



To: Bay Area UASI Approval Authority

From: Craig Dziedzic, General Manager

Date: May 10, 2012

RE: Item #3: General Manager's Report

Recommendations:

No Recommendation.

Action or Discussion Items:

Discussion Only

Discussion/Description:

Management Team Staff Update

Appointment of new Assistant General Manager

On April 27, 2012, Catherine Spaulding was appointed as the Assistant General Manager for the Bay Area UASI Management Team. On April 27, 2012, notification of the appointment was sent to the Approval Authority Members, the Advisory Group, and the Management Team.

Catherine has formerly worked with the San Francisco Controller's Office and has in depth knowledge and experience involving project management/planning, financial analysis/budgeting, quality control, procurement, and contracts.

Catherine is a graduate of Columbia University, New York, NY as well as the Woodrow Wilson School, Princeton University, Princeton, NJ where she earned a master's degree in Public Policy.

Catherine's job functions with this position will include:

- Assisting the General Manger to provide division oversight and leadership to the Bay Area UASI Program;
- Developing, reviewing and implementing plans, protocols, goals, and strategies to Bay Area UASI;



- Managing the implementation of Bay Area regional projects by leading a team of project managers and coordinating efforts and allocation of resources in accordance with grant funding guidelines;
- Supervising, training, assigning, and evaluating the activities of division personnel;
- Working as part of the UASI Management Team in planning, developing, and implementing policies, evaluating and implementing goals, responsibilities, policies and procedures of the division; and
- Serving as the primary point of contact to other City Departments and the Bay Area UASI.

Pending Job Exam Announcements

Based on our collaboration with the San Francisco Department of Human Resources concerning the Exempt Transition Project, civil service job exam announcements for the interoperability regional manager and the UASI Grants Finance Manager/CFO were announced on April 27, 2012. Along with other duties, the interoperability regional manager would oversee the coordination, development, and implementation of Bay Area regional interoperable communication projects. The UASI Grants Finance Manager/CFO will be responsible for the administration and financial management of the Bay Area UASI grants administration unit. May 11, 2012 is the filing deadline for both positions.

Regional Catastrophic Preparedness Grant Project Manager

On or about April 16, 2012, Kathy McKenna, RCPG Project Manager, gave written notice that she no longer desired to continue working for the Bay Area UASI Management Team. On April 16, 2012 a Request for Qualifications (RFQ) was issued seeking a pool of pre-qualified candidates to provide coordination and facilitation of the regional RCPG projects. Responses to the RFQ are due by May 16 with final selections of those to be included in the pool scheduled for May 25, 2012. In the meantime, the Management Team has divided pending projects among the staff. Frances Culp has chaired the RCPG monthly meeting and will be giving an update in Item 8.