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**CITY OF ATLANTA**

Office of the Mayor  
55 Trinity Avenue, SW  
Suite 2400  
Atlanta, Georgia 30303  
404-330-6100

**Shirley Franklin**  
Mayor

**Greg Pridgeon**  
Chief of Staff

**09- C -0475**

February 25, 2009

President Lisa Borders and  
Members of the Atlanta City Council  
City Hall, Suite 2900 South  
68 Mitchell Street, SW  
Atlanta, GA 30303

**RE: Procurement Appeals Hearings Officer**

Dear President Borders and Members of Council:

It is a pleasure for me to appoint **Cassandra Lawson** to serve as a Procurement Appeals Hearing Officer for the City of Atlanta. This appointment is for a term of two (2) years beginning on the date of Council confirmation.

I am confident that Ms. Lawson will serve as a Procurement Appeals Hearings Officer with integrity and dedication.

Sincerely,

Shirley Franklin

# CASSANDRA A. LAWSON

6430 Rockaway Road; Atlanta, Georgia 30349  
(404) 516-2052; E-mail: lawsonesquire@msn.com

## LEGAL EXPERIENCE:

### EMPLOYEE RELATIONS MANAGER

2006 - present  
Atlanta, GA

Georgia Department of Juvenile Justice

- Responsible for management oversight and administration of human resources functions specific to employee relations, including grievances, unlawful discrimination/harassment charges, reasonable accommodation/modified duty designations, terminations, drug testing.
- Provide leadership role in advice and supervision to employees, supervisors, related to, FMLA, leave without pay, payroll, unlawful discrimination, retaliation, sexual harassment complaints, including recommended outcome; correspondence to staff; interpretation of policies, rules, and procedures.
- In the absence of Personnel Director, assume limited duties and responsibilities of Director.
- Serve as highly effective Commissioner's Designee for Review of Adverse Actions, which includes proposed termination actions.
- Consistently provide technical assistance regarding progressive discipline and approve/disapprove management recommendation relating to adverse actions.
- Actively participate and make contribution in senior management policy committee meetings to develop and interpret personnel policies and procedures, on behalf of the Office of Human Resources for legal compliance and HR best practices.
- Responsible for responding to and providing the agency's position statement to EEOC, Georgia Commission on Equal Opportunity (GCEO) charges, including settlement negotiations/documents and final disposition of cases.
- Instrumental in developing, customizing and implementing SharePoint software program for tracking internal complaints/investigations, including website format for unit.
- Expert presenter for statewide training on employment law, bimonthly basis.
- Liaison to State Attorney General's Office for labor and employment law litigation.
- Research Federal and state law, local legislation, providing agency and professional staff with best practices in employment law.
- Responsible for updating Commissioner in area of employment relations on monthly basis.
- Facilitate Mediation and Alternative Dispute Resolution procedures and techniques.
- Introduced to Commissioner and Training Director the need for annual mandatory sexual harassment training and specified diversity training for staff.
- Appointed as team member to Strategic Planning Committee as part of Governor's initiative.

### CHAIR

2004 - present  
Atlanta, GA

Civil Service Board, City of Atlanta

- Appointed by the Mayor to preside as Hearing Officer at administrative hearings for adverse actions, inclusive of terminations.
- Decide case according to burden of proof and standard of proof established by Federal and state laws, rules and regulations.
- Determine credibility of witnesses and maintain appropriate order and decorum in hearing.
- Authority to make determinations on the admissibility and relevancy of testimony and evidence, exhibits and objections thereto.
- Issue final written decision containing findings of fact, conclusion of law.
- Provide leadership role to six Hearing Officers in overseeing administrative and operational functions; scheduling hearings; continuance requests; Board meetings; revisions to City Code.

**ENVIRONMENTAL JUSTICE SPECIALIST**

Georgia Department of Transportation

2001 - 2006

Atlanta, GA

- Lead responsibility for environmental justice (Title VI) investigations involving discriminatory practices.
- Prepared case files, interviewed witnesses, reviewed documentation, organized evidence.
- Demonstrated considerable knowledge of pertinent environmental and employment related Federal laws, rules and regulations.
- Investigated and enforced compliance with regulations for Federally funded programs and activities that result in impacts affecting communities on race, color, national origin, sex, or economic disadvantage.
- Drafted investigation reports, opinion letters, and related documents.
- Managed all phases of investigations; advised management on outcome; provided recommendation to Department; managed conferences, conducted periodic site reviews.
- Completed presentations to Department of Transportation Board.
- Coordinated and worked closely with stakeholder organizations, contractors, trade and business organizations, to facilitate efforts in developing program reports, policy recommendations and standard operating procedures.
- Project Manager for statewide effort to comply with Federal guidelines and develop agency-specific environmental justice and Title VI strategies.
- Assisted with certification process of Disadvantaged Business Enterprise Program.

