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2021 PEC Commissioner Application

Item #7c - Rapier Application

Public Ethics Commission Application

Contact Information

Name Maria Rapier

Address

Phone

Evening Phone

Email

il.com

Please answer the following questions

Are you an Oakland resident? Yes

Years of residency in Oakland 5

Your City Council District District 4

Do you attest that you already have or will attend a PEC meeting before your final interview with the Commission? Yes

If you said yes to the previous question, please let us know what date you attended or will attend. November 1, 2021

Are you currently employed by the City of Oakland or do you have any direct and substantial financial interest in any work, business, or official action by the City? No

Are you currently or are you planning to run for elective office in Oakland? No

Are you currently or are you planning to endorse, support or oppose an Oakland candidate or ballot measure? No

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Are you currently or are you planning to work on behalf of an Oakland candidate or ballot measure?	No
Are you a registered Oakland lobbyist?	No
Are you required to register as a lobbyist?	No
Do you receive compensation from an Oakland lobbyist?	No
Do you receive gifts from an Oakland lobbyist?	No
How did you hear about this vacancy?	nextdoor app

Supplemental Questions

1. Why do you want to serve on the Public Ethics Commission?	I have previously worked for the National Employment Lawyers Association and oversaw Ethics CLE training for over 2,000 plaintiffs side lawyers. Currently in my role as Program Specialist with the State Bar of California I make confidential and ethical decision making in working with a team. I have been eager to volunteer and act locally while thinking globally. I would love the opportunity to assist the commission.
2. What skills and experience will you bring to the Commission? (Include any governmental experience, activities with civic and business organizations, neighborhood groups, or any other experience that would contribute to your effectiveness as a Commissioner.)	Continuing Legal Education for attorneys, specific ethics training, and elimination of bias training. As an employee of the State Bar of California I have taken numerous ethics trainings and am able to collaborate, analyze and make decisions based on accurate data.
3. What issues, projects, or goals would you like to pursue while serving on the Commission?	I would like to work on any project aimed at ensuring fairness, openness, honesty and integrity in Oakland City government. Areas of expertise include employment law/workers rights, working for people with disabilities, indigenous community and legal malpractice and legal areas entities in general.
4. What do you think are the City's most pressing ethics, campaign finance, or transparency challenges?	Ethics issues such as corruption with building and regulatory inspections, including bribes. Police officers lack of implicit bias training, including real word on the job training and continuing education. Landlord ethical treatments of tenants and lack of adhering to housing conditions. Transparency with licensing, public comments, and general communications with stakeholders and members of the public.

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5. What else would you like the subcommittee to know as your application is considered?

I am a working professional mother of 3 children, two of which attend Oakland Public Schools. I am very comfortable in board settings, and have facilitated groups with many challenges including change theory and through leadership transitions. I have a Masters degree in Nonprofit business management, and earned my undergraduate degree in public policy.

Please provide two references

Reference 1

Name	Teri Chaw
Address	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED].com

Reference 2

Name	Kate Bennett
Address	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED].com

Submit your resume

Upload your resume	[REDACTED]
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Sign and submit application

Signature	[REDACTED]
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Date/Time	Sep 29, 2021
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Maria Rapier
she/her
Program
Specialist
[REDACTED]
[REDACTED] Oakland, CA 94602
[REDACTED]
[REDACTED]ail.com

About

Prepared to thrive in the legal, academic and nonprofit sectors, to grow with innovative, forward thinking, and practical organizations. A passionate and dedicated professional with over 15 years of experience and expertise in office organizational change, data analysis, recruitment, marketing & social media strategies and research.

Experience

- **State Bar of California**

Program Analyst, Office of Admissions/Testing Accommodations
September 2021- present San Francisco, CA

Research information by identifying, locating and extracting relevant data in order to obtain sufficient, valid and reliable data for analysis and decision making purposes. Reviews processes and maintains program transactions, records and other documents; assists in the preparation and maintenance of statistical data, reports, correspondence, special studies, and conducts research. Participates in a variety of complex and detailed programmatic responsibilities involving problem solving. Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to take corrective actions or recommend modification to processes and procedures. Performs research into program and quality control regulations and procedures; prepares reports on findings; identifies problems of non-compliance; recommends corrective action regarding discrepancies. Conducts audits to determine if there are program inconsistencies or non-compliance. Provides input in developing and evaluating program policies and procedures and evaluates and proposes changes concerning the methods of operation.

Program Specialist, Office of Admissions/Testing Accommodations
March 2021 - September 2021 San Francisco, CA

Process medical, educational and historical data for test takers with physical, learning, visual, and other disabilities and neurodivergent. Analyze cases and files of examiners applying for testing accommodations for the California Bar Examination (and affiliated examiners tests). Including processing medical forms, including highly sensitive information. Processing documents and forms from various law schools and other jurisdictions. Coordinate with events, Committees, and legislative developments to ensure that ADA rights are ensured and that the integrity of the exams are consistent with State agency guidelines. High attention to detail, high organizational skills, and team player attitude. Close relationships

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with Council, medical professionals, committee, state and publicly elected officials. Ethics training, CORI training, implicit bias training and remote communications best practices training.

- **National Employment Lawyers Association (NELA)**

Membership Manager & CLE Project Coordinator

October 2018 - present Oakland, CA

Manage data, retention and recruitment for over 2,000 national members of NELA. Participate in communications strategy, strategic planning process, development, and event coordination. Draft and implement annual budgets, draft proposals and coordinate RFP and CLE project management. Coordinate with Executive Board members to assist in growth for the organization. Secure Exhibitors and Sponsors for conventions, seminars, and webinars. Coordinate event logistics and apply for Continuing Legal Education accreditation nationally. Marketing for Continued Legal Education training events, marketing for membership benefits, marketing for brand awareness and writing for social media posts. Work alongside the Development Director in securing grants and researching possible foundations for one-time gifts, marketing with Development for cy pres giving, marketing with Development for planned giving campaigns. Directly supervise Administrative Assistant and hire and assist in recruiting summer/fall interns and key support staff.

- **National Employment Lawyers Association**

Membership Associate

January 2018 - October 2018, Oakland, CA

Working alongside the Executive Director I coordinated all aspects of membership and helped draft a Strategic Planning Process for 2019-2023 - sent daily, weekly and monthly membership renewals and invoices. Managed membership database, coordinated marketing efforts with Communications Consultant and participated in a Change Management retreat. Facilitated hiring and recruitment of Administrative Assistant, hiring Events Coordinator and Summer/Fall Interns. Event planning and coordination for Annual Convention, Spring and Fall Seminars, hotel liaison and logistics lead.

- **Employee Rights Advocacy Institute For Law & Policy**

Research Assistant

March 2016 - March 2017, Oakland, CA

"The Institute" is a 501(c) (3) organization that exists to end Forced Arbitration in the American workplace. As an assistant I worked closely with the Director of Development to secure grants, solicit Foundational giving and market the organization to a wide network consisting of attorneys and the general public. Communication efforts vis a vis Annual Reports, Quarterly Newsletters and campaign letters.

- **Pine Ridge Girls' School**

Consultant

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January - September 2015, Pine Ridge Indian Reservation in South Dakota
(remote)

Working closely with the Executive Director and Board, I organized fundraising strategies for long-term donor commitment. By providing SWOT Analysis and social media strategies for PR growth and communication, Pine Ridge was able to contextualize their needs and strengths. I met bi-weekly with Board Members to discuss strategy and challenges facing the school. Sought available Grants and gifts via social media, and provided outreach for women's giving circles and Corporate Donors.

- **Slate.com**

Social Media Research Assistant

August 2014-August 2015 NY, NY

Content research for 'The Slatest' blog, author of weekly 'Caption Contest' for 'The Browbeat' blog. Produced daily reports of trends on topics in the news and on social media. Maintained reports and participated in monthly editorial meetings.

- **Greater New York Councils, Boy Scouts of America**

Registrar

August 2006-August 2014

Registrar for 49,000 youth and adult members of the Boy Scouts of Greater New York City area. Maintained records and files of past and current members, processed data, reports and dashboards. Ensured compliance and accuracy of records and assisted Directors, CEO and volunteers alike in maintaining records, awards and charitable giving data.

Education

Milano School of Management, at The New School / Master of Science in Nonprofit Management

September 2013 - August 2015, New York City, NY

The New School / Bachelor of Arts

January 2009 - May 2013, New York City, NY

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- Sexual Harassment Prevention For Supervisors Certificate: Creating A Workplace of Respect; Certificate of Completion

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Skills & Training

- Expert Insights on Unconscious Bias
- Overcoming Unconscious Bias in the Workplace
- Understanding Unconscious Bias: Overcoming Your Own Unconscious Biases
- Navigating Micro-Aggressions in the Workplace
- Conflict Resolutions, Effective Team Communication, Handling Team Conflict
- Expert Insights on Ethics
- NELA 2020 Staff Retreat Design Team Member; Susan Mooney, Change Management Consultant

Salesforce, Wordpress, G Suite, QuickBooks, Constant Contact, Higher Logic, iMIS, Word, Excel, Adobe Creative Suite, SPSS, Prezi, Google Docs/Sheets/Calendar CQ5, Slack, Event Planning

Professional Associations &

Awards

Member ACLEA Association for Continuing Legal Education Professionals
Member ASAE The Center for Association Leadership
Charlotte Newscombe Scholarship, Tempe Diablos Scholarship, Dean's Merit Scholarship

References Please contact me for phone numbers and email addresses of my professional references:

- Teri Chaw, Retired Executive Director, National Employment Lawyers Association - Direct Supervisor Reference
- Nareeya Nalivka, Finance Manager, Pacific Institute - Event Management Reference
- Kate Bennett, fmr Program Analyst
State Bar of California
Technical systems reference