

Profile

Sharon

First Name

Hightower

Last Name

[Redacted]

Email Address

Which Boards would you like to apply for?

Civil Service Commission: Submitted

Are you a resident of San Jose?

Yes No

Length of Residency

6 or more years

What district do you live in? To verify, please click here: <https://eservices.sccgov.org/rov/?tab=dt> *

District 10

[Redacted]

Street Address

Suite or Apt

San Jose

City

CA

State

95123

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Ericksen Arbuthnot

Employer

Senior partner

Job Title

[Redacted]

[Redacted]

Current Employer Address

n/a

Current Employer of Spouse

n/a

Address of Current Employer of Spouse

n/a

Spouse's Job Title

If you or your spouse is retired and receiving a pension, please state source of pension.

Interests & Experiences

High School, College, Professional, Vocational, or Other Schools Attended. Please include Major or Field of Study, Dates Attended, Degree and Date of Degree.

University of Hawaii, Certificate in Dental Hygiene, 1964 St. Mary's College, BA in Health Services Administration, 1983 Lincoln University Law School, JD, 1987

List any position or office held in any governmental agency, civic, or charitable organization including the dates

Served on City of San Jose Civil Service Commission as member, vice chairman, hearing officer 1995-2008; returned to Commission as member, vice chairman, hearing officer 2016-2018: Service as Temporary Judge for the Santa Clara County Superior Court for more than 20 years.

English

Languages Spoken

Special Awards or Recognitions Received

Salsman Award from Santa Clara County Bar Association, 2013 Top Women in Law, 2014

Please state why you want to become a member of this Board or Commission including specific objectives which you would work toward as a member. If you are applying for the Board of Fair Campaign and Political Practices, please indicate any familiarity or experience you may have with campaign laws.

I enjoyed my service with the Civil Service Commission in the past. If selected as a member in 2018; I would work toward making sure that the policies and procedures for the employees are updated, continue to provide assurance to the employees of the City that there is a venue where they can present issues or concerns, and that there is a fair, equitable and confidential arena for any disputed employee discipline

Please state any other information which you feel would be useful in reviewing your application

The focus of my practice of more than 30 years includes dealing with employment issues, both administratively and civilly. I have served as a Temporary judge for traffic and small claims court. I am still actively practicing law and plan to continue. I have served the courts as a neutral and have handled mediations for parties.

Do you own property in the City of San José?

Yes No

If yes, please list the addresses here.

Do you rent property in the City of San José?

Yes No

If yes, is it a month-to-month lease?

Yes No

State and local law require that you abstain from participation in decisions that may affect your financial interests, including sources of income, interest in real property, personal finances or investments. In addition, if appointed, you may be required to fill out a disclosure statement which identifies certain of your financial interest beginning with the immediate twelve-month period prior to your appointment. Please review the scopr of your board/commission in Municipal Code Chapter 2.08. Based on your best judgment, does this Board or Commission make decisions that may affect sources of income, interests in real property, personal finances or investments of you or your spouse?

Yes No

If yes, please explain. Please identify any organizations, associations, corporations, or entities by which you are employed or associated that might be affected by decisions of this Board or Commission, and the positions you hold in these entities.

n/a

Question applies to multiple boards

If appointed, you will be required to fill out a disclosure statement, which identifies certain of your financial interests beginning with the immediate twelve-month period prior to your appointment and annually on or before April 1 of each year thereafter. Please confirm that you have read Fair Political Practices Commission (FPPC) Form 700 Reference Pamphlet and agree to file required FPPC Form 700 Statements of Economic Interest, as required by current City Council Conflict of Interest resolution.

Yes No

Question applies to multiple boards

Have you ever been required to file a Statement of Economic Interest (Form 700) and failed to do so?

Yes No

Question applies to multiple boards

If yes, please explain in complete detail.

Question applies to multiple boards

Please confirm that you have reviewed and agree to comply with the San Jose Municipal Code Chapter 12.08 (Prohibition of Gifts), City of San Jose Ethics Policy (City Policy Manual 1.2.1), and City of San Jose Gift Policy (City Policy Manual 1.2.2).

Yes No

Jennifer Sharpe

Reference 1 Name

[REDACTED]

[REDACTED]

Reference 1 Address

[REDACTED]

Reference 1 Phone

Craig Needham, Esq.

Reference 2 Name

[REDACTED]

[REDACTED]

Reference 2 Address

[REDACTED]

Reference 2 Phone

Supplemental Questions

Question applies to Board of Fair Campaign and Political Practices,Civil Service Commission,Planning Commission

Are you a registered voter in the City of San Jose? (Please note, your voter registration will be independently verified)

Yes No

Question applies to Civil Service Commission,Board of Fair Campaign and Political Practices,Planning Commission

Please provide the name and residential address under which you are registered to vote. If it is the same as listed above, please note see above.

[REDACTED]

Question applies to Appeals Hearing Board,Civil Service Commission

Are you an attorney licensed to practice law in the State of California? If you are, please provide your California State Bar Association Number:

129874

Question applies to Civil Service Commission

If you are applying to the Attorney-at-Law position on the Civil Service Commission, please indicate how long you have been licensed to practice law in the State of California. Note, you must have been licensed at least five years to be considered eligible for the position. If this question does not apply to you, select 'n/a'.

5+ years

Have you ever attended a meeting of the Commission(s) to which you are applying?

Yes No

Would you be available to attend meetings at the scheduled time?

Yes No

Please describe your experience in serving on a Commission or Board.

I served as a member, vice-chairman, and hearing officer for the San Jose Civil Service Commission from 1995 to 2008; 2016-2018: I served and continue to serve the Santa Clara County Bar Association as chairperson and panel chair for the Fee Arbitration Committee.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, training, knowledge and/or skills which qualify you for appointment to the selected commission(s).

Past service on the Civil Service Commission (15 years) Practice as an attorney for more than 30 years.

What is your understanding of the purpose of the Commission?

To provide a venue for the employees of the City of San Jose to voice and address their issues. The commission is also to provide an independent, fair, equitable, and confidential venue for disputes arising from discipline. In addition, the Commission is to appoint members for the City Salary Setting Commission.

Please list three issues facing the City that you feel the Commission should address.

Openness by City officials in making decisions affecting the employees of the City. Continue to assure that the employees have a venue where they can bring concerns or issues without fear of retribution. Making sure that the disciplinary process is fair and equitable and based on facts.

Question applies to multiple boards

Do you meet the requirements for appointment to this commission?

Yes No

I would like to say . . .

(Optional) Please upload a resume.

Retirement Board Questions Only

Verification

By checking the box below, you agree with the following statement.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted.

I Agree *

Profile

Julia
First Name

Van Roo
Last Name

[Redacted]
Email Address

Which Boards would you like to apply for?

Civil Service Commission: Submitted

Are you a resident of San Jose?

Yes No

Length of Residency

6 or more years

What district do you live in? To verify, please click here: <https://eservices.sccgov.org/rov/?tab=dt> *

District 6

[Redacted]
Street Address

Suite or Apt

SAN JOSE
City

CA
State

95126
Postal Code

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

U.S. Department of Housing and
Urban Development
Employer

Trial Attorney
Job Title

[Redacted]
[Redacted]
Current Employer Address

Mission City Construction, Inc.

Current Employer of Spouse

[REDACTED]

Address of Current Employer of Spouse

Owner/CEO

Spouse's Job Title

If you or your spouse is retired and receiving a pension, please state source of pension.

Interests & Experiences

High School, College, Professional, Vocational, or Other Schools Attended. Please include Major or Field of Study, Dates Attended, Degree and Date of Degree.

STANFORD UNIVERSITY AND STANFORD LAW SCHOOL, Stanford, CA - Juris Doctor and Masters of Public Policy, 2010
NEW YORK UNIVERSITY SCHOOL OF LAW, New York, NY, 2006-2007
UNIVERSITY OF CALIFORNIA AT BERKELEY, Berkeley, CA - B.A. in History and Rhetoric, 2004
PRESENTATION HIGH SCHOOL, San Jose, CA - High School Diploma, 1999

List any position or office held in any governmental agency, civic, or charitable organization including the dates

U.S. Dept. of Housing and Urban Development – Office of General Counsel, Region IX, San Francisco, CA, Trial Attorney, September 2014 – Present U.S. Dept. of Housing and Urban Development - Community Planning and Development (CPD), San Francisco, CA, Presidential Management Fellow/Senior CPD Representative, August 2010 - September 2014 San José Redevelopment Agency, San José, January – May 2011 – Four-month developmental assignment. California Energy Commission, Chief Counsel Office, Sacramento, CA, Legal Intern, January - May 2010 City of San José, Dept. of Parks, Recreation and Neighborhood Services, San José, CA, Recreation Aide/Leader, 1998 - 2010 Franklin McKinley School District, San José, CA, Behavior Therapist, 2004 — 2009

English

Languages Spoken

Special Awards or Recognitions Received

Toastmasters: Advanced Communicator Bronze Award - 2017 Advanced Leader Bronze Award - 2015 Competent Communicator Award - 2014 Competent Leader Award - 2013

Please state why you want to become a member of this Board or Commission including specific objectives which you would work toward as a member. If you are applying for the Board of Fair Campaign and Political Practices, please indicate any familiarity or experience you may have with campaign laws.

As a San Jose resident and native, I take pride in the City and value the services provided by the City and its employees. I understand the value that City employees provide as well as the importance of accountability for those positions. As a child, I benefitted from the City's programs, including fond memories of City parks, such as the Rose Garden, Lake Cunningham, Alum Rock, and Happy Hollow, many visits to my neighborhood library, and participation in City-run recreation programs, particularly the Willow Glen Children's Theatre. My first job was working for the City as a Recreation Aide, and I continued my part-time employment with the City as a Recreation Leader throughout college and law school. My employment with the City prompted me to develop a strong commitment to public service and to value civil servants, as well as to appreciate the limited resources of government, and the duty of government employees to be accountable in their actions. I see the Civil Service Commission as an opportunity for me to apply my skills and expertise in a way that serves my City and community. I value the work of the Commission as an entity that oversees procedures and protections for Civil Servants and holds the City and its employees accountable to the laws and their labor-management agreements. As a member of the Civil Service Commission, I would work toward an objective and fair-minded application of the relevant rules and laws in order to promote the efficiency of the government.

Please state any other information which you feel would be useful in reviewing your application

I have attached a resume, which includes additional information. I am an experienced attorney, practicing primarily in the area of Labor and Personnel. I also have training and experience in mediation.

Do you own property in the City of San José?

Yes No

If yes, please list the addresses here.

[REDACTED]

Do you rent property in the City of San José?

Yes No

If yes, is it a month-to-month lease?

Yes No

State and local law require that you abstain from participation in decisions that may affect your financial interests, including sources of income, interest in real property, personal finances or investments. In addition, if appointed, you may be required to fill out a disclosure statement which identifies certain of your financial interest beginning with the immediate twelve-month period prior to your appointment. Please review the scopr of your board/commission in Municipal Code Chapter 2.08. Based on your best judgment, does this Board or Commission make decisions that may affect sources of income, interests in real property, personal finances or investments of you or your spouse?

Yes No

If yes, please explain. Please identify any organizations, associations, corporations, or entities by which you are employed or associated that might be affected by decisions of this Board or Commission, and the positions you hold in these entities.

Question applies to multiple boards

If appointed, you will be required to fill out a disclosure statement, which identifies certain of your financial interests beginning with the immediate twelve-month period prior to your appointment and annually on or before April 1 of each year thereafter. Please confirm that you have read Fair Political Practices Commission (FPPC) Form 700 Reference Pamphlet and agree to file required FPPC Form 700 Statements of Economic Interest, as required by current City Council Conflict of Interest resolution.

Yes No

Question applies to multiple boards

Have you ever been required to file a Statement of Economic Interest (Form 700) and failed to do so?

Yes No

Question applies to multiple boards

If yes, please explain in complete detail.

Question applies to multiple boards

Please confirm that you have reviewed and agree to comply with the San Jose Municipal Code Chapter 12.08 (Prohibition of Gifts), City of San Jose Ethics Policy (City Policy Manual 1.2.1), and City of San Jose Gift Policy (City Policy Manual 1.2.2).

