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**Application for Appointment to Board, Commission, Committee, Task Force or Position**

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

**Public Records Act**

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

**Form 700 Conflict of Interest Code**

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

**Which Boards would you like to apply for?**

Napa County Veterans Commission: Submitted

**Category of Membership for Which You Are Applying**

Veterans Commission

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**Profile**

John

First Name

Lee

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

American Canyon

City

CA

State

94503

Postal Code

**Which supervisorial district do you reside in? \***

☒ District 5

To find your supervisorial district go to <https://www.countyofnapa.org/2051/Find-my-supervisor-and-district> and enter your address.

Primary Phone

Social Security Administration

Employer

Human Resources Specialist  
(Labor and Employee Relations)

Job Title

Government Administration /  
Employee & Labor Relations

Occupation

## Education/Experience

I have served on a non-profit board of directors while my spouse was stationed in the central valley of California. I am a veteran of the United States Air Force, and a spouse to a Sailor who is preparing to leave the United States Navy. I worked to support active duty servicemembers who were serving the nation for years while my spouse served in the United States Navy.

## Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

Dillon Lee, Sailor, United States Navy

## Resume

[John Lee - Resume.pdf](#)

Upload a Resume

Letter of Recommendation or Supplemental  
Attachments

## Professional or occupational license, date of issue, and expiration including status

## References: Provide names and phone numbers of 3 individuals who are familiar with your background.

Adrienne Clark (██████████); Sam Shuman (██████████) Monique Bloonfield (██████████)

## Community Participation

### Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.

I wish to join the Napa County Veterans Commission because I am passionate about serving our Veteran community. More often times than not, many Veterans are unaware of the vast number of benefits that are available to them. I hope that the Veterans Commission can play a major role in providing Veterans with that relevant information. I also enjoy developing new programs and initiatives to get our community actively involved in supporting the Veteran population. As a Veteran myself, I know how important it is to build a community to support those that served our nation.

### Nature of activity and community location

I served as the Command Ombudsman for my spouse's unit on Travis Air Force Base, CA. I served as Treasurer for a Family Readiness Group for my spouse's unit while we were stationed on Naval Air Station Lemoore, CA.

Other County Board/Commission/Committee on Which You Serve/Have Served

N/A

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

N/A

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### Electronic Signature Agreement

I meet the criteria required to serve in this position.

☒ Yes ☐ No

I declare under penalty of perjury that the foregoing is true and correct.

☒ Yes ☐ No

Please Agree with the Following Statement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I Agree

Electronic Signature (First M. Last)

John Lee

Date

01/23/2024

# JOHN LEE

AMERICAN CANYON, CA 94503

## CONTACT



[REDACTED]



[REDACTED]



[REDACTED]



[REDACTED]

## ABOUT

- Experienced Human Resources Specialist with extensive background in HR Generalist functions. Experienced in benefits, recruitment, retention, resource management and policy development
- Experienced Administrative Services professional with successful track record assuming leadership of project, programs, and initiatives that promoted efficiency, organizational effectiveness, and job satisfaction.

## EDUCATION

### BA Human Resource Management

University of Arizona

Global Campus

2026 (est.)

### High School Diploma with Honors

Benjamin N Cardozo

High School

2006-2010

## SKILLS

### PROFESSIONAL

Time management

Problem solving

Communication

Creativity

Leadership

Quick learner

Leadership

Problem solving

## EXPERIENCE

### HR SPECIALIST (EMPLOYEE AND LABOR RELATIONS)

#### Social Security Administration | Jun 2022 - Present | Full-Time Permanent

Serves as Labor and Employee Relations Specialist for the San Francisco Region of the Social Security Administration. Provides guidance on programs such as conduct, discipline, performance, leave management, dispute and grievance resolution, and labor relations management.

- Provides authoritative labor and employee relations advice to management officials, staff, and other interested parties in connection with the interpretation of laws, rules, regulations, procedures, and guidelines which govern labor and employee relations programs. Serve as principal staff advisor for multiple organizational units.
- Processes full range of disciplinary, adverse actions, grievances, and unemployment compensation matters. Investigates allegations of misconduct, develops evidence, formulates charges, and assists management in determining the appropriate corrective action. Prepares disciplinary and adverse action proposals and decisions.
- Prepare and review documents such as responses to arbitrations and grievances, adverse action notices, performance plans, performance improvement plans, promotion denial and reconsideration notices in support of management.
- Develop, interpret, and update complex labor and employee relations policies and procedures.
- Participate in negotiating labor-management agreements. Develops supplemental agreements with the union.
- Represents SSA before third parties such as MSPB, FLRA, arbitrators, and others on complex issues. Prepares, develops, and presents cases through to conclusion.

