney</div> </p> <p>Employer's Name and Address <div>Self-Employed</div> </p>	<p>Duties Performed <div>Maintaining a private law practice focusing primarily on strategic/legal/political consulting.</div> </p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>7/1/1992</div> <div>Present</div> </p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>19</div> <div>6</div> </p> <p>Hrs. per week <div>F/T</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Co-Owner</div> </p> <p>Employer's Name and Address <div>Pittsburg Funeral Chapel 2295 Railroad Avenue Pittsburg, CA. 94565</div> </p>	<p>Duties Performed <div>All duties associated with the operation of a family-owned full service funeral chapel.</div> </p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>12/5/2000</div> <div>12/1/2006</div> </p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>6</div> <div>0</div> </p> <p>Hrs. per week <div>F/T</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Member, California State Assembly</div> </p> <p>Employer's Name and Address <div>Assembly Rules Committee State Capitol Sacramento, CA. 94513</div> </p>	<p>Duties Performed <div>All duties associated with serving as a member of the State Legislature including the management of committees, Capitol and District offices.</div> </p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>12/1/1996</div> <div>12/1/2000</div> </p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>4</div> <div>0</div> </p> <p>Hrs. per week <div>F/T</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Contra Costa County Supervisor, Dist. V</div> </p> <p>Employer's Name and Address <div>Contra Costa County 651 Pine Street Martinez, CA. 04553</div> </p>	<p>Duties Performed <div>All Duties associated with service on the Contra Costa County Board of Supervisors including a variety of committee assignments.</div> </p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name:

Joseph E. Lennear

Date:

January 21, 2013

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen?
2. Are you registered to vote?
3. Are you a resident of Contra Costa County?
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

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SUPPLEMENTAL QUESTIONNAIRE (Joseph Canciamilla)

1. Are you a United States citizen?

Yes.

2. Are you registered to vote?

Yes, in fact, I was the youngest person in the Country elected to office – to the Pittsburg School Board at age 17.

3. Are you a resident of Contra Costa County?

Yes, I was born here and have been a resident of this County my whole life.

4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.

I have served in nearly every local office – as a school board member, a city councilmember, a County supervisor and as Contra Costa County's representative in the California State Assembly. I have also had the honor of serving on: LAFCO, Delta Diablo Sanitation District 7-A Board, CCTA, Bay Area Air Quality Management District Board among others. I am the co-owner of Pittsburg Funeral Chapel, a family owned and operated business since 1938, as well as an attorney with a private practice.

SEE ATTACHED RESUME FOR DETAILS.

5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?

I have many strengths that would be of benefit to the County and to the residents of Contra Costa County: As an attorney and also as an elected official in this County for 34 years, I am particularly familiar with election law and will have a short learning curve adapting to the laws and procedures necessary to be an effective Clerk Recorder. I have managed private sector businesses as well as those in the public sector. I have experience bringing diverse groups and people together to solve problems, even under the most partisan conditions. In whatever position I take on, I enjoy working with people and taking on leadership positions – which I would do if entrusted to be selected the next Clerk Recorder. Above all, I am a statesperson who would represent Contra Costa County with professionalism and a keen sense of detail toward providing excellent service to our community.

One weakness, while I am sure there are others, is that I oftentimes have difficulty delegating important decisions to others. This is something I continue to work on. I do find that developing a strong and trusted working team helps with this challenge and if selected for the job, I would plan on developing an effective team whose goal is to serve.

The timing for me is a good one. Steve Weir has done an amazing job as Clerk Recorder, also becoming a statewide leader in his field. Taking over for Steve would be an honor and would allow me the opportunity to return to public service, where I have gratefully spent most of my adult career. It will also allow me to make the most of my experience and knowledge of local, regional and statewide systems. If selected, I would want to take time to learn the existing culture, identify strengths and weaknesses, and engage staff, opinion leaders, residents and the Board to gain the data necessary to move forward with any changes, if necessary.

6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?

