



1 [Nomination of County Veterans Service Officer - Sergeant Dorian J. Carr, United States Air  
2 Force, Retired]

3 **Resolution confirming the nomination of Sergeant Dorian J. Carr, United States Air**  
4 **Force, Retired, as County Veterans Service Officer.**

5  
6 WHEREAS, California Military and Veterans Code, Section 972.1 provides each county  
7 within the state the appointment of a County Veterans Service Officer; and

8 WHEREAS, Administrative Code, Section 5.108.A-1 establishes the County Veterans  
9 Service Officer; and

10 WHEREAS, The City Administrator shall recommend a qualified candidate for County  
11 Veterans Service Officer to be then considered and confirmed by the Board of Supervisors;  
12 and

13 WHEREAS, The Executive Director of the Department of Aging and Adult Services,  
14 whose department is responsible for veteran's affairs, has recommended the nomination of  
15 Sergeant Dorian J. Carr, United States Air Force (USAF), Retired (Ret.), to be County  
16 Veterans Service Officer; and

17 WHEREAS, Sergeant Carr has worked as a Senior Veterans Claims Representative  
18 since 2013 and before working for the City and County of San Francisco he worked in the  
19 County Veterans Service Office for Contra Costa County; and

20 FURTHER RESOLVED, That Sergeant Dorian J. Carr, USAF, Ret., is confirmed and  
21 approved as the County Veterans Service Officer for the City and County of San Francisco.



**MEMORANDUM**

**TO:** Honorable Members of the Rules Committee:  
Supervisor Katy Tang, Chair  
Supervisor Eric Mar, Vice Chair  
Supervisor Malia Cohen

**FROM:** Shireen McSpadden, Executive Director

**DATE:** December 1, 2016

**RE:** **Appointment of County Veterans Service Officer**

Background:

The California Military and Veteran's Code allows (but does not require) counties to appoint a County Veterans Service Officer (CVSO). San Francisco established its CVSO in 1993, as a result of the Veterans' Administration's decision to move its regional office to Oakland. The CVSO assists veterans and eligible spouses and dependents with navigating the VA bureaucracy. It has a staff of five and serves some 1,000 veterans annually.

Subsequent to the CVSO's creation the Mayor and Board of Supervisors created the Department of Aging and Adult Services, combining Public Administrator-Public Guardian, including the CVSO, the Commission on the Aging, Mental Health Conservator, Adult Protective Services and In-Home Supportive Services.

§970 of the California Military and Veteran's Code requires that a CVSO to be a veteran.

The CVSO office is has been managed by Wallace Levin until Mr. Levin's retirement November 30, 2016. Consequently I have asked the Director of Administrative Services, Naomi Kelly, to nominate Dorian Jay Carr, TSgt (Ret.), to be County Veterans Service Officer. The City Administrator makes the nomination as the CVSO office was formerly part of the Administrative Services Department. Sergeant Carr is a current Accredited Veterans Claim Representative in the CVSO and has indicated his desire to advocate for veteran causes within the City as CVSO.

## Dorian J. Carr

### CAREER SUMMARY:

Highly accomplished manager, with a reputation for achieving profitability, productivity, and customer satisfaction using innovative leadership skills and more than 20-years of experience in Human Resources Management, Operations Management and Veterans Claims Representation.

### Areas of Expertise

Veterans Claims Representative, Human Resource Management, Recruiting, Quality Assurance, Contract Management, Training & Development, Environmental Compliance, Conflict Resolution

### PROFESSIONAL EXPERIENCE

#### 2013 - Present Senior Veterans Claims Representative San Francisco, Ca

- