



## MEMORANDUM

**TO:** HONORABLE MAYOR &  
CITY COUNCIL

**FROM:** Deanna J. Santana

**SUBJECT:** Executive Retirement &  
Interim Appointment

**DATE:** December 3, 2012

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### INFORMATION

This information memo is to inform you that Andrea Gourdine, Director of Human Resources, has notified me of her intent to retire as of December 14, 2012. Andrea has served as Director of Human Resources since 2010. During the course of her leadership, Andrea has led the Department through a series of notable accomplishments that promoted process improvements, efficiency and customer service. A few key examples of her many contributions to the City include championing Employee Relations' ability to bring collective bargaining in-house—saving the City a considerable amount of money, her role as Personnel Director in the collaboration with Employee Relations and Port unions to align the City and Port's personnel systems, and managed the installation of NeoGOV, which has allowed Oakland for the first time to have a reliable on-line application system. In addition, Andrea led efforts improve Employee Benefits financial control systems and streamlined various Department processes to provide better-quality service.

Upon Andrea's departure, Jim Reese will serve as Interim Human Resources Director, in addition to overseeing the Information Technology Department. Jim most recently served as Interim City Manager for the City of Patterson, CA, and prior to that, served as Assistant City Manager for Newark, CA. During his time in Newark, he also led the departments of Community Development Director, Finance, and Information Systems. Prior to his work in Newark, Jim served as the Economic Development Director and Planning and Development Director for the City of Rock Hill, South Carolina. With over 28 years of Executive Level Management experience, I am confident that Jim holds the skills and experience to ensure a smooth transition of leadership while the City undergoes various recruitments for executive positions.

As an essential member of my management team, Andrea will be greatly missed. Please join me in appreciation to Andrea for her many contributions to our City, and in wishing her the best in her retirement.

Respectfully submitted,

/s/

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DEANNA J. SANTANA  
City Administrator