Yes No

Practice of Public Policy, Stanford University

Reference 1 Name

Reference 1 Address

[REDACTED]

Reference 1 Phone

Gabriel Rodriguez, Trial Attorney, HUD

Reference 2 Name

[REDACTED]

Reference 2 Address

Supplemental Questions

Question applies to Board of Fair Campaign and Political Practices,Civil Service Commission,Planning Commission

Are you a registered voter in the City of San Jose? (Please note, your voter registration will be independently verified)

Yes No

Question applies to Civil Service Commission,Board of Fair Campaign and Political Practices,Planning Commission

Please provide the name and residential address under which you are registered to vote. If it is the same as listed above, please note see above.

See above

Question applies to Appeals Hearing Board,Civil Service Commission

Are you an attorney licensed to practice law in the State of California? If you are, please provide your California State Bar Association Number:

Yes. CA Bar # 274169

Question applies to Civil Service Commission

If you are applying to the Attorney-at-Law position on the Civil Service Commission, please indicate how long you have been licensed to practice law in the State of California. Note, you must have been licensed at least five years to be considered eligible for the position. If this question does not apply to you, select 'n/a'.

5+ years

Have you ever attended a meeting of the Commission(s) to which you are applying?

Yes No

Would you be available to attend meetings at the scheduled time?

Yes No

Please describe your experience in serving on a Commission or Board.

I founded a Toastmasters club within my office in 2012, and served as the President of the club from June 2012 - May 2013, and January 2014 - June 2014. I also served as Vice President of Education for the club from June 2014 - December 2014. As President, I managed the Executive Committee, set agendas and ran officer meetings, and oversaw club business and goals. As a club officer, I helped guide the club to achieve "Select Distinguished Club" status in 2013, 2014, and 2015. I have also served in an advisory capacity to the Friends of the Willow Glen Children's Theatre. While never formally holding a position on the Board, I assisted this group of parent volunteers in forming a non-profit corporation to support this program, which is run through the City of San Jose Parks, Recreation, and Neighborhood Services. I attended Board meetings and reported on requirements for non-profit status, and updated the Board throughout the process of applying for and obtaining non-profit status. I also assisted the group in fundraising activities, and developing policies for a scholarship program run by the Friends of the Willow Glen Children's Theatre, which offers financial assistance to program participants.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, training, knowledge and/or skills which qualify you for appointment to the selected commission(s).

In my position as a Trial Attorney with the U.S. Department of Housing and Urban Development, I defend the Agency in Equal Employment Opportunity (EEO) Complaints, representing the Agency in all phases of discovery and hearing. I provide training to supervisors on employment and labor topics, including best practices in communication, best practices in hiring, FMLA legal obligations, EEO Laws and Processes, and Reasonable Accommodations. I have assisted management in labor disputes and in the negotiation and development of a region-wide collective bargaining agreement. I work in partnership with HR staff to administer and review employee disciplinary actions. I represent the Agency in labor matters before various administrative bodies, and in arbitration. In my position with CSz San Jose, I assisted in the development of a Code of Conduct and Grievance Reporting Procedure. I serve on the Conduct Committee, which handles complaints from CSz employees or community members, assisting to create an environment that promotes diversity and inclusion, free from discrimination.

What is your understanding of the purpose of the Commission?

As I understand it the Commission has two main purposes: (1) to review and make recommendations to the City Council on civil service rules, and (2) to hear appeals from City employees on certain personnel decisions. As such, the Commission plays an important role within the City of San Jose in ensuring that employment policies and practices are nondiscriminatory and administered in accordance with laws and regulations.

Please list three issues facing the City that you feel the Commission should address.