# JOHN LEE



[REDACTED]



[REDACTED]



[REDACTED]



[REDACTED]

## INDUSTRY KNOWLEDGE

Program Management

Government Administration

Human Resources

Personnel Management

Compensation & Benefits

Office Software

Records Management

Employee and Labor Relations

Recruitment and Staffing

Manpower

Oracle Database Systems

Talent Management

Taleo

Workday

Time and Attendance Systems

Payroll Processing

Policy Development

Administrative Services

Business Objects

Intranet

Homebase

## MANAGEMENT SERVICES SPECIALIST

### Department of the Army | Jun 2020 - March 2022 | Full-Time Permanent

Serves as Management Services Specialist for the 834th Transportation Battalion. Administers programs that include civilian and military personnel management, manpower, unit and personnel awards, and miscellaneous administrative programs

- Provides administrative guidance to managers and supervisors on civilian and military personnel issues and actions. Serves as a principal advisor to management in areas such as: organizational design, position management, civilian manpower, employee relations, recruitment, military personnel, with independent responsibility for resolving complex and controversial issues. Advise and support over 200+ military and civilian personnel on administrative and personnel actions.
- Administers the organization's recurring reports program. Reviews and recommend organizational structure changes to improve the efficiency and effectiveness of the organization.
- Serves as the organizational defense travel administrator and government travel charge card administrator.
- Serves as the organization's contact for all civilian and military payroll and personnel processing systems.
- Serves as principal advisor to the Commander. Draft and execute Commander's intent through policy memorandums and procedures.
- Develops and implements key personnel and administrative programs

## MANAGER, HUMAN RESOURCES & ADMINISTRATION

### Valley Animal Haven | Apr 2018 - Mar 2020 | Full-Time Permanent

Served as the Manager of Human Resources and Administration for a non-profit animal rescue organization. Administered programs that include human resource policy & program development, personnel actions, position descriptions, organizational administrative and IT functions, community engagement and outreach.

- Plan, direct, and implement organizational human resources policy and procedures. Oversee the development of employee policies and procedures. Develop and implement comprehensive benefits packages for employees.
- Oversee the organization's employee relations program. Coordinate, investigate, and recommend personnel actions for workplace incidents or concerns. Recommend actions to management officials.
- Analyze and recommend manpower changes and position realignment to improve the overall efficiency of organizational performance.
- Write and propose grants to contribute to organizational growth and development -- awarded over \$20K in grant monies
- Develop IT strategy to improve the overall communications efforts of the organization. - Rework organizational webpage, email, hotline, etc.
- Outreach with organizational partners to improve community relations
- Plan, direct, and oversee the organization's general administrative functions to include programs such as: Supply Management, Human Resource Management, Public Affairs, and Special Events

# JOHN LEE



[REDACTED]



[REDACTED]



[REDACTED]



[REDACTED]

## PROFESSIONAL DEVELOPMENT

### CAREER ORIENTED

Intro to Position Classification

Intermediate Position Classification

Advanced Position Classification

HR for Supervisors

Personnel Apprentice Course

Personnel Journeyman Course

Military Personnel Management

Diversity and Inclusion

Equal Employment Opportunity

Business Objects Fundamentals

Training Management Course

Administrative Management Course

Airman Leadership School

Benefits & Compensation Mgmt

Basic Military Training

Financial Management

Defense Travel Administration

Government Travel Card Mgmt

## HUMAN SERVICES OFFICE SUPERVISOR

### County Human Services Agency | Nov 2017 - Feb 2018 | Full-Time Temporary

Served as the Office Supervisor to establish a new division within the Kings County Human Services Agency. Direct and oversee program development. Employed in a temporary capacity while staff transitioned to new location.

- Plan, organize, and review the work of 8 clerical and departmental staff; establishes standards of work performance and sets priorities for workload completion; assists in the development, implementation and revision of administrative procedures
- Coordinates workflow between clerical, professional, investigative, and other staff; participates in the selection, training, and evaluation of subordinate staff; develops and modifies clerical and administrative staff training.
- Maintains records and files; performs a variety of administrative duties for division staff; prepares and supervises the preparation and maintenance of operational and statistical records; prepares and maintains payroll records; allocate resources and assist in budget reconciliation
- Orders and maintains supplies for the division; provides information to employees, departmental management, and the public on matters that involve department operation, rules and procedures.

## BARISTA

### Starbucks Coffee Company | Sep 2016 - Aug 2017 | Part-Time Permanent

Served as Barista for a Corporate Starbucks Location. Provided client and guest services, food preparation, consumer relations, and product demonstrations on a regular basis.

- Provide exemplary customer service for individuals, ensuring highest quality of products and services are provided to all individuals regardless of background
- Ensure customer safety and security through periodic walkthroughs to ensure standards of safety and cleanliness are in compliance with corporate policies
- Provide extensive knowledge on coffees, products, goods and services to customers to ensure that customers feel confident in decision making purchases
- Follow corporate values to make every moment right. Provide expeditious conflict resolution during disputes with customers and other employees. Manage conflict resolution at the lowest level possible prior to involving management.