My experience as a real-estate licensee, notary, attorney, funeral director, and elected official at a variety of levels has given me the opportunity to become, and remain familiar with many of the rules and regulations that govern the Clerk Recorder's Office. I have met with Steve to discuss his perspective on the office and reviewed many of the reports prepared by his office as well as others including the Civil Grand Jury. In addition, I had the opportunity during my service in the Legislature to research, draft and introduce legislation on a number of issues involving election laws/procedures, including one that would have converted the office of Secretary of State into a non-partisan position; this effort, in particular, required research into the operation and conduct of Elections/Registrar Offices.

7. Are you prepared to seek re-election to this office in June, 2014?

Yes, I am fully prepared to seek re-election and am familiar with the nuts and bolts of running a successful campaign. I have formed a campaign committee for this purpose, which also houses the necessary funds for running a county-wide campaign for Clerk Recorder.

8. Do you consider this job to be full time or part time?

If selected for this position, I will dedicate my full-time attention to serving Contra Costa County as Clerk/Recorder/Registrar.

9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

SEE ATTACHED RESUME.

RESUME

JOSEPH E. CANCIAMILLA

CONTACT INFORMATION:

Co-Owner:
Pittsburg Funeral Chapel
2295 Railroad Avenue
Pittsburg, Calif. 94565
925-432-2114

4253 Inverness Drive
Pittsburg, CA 94565
Phone: (925) 439-1778
Cell: (925) 351-3081
hwjoecan@gmail.com

ACADEMIC QUALIFICATIONS—EDUCATION:

J.D.	John F. Kennedy University Law	1986
B.A.	St. Mary's College Management	1982

LICENSES & CERTIFICATES HELD:

- Member, State Bar of California
- California State Funeral Director License

EMPLOYMENT/EXPERIENCE (including Elected positions)

- Attorney at Law, Self Employed
- Co-Owner, Pittsburg Funeral Chapel, Inc., 1992 - Present
- Member, California State Assembly 2000 - 2006
- Member, Contra Costa County Board of Supervisors 1996 - 2000
- Attorney, Sanders, Dodson, Rives & Canciamilla 1990-1996
- Attorney, Groff & Johnson 1986 - 1990
- Member, Pittsburg City Council 1987-1996
- Member, Pittsburg Unified School District Board of Education 1973-1987
- Real Estate Licensee 1978-1982
- Pittsburg Funeral Chapel, 1973 - 1986

SIGNIFICANT RESPONSIBILITIES/PROFESSIONALSKILLS

Attorney: Providing legal/strategic guidance to small/medium businesses and their relationships with local and regional government agencies.

Pittsburg Funeral Chapel: A wide variety of services included with the operation of a family owned business including but not limited to counseling and assisting families, interfacing with agencies including social services, law enforcement, foreign consulates and religious organizations. Handling physical plant operations, maintenance as well as providing staff support and training. Instituted the use of computerized record keeping, data entry and support and website operations.

State Assembly: Chaired: Water, Parks and Wildlife, Acting Chair, Veterans Services, Select Committee on the Protection of Inland Waterways, Select Committee on Growth and Infrastructure, Select Committee on Natural Gas Pricing and Availability, Managed committee staffs as well as those in Sacramento office and district offices. Committee memberships included: Aging and Long Term Care, Budget, Budget subcommittees on Resources and Education, Jobs Economic Development and the Economy, Arts, Entertainment and the Internet, Utilities and Commerce, Governmental Organization, Local Government, Agriculture, Public Employees Retirement and Social Security, Revenue and Taxation.

Served as a convenor of the Assembly Moderate Caucus; co-founded The Bi-Partisan Group which included members of both parties working to reduce the partisan gridlock and formulate real solutions to the State's problems. Co-authored a series of papers on bi-partisan problem solving, as well as an alternative State Budget that would have worked toward resolving the State's long term financial deficits and balanced the budget.

Authored and had signed into law legislation including those that eliminated the use of "roving JPA's" such as the one used to fund the Roddy Ranch project in Antioch resulting in serious losses to small unsuspecting investors, raised the small claims court limit to \$7,500, and returned control of the Pittsburg waterfront lands to the City.

