



Taskforce Seats

- Seats One & Two: California Labor Commissioner, or representative, and Co-Chairs of the CCSWG Gender Equity in the Workplace and Employment Subcommittee
Commissioner Julie Su and Commissioner Lauri Damrell
- Seats Three - Six: Four California State Legislators, two from each house of the Legislature and one from each party/or staff representatives
- Seat Seven: Legislative/Women's Caucus Liaison
- Seat Eight: An individual who meets several of the following criteria/backgrounds: works in or represents workers in an industry where wage discrimination is common; a discrimination or employment lawyer with an emphasis on gender equity and with expertise on discrimination against women of color; representatives from women advocacy groups
- Seat Nine: Labor Union representative
- Seat Ten: An individual who meets several of the following criteria/backgrounds: in-house corporate representatives from small, mid-size, or large companies in different sectors (e.g., technology, finance, retail, restaurants/hotels, health care, etc.); representative from in-house employment attorneys or human resources compensation executive
- Seat Eleven: Representative from Employer Association such as the Chamber of Commerce
- Seat Twelve: Professional Women's Consultant
- Seat Thirteen: Employment Law Industry Expert
- Seat Fourteen: Industry Liaison, such as a member of the Bay Area Council
- Seat Fifteen: Chief Diversity Officer (or equivalent), such as a person who works in human resources responsible for diversity
- Seat Sixteen: A person with a background in statistical research, particularly in areas of gender analysis
- Seat Seventeen: Representative from the Department of Fair Employment and Housing
- Seat Eighteen: Federal Government representative/liaison
- Seat Nineteen: A person with a background in industrial-organizational psychology



Goal & Objective	Responsible Entity	Proposed Activities Supporting Goal	Timeline for Completion
Finalize Proposal	Commission staff	Review with Gender in the Workplace and Employment Sub-committee; Discuss with legal counsel; edit based on her recommendations; review final edits with sub-committee	April 1' 2016
Present Proposal to CCSWG Executive Committee for discussion	Commission staff	Prepare copies of taskforce proposal and budget; include in meeting binders; post to website; make copies to be available for the public at meeting	April 11, 2016
Equal Pay Day op-ed/soft launch of taskforce	Commissioners Su and Damrell; Commission staff	Prepare draft; review with sub-committee; make necessary edits; submit to online media	April 12, 2016
Identify Potential Members of the Taskforce	Gender in the Workplace and Employment Sub-committee; Commission staff	Weekly telephonic conferences to discuss taskforce seats and name individuals to fill the criteria of each seat; prepare seek out and consider nominations from organizations, agencies, and groups with subject-matter expertise and/or experience in workplace policy and compensation; reach out to individuals with phone calls and emails	April 15, 2016
Send Written Correspondence with an Invitation and Instructions to Apply to Potential Taskforce Members	Commission staff	Establish firm meeting dates for the months of July, August, and October; Create an application; Compose an informational Invitation for individuals to apply to taskforce, which includes the application and request for statement/CV from applicant, and a commitment to	April 22, 2016



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		attend on the established dates; Publish in the Capitol Morning Report, the Daybook Editor and provide to partners to include in newsletters and e-alerts issued; Create a vetting process	
Nominate Taskforce Members	Commission Staff; Commission Chair; Gender in the Workplace and Employment Sub-committee	Commission Staff to prepare backgrounds and bios of every proposed candidate and include in meeting binders; Provide to Commission Chair to appoint each nominee; Sub-committee members to discuss the candidates and the overall composition of the taskforce	June 15, 2016
Appoint Taskforce Members	Commission Chair	Review bios of selected candidates provided in the meeting binders; discuss taskforce membership and candidate qualifications with Commission staff; Chair to appoint each nominee	June 20, 2016
Announce the creation of the taskforce	Commission staff; Commissioner's Damrell & Su	Prepare and disseminate a press release; post announcement in the Capitol Morning Report; legal publications; business publications; women's advocacy groups publications and newsletters	June 27, 2016
Plan logistics for first convening	Commission staff	Secure a meeting location in Sacramento; create an agenda; prepare a binder with meeting materials; arrange for meals; arrange for travel accommodations	July 1, 2016
Convene first meeting of the taskforce	Gender in the Workplace and Employment Sub-committee; Commission staff	Identify a small working group for the purpose of creating an agenda for a meeting with various different constituents; elect a Chair; create a working calendar	July 22, 2016



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Plan a meeting with constituents/stakeholders	Commission staff	Secure date; select and secure meeting location; draft correspondence; provide document to the public about meeting time, location, and purpose	July 30, 2016
Plan logistics for second convening	Commission staff	Secure a meeting location; create an agenda; prepare a binder with meeting materials; arrange for meals; arrange for travel accommodations	August 1, 2016
Convene second meeting of the taskforce with constituents/stakeholders	Taskforce; Commission staff	Identify different items for the taskforce to discuss and roundtable on; Identify issue-areas based on the constituent meeting and input; create two-person subcommittees	August 19, 2016
Prepare Report to Commission	Commission staff	Update Commission on taskforce progress	Aug. 31, 2016
Plan logistics for third convening	Commission staff	Secure a meeting location; create an agenda; prepare a binder with meeting materials; arrange for meals; arrange for travel accommodations	October 3, 2016
Convene third meeting of the taskforce	Taskforce; Commission staff		October 24, 2016
Prepare Media Advisory on the work of the taskforce	Commission staff		October 25, 2016
Prepare Report to Commission	Commission staff	Update Commission on taskforce progress	Oct. 25, 2016
Convene fourth meeting of the taskforce	Taskforce; Commission staff		
Begin to prepare preliminary Interim Report	Taskforce; Commission staff		Dec.1, 2016



Prepare document on taskforce work	Taskforce; Commission staff		Dec. 15, 2016
Prepare and Issue Media Advisory and taskforce update	Commission staff	Draft advisory marking one year anniversary of SB 358 implementation day which references the document updating on the taskforce work	Jan. 1, 2017
Finalize and Disseminate Interim Report	Taskforce; Commission staff		April, 2017



April 27, 2016

LUPITA CORTEZ ALCALÁ
Commission Chair

ASSEMBLYMEMBER
CRISTINA GARCIA
First Vice-Chair

ASSEMBLYMEMBER
NORA CAMPOS
Second Vice-Chair

LAURI DAMRELL
Member at Large

KAREN NELSON
Member at Large

KAFI BLUMENFIELD
Commissioner

KATIE BUCKLAND
Commissioner

GEENA DAVIS
Commissioner

SENATOR (ret.)
MARTHA ESCUTIA
Commissioner

MARINA ILLICH
Commissioner

SENATOR
HANNAH-BETH
JACKSON
Commissioner

SENATOR CAROL LIU
Commissioner

SENATOR
HOLLY MITCHELL
Commissioner

ASSEMBLYMEMBER
JACQUI IRWIN
Commissioner

JULIE SU
Commissioner

ALISHA WILKINS
Commissioner

OFELIA ALVAREZ-
WILLIS, MD
Commissioner

Nancy Kirshner-
Rodriguez,
Executive Director

Re: Invitation to Apply to the California Pay Equity Task Force

Dear Stakeholder:

The California Commission on the Status of Women and Girls, a non-partisan state agency providing information on issues that affect the lives of women and girls, is launching a statewide, multi-stakeholder Pay Equity Taskforce. The mission of the taskforce is to engage diverse interests and facilitate an ongoing dialogue about pay equity between employees and their advocates, small and large employers, policymakers, legislators, experts in human resources and compensation practices, industrial organizational psychologists, labor economists, social scientists, and legal and other experts in the public and private sectors. The taskforce will provide a forum for engagement and dialogue with diverse interests who have the power to effect change in workplace and compensation policies and practices.

We have included for your consideration an application to apply for membership on the California Pay Equity Task Force. The deadline to apply is May 16, 2016. The taskforce will convene its first meeting in July 2016. The taskforce will convene meetings throughout California, including in San Francisco, Silicon Valley, Orange County, and Los Angeles. The primary meeting location will be in Sacramento. Attendance via teleconference will be accommodated.

Please carefully review the time availability requirements listed on the enclosed application. The taskforce is a volunteer effort; however, the Commission has limited available funding to cover the cost of travel for individuals wishing to apply for this assistance.

We thank you for your interest in this very important issue. If you have any questions or concerns regarding the application process, or the taskforce in general, please contact the CCSWG policy director, Bethany Renfree, at (916) 651-5405 or Bethany.Renfree@women.ca.gov.

Respectfully,

Commissioner Julie Su and Commissioner Lauri Damrell
Co-chairs of the Gender Equity in the Workplace and Employment Subcommittee



California Pay Equity Task Force Member Application

1. Applicant Information:

Name:

First:

Middle:

Last:

Address: Street:

City:

County:

State:

Zip:

Contact Information:

Mobile:

Phone E-mail:

You are an (please check all that apply):

- Employee Rights Expert
- Employment Law Expert, Management Side
- Employment Law Expert, Employee Side
- Human Resources Compensation Executive
- Labor Union Representative
- Representative from Employer Association such as the Chamber of Commerce
- A Chief Diversity Officer
- A person who works in human resources responsible for diversity
- A person with a background in statistical research in the area of gender analysis
- A person with a background in industrial-organizational psychology
- A self-identified individual with an interest in pay equity laws and policy