# JOHN LEE



[REDACTED]



[REDACTED]



[REDACTED]



[REDACTED]

## AWARDS

### PROFESSIONAL

2021

- Performance Award Bonus
- Employee of the Quarter
- Assistant Secretary of the Army's Coin for Excellence
- Commander's Coin for Excellence
- Commanding General's Coin for Excellence
- On-the-Spot Award

2018

- Volunteer of the Year

2013 - 2016

- Airman of the Quarter
- Letter of Appreciation
- Commander's Coin for Excellence
- Large Team of the Year
- National Defense Service Medal
- Global War on Terrorism Service Medal

## RECRUITMENT SPECIALIST

**Premier Health | Jun 2016 - Sep 2016 | Full-Time Temporary**

Served as the Recruitment Specialist for a network of 4 medical centers in the Dayton, Ohio area. Served as primary point of contact to recruit, interview, and place administrative positions within the hospital system.

- Provide recruitment strategy and services for potential applicants for employment into administrative positions at Premier Health and its affiliated hospitals (Miami Valley Hospital, Good Samaritan Hospital, Upper Valley Medical Center, and Atrium Medical Center)
- Interview, screen, and offer employment to ideal candidates to fit the department's needs. Placed administrative positions such as Clerk, Admissions Team Member, Billing, HR Assistant, etc.
- Perform prescreening procedures. Validate credentials, degree conferment, background investigation, reference checks, and verification.
- Perform on-boarding for new employees. Collect and verify documentation verifying eligibility for employment in accordance with federal, state, and Joint Commission Standards.
- Conduct new hire orientation

## UNITED STATES AIR FORCE

**HR Specialist, HR Development | Aug 2015 - Jan 2016 | Full-Time Military**

Served as the HR Program, Policy, and Personnel Development Specialist. Oversee the professional development of Airmen assigned to the Military Human Resources Division. Oversee HR Program Development to ensure compliance with applicable regulations.

- Develop, organize, and implement employee training programs - ensure proper training and professional development of over 30+ employees - enabled 10 employees to ensure continued career progression with adequate training needs met.
- Administer employee policy and program development - coordinated with multiple base agencies and senior management officials to ensure programs are developed and implemented in a timely manner - ensured employee policy development for over 5 different programs.
- Provide administrative services management for the Senior Officer In Charge of the Military HR Division.
- Review and audit personnel programs for efficiency, effectiveness, and compliance. Recommended and implemented key changes to improve the overall efficiency and effectiveness of the organization.,

## JOHN LEE



[REDACTED]



[REDACTED]



[REDACTED]



[REDACTED]

## REFERENCES

### LCDR Thomas House Professional

[REDACTED]

[REDACTED]

### Precious Bernard Professional

[REDACTED]

[REDACTED]

### SGM Nancy Sainz Professional

[REDACTED]

[REDACTED]

### Adrienne Clark Professional

[REDACTED]

[REDACTED]

## UNITED STATES AIR FORCE

### HR Specialist, Benefits & Recruitment | Jun 2014 - Aug 2015 | FT Military

Served as lead HR Specialist for the Benefits and Recruitment Department of the Human Resources Division. Supervise the development of 10 subordinate Airmen. Oversee the execution of military benefits and recruitment programs.

- Manage, certify, and authorize life insurance policies for military service members and their families - certified over \$5M of life insurance entitlements.
- Ensured 100% personnel accountability. Validate and approve 500+ holiday/vacation/leave of absence requests with zero delays.
- Provided customer service, assistance, and support to ensure military members and their families received appropriate entitlements. Recognized for exemplary performance. Enabled \$28B in benefits administration.
- Develop innovative and creative solutions to improve personnel processes and efficiency throughout the department. Reduced man-hours spent on troubleshooting minor issues by 25%. Reduced database errors by 47%.
- Review and validate roughly 2K in employee records. Ensure 100% accuracy of personnel records.
- Provide onboarding services for over 2K newly arrived personnel.
- Mentor, support, and develop over 10 subordinate personnel to ensure career progression and assimilation into the Air Force culture.

### HR Specialist, ER & Classification | Feb 2013 - Jun 2014 | Full-Time Military

Served as the HR Specialist for Employee Relations and Classification. Provided advisory services on all employee relations issues for personnel stationed within the Installation. Review, identify and place personnel in the appropriate career fields. Review careers to ensure compliance with classification guidelines.

- Monitor and update adverse actions on employees. Coordinate with local agencies (base agencies, law enforcement, federal agencies, legal operations, and 33 senior management officials) to ensure data integrity and accountability with 100% compliance. Zero deficiencies found in inspection - recognized for maintaining program integrity.
- Advise and recommend personnel actions for employee relations.
- Quality check and process 400+ military employee performance appraisals. Ensured timely processing of all evaluations - resulted in a 95% on-time rate for processing - surpassed established standard by 10%.
- Tracked and reported accountability for 20k+ personnel. Ensured employee's whereabouts were accounted for at all times. 100% personnel accountability. Coordinate with local law enforcement agencies to ensure timely return of Airmen classified as Absent Without Leave (AWOL), deserter, duty status whereabouts unknown, missing, etc. to military control - recognized by senior management as a best-practice program.
- Organized and maintained employee career classification program (Career Code, Qualifications, Job Series). Processed over 200 employee position assignment actions. Streamlined processes to increase efficiency - reduced database errors by 70%.