Was a member of Speaker Hertzberg's leadership team and assisted with candidate recruitment, fundraising and training. During the California Energy Crisis was the lead on all issues relating to the Legislative response on Natural Gas Issues.

As a member of Speaker Wesson's leadership team, served as a budget negotiator/liaison to the Republican Leadership.

Contra Costa Board of Supervisors: Represented the County on: LAFCO, Delta Diablo District 7-A, BAAQMD, CSAC Urban County Caucus, CSAC Executive Committee, CCTA, Transplan, ECRFFA and the Airport Advisory Board. Co-authored the Urban Limit Line efforts along with Supervisor Donna Gerber, Co-authored and negotiated support for the Industrial Safety Ordinance update. Negotiated agreements that led to the construction of the Pittsburg Health Center, The Antioch Transitional Housing Project, and Antioch Historical Society on the site of the old Riverview Fire HQ.

Pittsburg City Council: Mayor, Two Terms. Key accomplishments include; Negotiating a number of tax sharing agreements resulting in the ability of the City Redevelopment Agency to increase its capitalization. Led the effort to create the Pittsburg Power Company which included negotiating with other local cities and agencies, meeting in Washington with representatives of the Federal Energy Regulatory Commission, Department of Defense and the White House.

GROUP WORK WITH VARIOUS STAKEHOLDERS-- COMMUNICATION, COMMUNITY RELATIONS

- Worked consciously to develop credibility with local press
- Authored/co-authored numerous articles on Government Reform
- Speaker, Presenter, Panelist at over 40 conferences, meetings and seminars including The Panetta Institute, Hoover Institution at Stanford, USC School of Public Policy
- Assisted as a trainer for new Legislators, prospective candidates and for groups from the League of California Cities California School Boards Association, Calif. State Association of Counties, the Walnut Creek and Delta Leadership trainings and the CCC Civil Grand Jury
- Participated in delegations to: Australia, New Zealand, Europe and Asia
- Member, Board of Directors – Save Mt. Diablo, Life-Member N.A.A.C.P.
- Volunteer for local civic activities

REFERENCES

Mr. Phil Batchelor, Administrator, (ret), Contra Costa County

Hon. Joe Nation, Professor Stanford University, Former Calif. State Assemblymember

Hon. Herb Wesson, President Los Angeles City Council, Former Assembly Speaker

Hon. Mary Erbez, Former Pittsburg City Clerk, Councilmember and Mayor

Mr. Michael Vukelich, Co-Founder Color Spot Nurseries



Contra
Costa
County

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Date Received:

RECEIVED

JAN 25 2013

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Reviewers Use Only:

Accepted

Rejected

COUNTY CLERK-RECORDER APPLICATION

MAIL, EMAIL OR HAND DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

Tiffany.Lennear@cob.cccounty.us
PLEASE TYPE OR PRINT IN INK

1. Name: Weir, Jack Edward
(Last Name) (First Name) (Middle Name)
2. Address: 31 Banbridge Place, Pleasant Hill, CA 94523
(No.) (Street) (Apt.) (City) (State) (Zip Code)
3. Phones: (925) 934-7220 home (925) 899-4298 cell
(Home No.) (Work No.) (Cell No.)
4. Email Address: jweir39@aol.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved: Course work, practicum toward PsyD