2. **Please explain your qualifications for and interest in a position on the taskforce and what perspective you will bring:** *(See SB 358, Jackson, Chapter 546, Statutes of 2015: Labor Code Section 1197.5 concerning the Equal Pay Act, and Government Code Chapter 3.1. Sections 8240 - 8250.1 concerning the powers and authority of the Commission on the Status of Women and Girls as well as policy areas under the Commission's purview for the purpose of examining any laws, practices, or conditions concerning or affecting women and girls which impose special limitations or burdens upon them or upon society, or which limit or tend to limit opportunities available to women and girls)*

3. **Please provide your current business or professional address:**

Please leave blank if currently not working.

Professional Title:

Business/Firm/Office:

Business Address:

Street:

City:

County:

State:

Zip:

Contact Information:

Mobile:

Phone:

Email

***Please note for Questions 5, 6, 7, 8, 9 & 10 you may attach a current resume or CV in lieu of completing.**

4. **Professional History.** You may attach curriculum vitae in lieu of completing this section.

Work History 1:

Professional Title:

Business/Firm/Office:

Work History 2:

Professional Title:

Business/Firm/Office:

Work History 3:

Professional Title:

Business/Firm/Office:

**Please attach an additional page if needed to complete this section.*

5. **Please provide your educational history starting with the most recent degree/certificate earned.** You may attach curriculum vitae in lieu of completing this section.

Institution Attended:	Degree/Certificate Earned:

6. **Military Service:** You may attach curriculum vitae in lieu of completing this section.

Yes No

If yes, please complete the following:

Branch:

Rank:

State of Service:

Service Dates: From: To:

7. **Professional Licenses & Certificates:** You may attach curriculum vitae in lieu of completing this section.

Please leave blank if none.

Name:

Received on: Expires on:

8. **Please list all Associations, Organizations, and Societies you are or have been affiliated with.** You may attach curriculum vitae in lieu of completing this section.

Name:
Title:
Membership dates: From: To:
Current Member: Yes

Name:
Title:
Membership dates: From: To:
Current Member: Yes

Name:
Title:
Membership dates: From: To:
Current Member: Yes

Name:
Title:
Membership dates: From: To:
Current Member: Yes

Name:
Title:
Membership dates: From: To:
Current Member: Yes

9. **Volunteer Work.** You may attach curriculum vitae in lieu of completing this section.

Please provide a brief description of your volunteer work, including any past or previous taskforce efforts.

10. **Have you ever been a registered lobbyist or have you lobbied at any level of government?**

If yes, please provide a brief summary of duties and please include dates.

12. **Have you ever been formally disciplined or cited for a breach of ethics or unprofessional conduct by an organization?**

If yes, please explain.

13. **Other.** Please explain.

I hereby submit my name for consideration to serve as a member of a taskforce to the California Commission on the Status of Women and Girls. In doing so, I understand that:

1. Persons serving on the Task Force shall be volunteers and shall serve without per diem.
2. Persons serving on the Task Force are generally expected to cover travel costs; however, financial assistance is available for limited need.
3. The Task Force is subject to all provisions of the Bagley-Keene Open Meeting Act as set forth in Government Code sections 11120-11132.1.

I certify, under penalty of perjury, under the law of the State of California, that the information in this application and any attachments are true and correct.

Signature

Date

All persons interested in an appointment to the California Commission on the Status of Women and Girls Pay Equity Task Force please submit no later than May 16, 2016:

- 1) A completed and signed application
- 2) A current resume/curriculum vitae

**Please submit to: California Commission on the Status of Women and Girls
900 N Street, Suite 390
Sacramento, California 95814
Attention: Subcommittee on Gender Equity in the Workplace and
Employment
Or via email to: Bethany.Renfree@women.ca.gov
(916) 651-5405**

INFORMATION COLLECTION AND ACCESS

The Information Practices Act, Section 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals. Agency name: California Commission on the Status of Women and Girls, 900 N Street, Suite 390, Sacramento, CA 95814; Telephone: (916) 651-5405. The Authority that authorizes the maintenance of the information is the Business and Professions Code and Pub. L. 94-455 (42 U.S.C.A. 405(c) (2)). The principal purpose(s) for which information is to be used is to determine eligibility. Any known or foreseeable interagency or intergovernmental transfer that may be made of the information, when necessary, is to other federal, state, and local agencies. Each individual has the right to review the files or records maintained on them by the agency, except for information exempt from disclosure pursuant to Section 6254 of the Government Code or Section 1798.40 of the Civil Code.