One major issue that we all are facing is a lack of confidence in our governmental institutions. There is a further issue of concerns that past strides toward equal opportunities and nondiscrimination have been erased, and that discriminatory views and actions are accepted without consequences. This is a concern in the private sector as well as the public sector. As the Capital of Silicon Valley, and a community that celebrates diversity, the City of San Jose is particularly well-suited to be a lodestar for doing what is right, treating employees and all people with dignity and equality, regardless of their protected classes. The Civil Service Commission plays an important role in reviewing both the City's policies, as well as its actions to ensure that the City lives up to the high standards expected by the residents, and protecting the rights of City employees. Another related issue is an aging workforce and increasing obligations of employers to accommodate employees with health issues under the FMLA and ADA. Sometimes perceived employment performance problems are actually related to a medical issue, and as an employer, the City must be mindful of employees' rights to take leave or request reasonable accommodations when the employee is dealing with a serious medical condition or disability that is affecting his/her performance in the workforce. The Commission should be mindful of these protections for employees and be aware of the potential liability for the City if these laws are ignored or misapplied. Although employees with a disability do not and should not receive a "free pass" for all performance problems, as an attorney practicing labor and employment law, I have seen in my experience, particularly as it relates to leave and attendance issues, that very often a supervisor or manager has not been properly trained in FMLA and ADA obligations, particularly as it relates to recognizing requests for reasonable accommodation. Finally, one issue that I think the Commission is particularly well positioned to address is employee morale and trust between management and the employees. As an experienced mediator, I have found that so often conflict is the result of a breakdown in communication. As a labor and employment attorney, I have seen that lack of transparency from management can also be a contributing factor to discrimination complaints, and that lack of communication regarding decision making can lead employees to believe that discriminatory motives are at play. I believe that the Civil Service Commission has a role to play in increasing the communication between management and the employees when providing employees an opportunity to have their grievances heard by an impartial body.

Question applies to multiple boards

Do you meet the requirements for appointment to this commission?

Yes No

I would like to say . . .

(Optional) Please upload a resume.

Retirement Board Questions Only

Verification

By checking the box below, you agree with the following statement.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted.

I Agree *

Profile

Michael

First Name

Wilcoxen

Last Name

[Redacted]

Email Address

Which Boards would you like to apply for?

Civil Service Commission: Appointed

Are you a resident of San Jose?

Yes No

Length of Residency

6 or more years

What district do you live in? To verify, please click here: <https://eservices.sccgov.org/rov/?tab=dt> *

District 3

[Redacted]

Street Address

Suite or Apt

san jose

City

CA

State

95112

Postal Code

[Redacted]

Primary Phone

Home:

Alternate Phone

ComedySportz San Jose

Employer

Performer

Job Title

[Redacted]

Current Employer Address

Cisco Systems

Current Employer of Spouse



Address of Current Employer of Spouse

HR Specialist

Spouse's Job Title

If you or your spouse is retired and receiving a pension, please state source of pension.

Interests & Experiences

High School, College, Professional, Vocational, or Other Schools Attended. Please include Major or Field of Study, Dates Attended, Degree and Date of Degree.

Bachelors degree in English from University of Northern Colorado 1991 Masters Degree in Education from Humboldt State University 2003

List any position or office held in any governmental agency, civic, or charitable organization including the dates

I am currently serving as a Civil Service Commissioner. I have been doing so for the last five years.

English

Languages Spoken

Special Awards or Recognitions Received

Please state why you want to become a member of this Board or Commission including specific objectives which you would work toward as a member. If you are applying for the Board of Fair Campaign and Political Practices, please indicate any familiarity or experience you may have with campaign laws.

I have been serving as a Civil Service Commissioner for the last five years. In that time, I have had the privilege of dealing with numerous cases and I feel that I have done an excellent job. It has been challenging, educational, and very rewarding to participate in this process and I feel that I have brought a freshness and a new perspective to the group. I have attended every meeting and every hearing and I am always punctual and professional. It has been an honor to serve and I hope I have the chance to continue to do so.

Please state any other information which you feel would be useful in reviewing your application

Do you own property in the City of San José?

Yes No

If yes, please list the addresses here.

Do you rent property in the City of San José?

Yes No

If yes, is it a month-to-month lease?

Yes No

State and local law require that you abstain from participation in decisions that may affect your financial interests, including sources of income, interest in real property, personal finances or investments. In addition, if appointed, you may be required to fill out a disclosure statement which indentifies certain of your financial interest beginning with the immediate twelve-month period prior to your appointment. Please review the scopr of your board/commission in Municipal Code Chapter 2.08. Based on your best judgment, does this Board or Commission make decisions that may affect sources of income, interests in real property, personal finances or investments of you or your spouse?