**FOUNDER**

Lawson and Associates

1998 - 2001

Atlanta, GA

- Provided legal representation to Federal agency employees before EEOC, arbitration panels and other tribunals.
- Prepared and defended to conclusion, by either hearing or settlement, client's cases.
- Interviewed witnesses, propounded and responded to interrogatories, requested production of documents and admissions, took and defended depositions, briefed interlocutory motions, filed requested briefs.
- Drafted legal memoranda, motions, briefs, opinion letters, settlement documents, and related pleadings.
- Managed all phases of trial work, discovery, conferences, and settlement negotiations.
- Accomplished in advising, persuading, and motivating clients in problem-solving techniques.

**LITIGATION ASSOCIATE**

Ronald A. White, P.C.

1994 - 1997

Philadelphia, PA

- Proven and demonstrated ability to litigate Federal and state labor and employment cases arising before U.S. District Courts, EEOC, and arbitration panel.
- Responsibilities included litigation in areas of labor relations, employment discrimination, contracts, premises liability, eminent domain proceedings, and personal injury cases.
- Investigated unfair labor practice charges and wrongful discharge matters.
- Drafted and responded to Temporary Restraining Orders, EEOC, NLRB, and State Human Relations Commission position statements and charges.
- Managed all phases of trial work, discovery, conferences, and settlement negotiations.
- Advised and represented major clients within labor organizations, municipalities, governmental agencies, meetings for nonprofit deals (grant-funded programs).
- Co-counsel on airport condemnation project, widening of runway, real estate negotiations.

- Researched and drafted pleadings, pre-trial and post-trial motions, memoranda of law, and opinion letters to clients.
- Conducted voir dire, served as second chair at trial.
- Prepared and presented jury instructions, evidence and exhibits for trial.
- Extensive knowledge of collective bargaining agreements, Title VII, ADA, ERISA, FLRA.
- Provided criminal defense representation to clients.

**LABOR RELATIONS LAW CLERK**

1993 - 1993

National Football League Management Council (NFL)

New York, NY

- Performed extensive research and writing, involving athlete injuries, for arbitration cases.
- Prepared league's and member club's post-arbitration briefs essential to collective bargaining agreement interpretations, personal injury, and wrongful discharge matters.

**LABOR RELATIONS LAW CLERK**

1992 - 1992

Los Angeles Raiders

Los Angeles, CA

- Involved in all aspects of management labor relations, primarily legal advice affecting athlete injury grievances.
- Researched and summarized Federal and state labor and employment cases.
- Investigated novel legal issues and consulted with player personnel and expert witnesses.

**BUSINESS EXPERIENCE:**

**AUDITOR I, II**

Blue Cross of California

1987 - 1991

Woodland Hills, CA

**EDUCATION:**

**TEMPLE UNIVERSITY SCHOOL OF LAW**

Philadelphia, Pennsylvania

Juris Doctor, 1994

Honors: Law Merit Scholarship; Law Foundation Scholarship

**MORGAN STATE UNIVERSITY**

Baltimore, Maryland

Bachelor of Science, Business Administration

Honors: AICPA Academic Scholarship; Dean's List

**BAR ADMISSIONS and CERTIFICATIONS:**

State Bar of New Jersey; Certified Mediator, State of Georgia Office of Dispute Resolution.

**SIGNIFICANT CASES:**

Powell-Ross v. All Star Radio, Inc., 1995 WL 491291 (E.D.Pa.)

**ACTIVITIES:**

Volunteer, Partnership Against Domestic Violence, December 2008 -  
Board Member, East Atlanta Kids Club, July 2005 – July 2006  
Member, Volunteer Involvement Program (VIP), United Way Metropolitan Atlanta  
Mentor, Atlanta-Adopt-A-School-Program, September 2001 – May 2002

**REFERENCES AVAILABLE UPON REQUEST**