

# TAMIKA THOMAS

## EDUCATION AND PROFESSIONAL INFORMATION

Member of the California State Bar, License # 289530

**J.D.** - *John F. Kennedy School of Law*

**B.A., English** - *California State University, Hayward*

## PROFESSIONAL PROFILE

**Assistant City Clerk**, Office of the City Clerk 2011- Present  
*City of Oakland, CA*

Serve under the direction of the City Clerk and direct and supervise the day-to-day operations of the Office of the City Clerk including Election Services, Legislative Services, Customer Services, Public Information and Records Custodian. Assist with the preparation and monitoring of the department's annual budget and train, supervise and evaluate assigned personnel. This includes but is not limited to the following:

- Direct the day-to-day operations and administration of the City Clerk's office
- Assist with the development, preparation and monitoring of department budget
- Supervise the coordination of the City Council agenda preparation
- Conduct all city-wide elections
- Process all initiatives petitions including charter amendments, ordinances and recall
- Monitor Compliance with FPPC Filing regulations for campaign finance and Statement of Economic Interest
- Supervise and direct the City's Official notification and advertising or ordinances and other legislation
- Develop policies and procedures for departmental operations; assist in developing short and long range planning for departmental activities
- Research, analyze and prepare reports
- Supervise the preparations and distributing various publications Supervise, train, hire and evaluate professional, and clerical personnel in administrative, personnel, payroll and assigned program functions
- Assist in development and monitoring of performance plans

**Assistant to the Director**, Public Ethics Commission 2007-2011  
*City of Oakland, CA*

Serve under the direction of the department director and responsible for providing highly complex and confidential administrative services to the Public Ethics Commission. Represent the commission in meetings before elected officials, City staff and members of the public. Train and supervise City staff and elected officials. This includes but is not limited to the following:

- Provide highly responsible and complex administrative support to the Commission
- Receive and investigate complaints filed with the Commission as to their appropriateness for hearing or dismissal
- Analyze and compile facts and data for complaint cases including information provided by other City agencies; formulate objective recommendations based on detailed analysis; and interpret rules, laws and regulations pertinent to the investigation
- Identify and research specific questions of law for precedence, related complaints; summarize research in correspondence and memoranda for the Commission
- Write a variety of complex staff reports to the Commission
- Establish and maintain effective community, departmental and interdepartmental communications.
- Assist with the preparation of annual reports regarding staffing, budget, and Commission activities

**Paralegal**, *Lieff, Cabraser, Heimann & Bernstein* 2003-2007  
*San Francisco, CA*

Serve as paralegal in a class action law firm and provide high level of legal research, case preparation, administrative duties including drafting memoranda of law and other correspondence. This includes but is not limited to the following:

- Perform extensive legal research and analysis
- Perform intake interviews and preliminary review of medical and other records
- Draft memoranda of law and client declarations
- Serve as liaison between attorneys, government agencies and other law firms
- Provide other support to attorneys as needed