Yes No

If yes, please explain. Please identify any organizations, associations, corporations, or entities by which you are employed or associated that might be affected by decisions of this Board or Commission, and the positions you hold in these entities.

Question applies to multiple boards

If appointed, you will be required to fill out a disclosure statement, which identifies certain of your financial interests beginning with the immediate twelve-month period prior to your appointment and annually on or before April 1 of each year thereafter. Please confirm that you have read Fair Political Practices Commission (FPPC) Form 700 Reference Pamphlet and agree to file required FPPC Form 700 Statements of Economic Interest, as required by current City Council Conflict of Interest resolution.

Yes No

Question applies to multiple boards

Have you ever been required to file a Statement of Economic Interest (Form 700) and failed to do so?

Yes No

Question applies to multiple boards

If yes, please explain in complete detail.

Question applies to multiple boards

Please confirm that you have reviewed and agree to comply with the San Jose Municipal Code Chapter 12.08 (Prohibition of Gifts), City of San Jose Ethics Policy (City Policy Manual 1.2.1), and City of San Jose Gift Policy (City Policy Manual 1.2.2).

Yes No

Megan Hundley

Reference 1 Name

[REDACTED]

Reference 1 Address

[REDACTED]

Reference 1 Phone

Jeff Kramer

Reference 2 Name

[REDACTED]

Reference 2 Address

[REDACTED]

Reference 2 Phone

Supplemental Questions

Question applies to Board of Fair Campaign and Political Practices,Civil Service Commission,Planning Commission

Are you a registered voter in the City of San Jose? (Please note, your voter registration will be independently verified)

Yes No

Question applies to Civil Service Commission,Board of Fair Campaign and Political Practices,Planning Commission

Please provide the name and residential address under which you are registered to vote. If it is the same as listed above, please note see above.

see above

Question applies to Appeals Hearing Board,Civil Service Commission

Are you an attorney licensed to practice law in the State of California? If you are, please provide your California State Bar Association Number:

No

Question applies to Civil Service Commission

If you are applying to the Attorney-at-Law position on the Civil Service Commission, please indicate how long you have been licensed to practice law in the State of California. Note, you must have been licensed at least five years to be considered eligible for the position. If this question does not apply to you, select 'n/a'.

None Selected

Have you ever attended a meeting of the Commission(s) to which you are applying?

Yes No

Would you be available to attend meetings at the scheduled time?

Yes No

Please describe your experience in serving on a Commission or Board.

I am currently serving on this commission. I have attended all meetings and hearings and I have done an excellent job.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, training, knowledge and/or skills which qualify you for appointment to the selected commission(s).

I was a judicial officer at numerous universities over the last 25 years and I have extensive experience and training in judicial process and conducting hearings and investigations.

What is your understanding of the purpose of the Commission?

I believe this commission is responsible for being a impartial arbiter between the city and city employees in the event that there is a complaint filed. Oftentimes these complaints are in reference to disciplinary action due to alleged employee misconduct, but we have also heard cases where employees challenge the content of departmental promotional exams or hiring/promotion practices. The commission hears both sides of a case and determines reasonable outcomes. This can include supporting the position of the city, supporting the position of the complainant, or in many cases determining reasonable outcomes that are somewhere in the middle. I have had the opportunity to experience many cases I genuinely believe that the Commission has done an outstanding job of respecting and supporting the policies, procedures, and decisions of the city while also protecting the rights of the employees.

Please list three issues facing the City that you feel the Commission should address.

Integrity Professionalism Accountability

Question applies to multiple boards

Do you meet the requirements for appointment to this commission?

Yes No

I would like to say . . .

I have very much appreciated the opportunity to serve as a Civil Service Commissioner. I believe I have done a great job and would love the chance to continue to serve. Thank you for the privilege.

(Optional) Please upload a resume.

Retirement Board Questions Only

Verification

By checking the box below, you agree with the following statement.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted.

I Agree *