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of San Francisco	Business	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	120		BS	1995
B) John F Kennedy University	Org'l Transformation	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		MA	1997
C) Professional School of Psychology	Doctor of Psychology	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	40			
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
Institute for Certification of Computer Professionals	computer systems, hardware - software	as required	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve as the County Clerk-Recorder. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)</p> <p>From <u>12/4/10</u> To <u>Present</u></p> <p>Total: Yrs. <u>2</u> Mos. <u>1</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>Vice-Mayor</u></p> <p>Employer's Name and Address</p> <p><u>City of Pleasant Hill</u> <u>100 Gregory Ln</u> <u>Pleasant Hill CA 94523</u></p>	<p>Duties Performed</p> <ul style="list-style-type: none"> -City Council member -Director, Contra Costa Central Transit Authority -Representative, ABAG -Representative, League of California Cities
<p>B) Dates (Month, Day, Year)</p> <p>From <u>1995</u> To <u>Present</u></p> <p>Total: Yrs. <u>17</u> Mos. <u></u></p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>Principal - Owner</u></p> <p>Employer's Name and Address</p> <p><u>Change for the Better</u> <u>Consultancy</u> <u>31 Banbridge Pl</u> <u>Pleasant Hill CA 94523</u></p>	<p>Duties Performed</p> <p>CEO; principal consultant and project manager; business consulting and information systems projects</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>Jan 03</u> To <u>Jun 03</u></p> <p>Total: Yrs. <u></u> Mos. <u>7</u></p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>Chief Technology Officer</u></p> <p>Employer's Name and Address</p> <p><u>SABCO Electrical, Inc</u> <u>1221 N. Market Blvd</u> <u>Sacramento, CA 95834</u></p>	<p>Duties Performed</p> <p>Responsible for development and operation of all computer and information systems.</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>1997</u> To <u>2002</u></p> <p>Total: Yrs. <u>5</u> Mos. <u></u></p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>CEO</u></p> <p>Employer's Name and Address</p> <p><u>Toward Better Systems, Inc</u> <u>31 Banbridge Pl</u> <u>Pleasant Hill, CA 94523</u></p>	<p>Duties Performed</p> <p>Founder and CEO; responsible for business development, contract negotiation and project management oversight</p>

7. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to appointment as the County Clerk-Recorder.

Sign Name: Jack Shin Date: January 24, 2013

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. By 5:00 P.M. on Friday, January 25, 2013, deliver the completed application and supplemental questionnaire to the Office of the Clerk of the Board: 651 Pine Street, Room 106, Martinez, CA 94553 or email to Tiffany.Lennear@cob.cccounty.us.
3. A résumé or other relevant information may be submitted with this application. Attach pages for Supplemental Questionnaire.

Supplemental Questionnaire

1. Are you a United States citizen? yes
2. Are you registered to vote? yes
3. Are you a resident of Contra Costa County? yes Please see separate sheets and resume.
4. Please identify and describe by title, salary and length of time, those specific public service or private sector positions you have held which you believe best qualify you for the position of County Clerk-Recorder. Briefly indicate major accomplishments in each position.
5. The past incumbent was long serving and etched a strong image upon the department. Recognizing there are strengths and weaknesses in every person, what are your strengths and how would you propose to imprint your strengths upon the organization? What do you see as your weaknesses? What about the timing of change if you see the need?
6. What have you done to familiarize yourself with the various codes, regulations, and practices that dictate how the Clerk/Recorder/Registrar of Voters Office operates?
7. Are you prepared to seek re-election to this office in June, 2014?
8. Do you consider this job to be full time or part time?
9. In addition to the foregoing, please indicate any special qualifications, skills, training or achievements you possess which are relevant to consideration for this position.

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Application – Contra Costa County Clerk-Recorder;
Supplemental Questionnaire; Jack Weir

1. Are you a United States citizen? YES
2. Are you registered to vote? YES
3. Are you a resident of Contra Costa County? YES
4. Describe those public or private sector positions which best qualify you for the County Clerk-Recorder position:
 - a. Council Member, City of Pleasant Hill; stipend \$7K annually; 2 years; successfully planned and executed first-time election campaign; top vote-getter; serving as vice-mayor currently; hearing and resolving resident concerns and complaints, working with city staff and fellow council members; represent city on various government agencies, including Central Contra Costa Transit Authority, ABAG, League of California Cities; Economic Development, Nominating, Flood Control, City Attorney Services city council committees; familiar with development and application of ordinances, codes; application of state laws; hearing appeals
 - b. Long-time local elections officer serving as Inspector and Clerk; never turned a voter away; never missed a clean closing. Operated with zero tolerance for sloppy work; every vote was counted.
 - c. Chief Technology Officer, SASCO Electrical, Inc.; \$125K plus \$50K guaranteed bonus; 6 months in 2003; responsible for development of new information and communications systems, construction and implementation of new state-of-the-art computer center; executive level management over departments and teams of information systems and communications technicians and managers
 - d. Founder and Principal Consultant (retired), CHANGE FOR THE BETTER Consultancy; \$50-100K per annum; 1995 to 2007; designed and managed projects to achieve positive change in various for-profit and non-profit organizations, using visioning, strategic planning, team-building, communications and systems analysis techniques; certified Future Search Facilitator
 - e. Co-Founder and CEO (retired), TOWARD BETTER SYSTEMS, Inc.; \$125-150K; 5 years; negotiated contracts with large clients for new information systems software; managed teams of developers to define and implement new systems; designed quality testing standards
 - f. Director of Data Systems (retired), Pacific Telesis Group, Inc.; \$100K; 1983-1996; responsible for development, implementation and management of all information systems for new Holding Company, including system security
 - g. Manager of Property Records, Pacific Telephone, \$100K; 4 years; responsible for management and accounting for all property records for Pac Tel in Northern California – poles, wire, cable, motor vehicles; constructed new computer center for regional processing of all disbursement accounting property, employee and payroll records.

5. I am quite familiar with the long service provided by the incumbent, and have discussed issues involved with the office and departments for years as fellow professionals. The incumbent deserves to be proud of the reputation of the office. There are opportunities to continue the process of improvement, an area in which I am very accomplished.

a. Strengths:

- i. I am very experienced and capable in a wide range of organizational issues, including strategic visioning and goal-setting, specific action plans and targets, team-building and leadership development, mentoring, performance evaluation and redirection, compensation and reward administration, vendor and union contract negotiation.
- ii. I possess strong experience in data processing and information systems development and management. I am very familiar with digitization of data, and development and management of data classification and retrieval functions. I understand the entire life cycle of software development and underlying methodologies. I am a Certified Data Processing Professional (CDP), who has contributed to the certification examinations conducted by the Institute for the Certification of Computer professionals (ICCP).
- iii. Very experienced in business continuity - disaster prevention and data recovery planning and execution. Developed and implemented "hot site" facilities and measures that allowed Pacific Telesis Group to recover and resume critical computer systems within hours of Loma Prieta shutting down San Francisco. I fully understand the importance of protecting the county's records, and being able to recover from any disaster with minimum loss of time or resources.
- iv. I am a very strong leader, both on terms of organizational and employee development. I believe in a balance of participative and directive management, encouraging and allowing risk-taking at the lowest practical level, with safeguards in place to reduce disaster. People like working for me, and are very loyal. I earn their respect by my actions, rather than by my position in the organization.
- v. I am a listener, and am very skilled at facilitating communications at the "meaning" rather than rhetorical level. I don't let ego (mine or others) interfere with the possibility of high quality outcomes, even if they don't align perfectly with my own views. Being effective is more important than being right.
- vi. I delegate readily, agreeably and successfully. Our solutions don't have to be my idea. I praise and distribute credit for success very generously. I take full responsibility for failure immediately and without qualm. I do not seek or expect perfection in others.

b. Weaknesses:

- i. I have to guard against taking on too much. I'm interested in almost everything around me, but I have only so many hours a day available to do work.
 - ii. I have to strive to balance work and private time. I won't let even a full-time job take over my life.
- c. Timing of Change:
 - i. If appointed, I will assess the organization, hopefully with the assistance of the incumbent, and if any significant near-term change seems necessary and is not already planned, I will assemble a team of department heads and key personnel to lay out plans.
 - ii. My basic approach is to build an organizational climate of constant process improvement, which I know can work very successfully with and for all stakeholders – clients, customers and employees. Over time, my key managers and I will craft an approach that preserves the best of what's already in place, with the possibility of new initiatives.
- 6. Aside from my experience as a local elections officer for years, and my experience as a candidate for public office, and my general experience as a customer of the various services provided by the Clerk/Recorder/Registrar's office, I have years of conversations with the incumbent to inform me. I am also a Deputy Marriage Commissioner, and have performed three ceremonies, a service I take very seriously and enjoy thoroughly. As my decision to apply for this position is fairly recent, I am currently assembling an intensive orientation review program to prepare me to take office April 1st. I will consult the secretary of state's department, the Elections Code, the Fair political Practices Act, the California Public Records Act, the Education Code and all other resources appropriate. I will research courses available to jump-start the process, and will give myself a few months time allowance. I will not hesitate to seek helpful information wherever available.
- 7. I am prepared to plan to seek re-election in 2015.
- 8. I do consider this position to be a full-time position, and will resign my city council seat and all other civic assignments if appointed.
- 9. Summary:
 - a. I have a great deal of successful experience, knowledge, skills and abilities that directly apply to this position.
 - b. I am a successful executive level leader, planner, manager and team-builder.
 - c. I am non-partisan in my civic life, and will continue the non-partisan character of this position.
 - d. This position is critically important to our county, and requires a highly capable person.
 - e. I am a highly capable person, and I need a demanding and rewarding position at this stage of my professional life.
 - f. This job and I are a very, very good match. I will make it work well for all involved.

JACK WEIR, MA, CDP

31 Banbridge Place, Pleasant Hill, CA 94523; Home (925)934-7220; Cell (925)899-4298
jwcir39@aol.com

Summary

Experienced senior executive and professional systems consultant, with a strong focus on helping organizations excel in their vision, goals and business system operations. Extensive background in information systems (IS) development; business planning and management; business continuity and security; and organizational leadership development, motivation, and communications efficiency.

Professional Experience

- **Vice-Mayor and Member, Pleasant Hill City Council; 2010 – Present**
 - Former Chair, Redevelopment Agency; Committees: Economic Development, Flood Control Task Force, Interviews and Nominating; representative to ABAG, League of California Cities, John Muir Community Health Fund, Central Contra Costa Transit Authority, TRANSPAC
- **Principal Consultant and President, CHANGE FOR THE BETTER; California; 1995-Present**
 - Sole Proprietor organizational consultancy; IS and organizational work; Clients include ***Oakley Unified School District, Dorris-Eaton School, JFK University, Rocky Mountain Methodist Conference, New Directions Counseling Center, et al***
 - Principal project management consultant for \$60 million mansion construction project, providing planning methodology and team structure; successfully created and incorporated two new subsidiary companies
- **Chief Technology Officer, SASCO Electrical, Inc.; Sacramento; January-July 2003**
 - Developed centralized IS infrastructure for largest sole proprietor electrical contractor in US, \$100M+ firm; developed professional IT organization; designed and constructed state-of-the-art client demonstration computer center
- **Principal and CEO (retired), Toward Better Systems, Inc.; Bay Area; 1997-2002**
 - Business consultancy; IS systems, organizational systems, Y2K; Clients include ***SBC Communications, Pacific Bell Wireless, Verizon Wireless, Alameda County Mediation Services, McKesson, Market Search Consultants, et al***
 - **Sample of engagements:**
 - ***California Department of Corrections (DOC)*** - conducted an assessment of the professional and technical competency of DOC's internal IS staff, at the direction of the California legislature, following the failure of a \$300M computer project; *Client IS management fully supported consultant's report.*
 - ***Schlage Locks, Inc.*** - conducted an assessment of quality assurance processes, and of the effectiveness of communications between company management and IS technical workers; *management team took the report and recommendations to Schlage's board.*
 - ***Mathey-Johnson Precious Metals, Inc.*** - performed an assessment of IS goals, mission, systems architecture, customer service function (help desk) and staff organization. Upon acceptance of the assessment report and recommendations, recruited and oriented new IS Technical Manager and staff.
 - ***SBC Communications*** - wrote corporate "Information Systems Disaster Recovery Policy", embracing all computer systems and data warehouses.
 - ***Pacific Bell*** - led project team to scope and develop revolutionary new sales compensation software system (COAST), now being rolled-out on SBC corporate basis; *this project has the potential to save SBC tens of millions of dollars.*
- **Director of Data Systems (retired), Pacific Telesis Group (Holding Company); San Francisco; 1983-1996;** provided leadership for and managed the development of computer and information systems (IS) capability for a new post-AT&T divestiture holding company, including:
 - Platform strategy - central storage, client/server schema, network topography. *Start-up computer facilities were scoped, designed, contracted, installed and operational in less than 30 days from formation of new holding company development team, a Hewlett-Packard (vendor) company record.*

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- Computer Center – designed new facility inside existing office high-rise, including physical security, climate control, UPS, fire control. *First ever exemption by SFFD from standing water requirement, due to innovative chemical suppression system. HP site recognition award.*
- Disaster recovery – hot-site, data backup and storage; *following the Loma Prieta earthquake all systems under SLA contract were recovered and fully operational at remote site in less than 30 minute target.*
- Security – physical computers, data access, system access, network access (telecommuting, mobile remote access); *several industrial espionage attempts were detected, identified and referred for prosecution.*
- Hardware standards – desktops, laptops, network components and protocols.
- Software development methodologies, version control, quality assurance; *no user operation was ever disrupted by a software release or hardware upgrade during this tenure.*
- Full service 7-by-24 user help desk, including:
 - Call-in acknowledgement and resolution targets and tracking
 - Multi-tier escalation and management notification process (including vendor management)

(continued)

- Technician dispatch, on-site or remote to satellite or home offices
- User notification in the event of major emergencies, failures or interruptions
- Executive level support process (dedicated), including executive secretaries and home systems; *several affiliate officers chose to become holding company employees to obtain our services*
- User orientation and training, including custom on-line vendor support
- System use policies and rules, including e-mail, data storage and confidentiality and telecommuting guidelines; *successfully conducted first corporate trial of employee telecommuting; implemented first corporate obsolete equipment employee-purchase program*
- Negotiation of Service Level Agreements (SLA) and IS budgets with user departments and divisions. *All user departments were free to obtain IS services elsewhere; all user departments chose internal support, and all renewed SLAs annually every year; customer satisfaction surveys annually reported 95+% positive results; user departments frequently donated extra bonus funds for IS staff.*
- Formed and led the corporate inter-department IS coordination and information council.
- Developed approach for building and maintaining IS staff skills and knowledge, including:
 - Professional positions – software engineer, network designer, data modeler, programmer
 - Technical positions – computer operations, network support, help-desk analyst, PC technician, security administrator, system administrator
 - Qualification (including testing) and compensation program for IS staff
- Developed “overall cost of ownership” model for IS planning and multi-year budgeting for:
 - Hardware acquisition and maintenance
 - Software development and maintenance

Other Professional Experience

- Responsible for payroll and employee records for 100,000 employees
- Developed critical accounting systems, which ran for many years beyond their intended life
- Introduced software development methodology, and life-cycle framework
- Led design, construction, computer and network installation of stand-alone computer center; responsible for security, power and HVAC systems, recruitment and training of operations staff; *trialed and initiated first 4X10 and 3X13 shift schemes, promoting strong retention*
- Principal in population reform organization, *ThinkPopulation.org*.

Education/Certifications

- BS, Organizational Behavior, University of San Francisco (with honors)

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- **MA, Organizational Transformation, John F. Kennedy University (with honors)**
- **PsyD Doctoral Program, Professional School of Psychology (on leave)**
- **Certified Data Processor (Senior Management Professional Certification) - ICCP**

Other Experience

- **Adjunct Faculty, John F. Kennedy University, School of Management**
- **Certified Future Search Conference Facilitator**
- **Former Chairman of the Board (pro bono), New Directions Counseling Center, Concord**
- **Former Director, Alameda County Mediation Services Agency**
- **US Army, Military Communications, Cryptography; Army Commendation Medal**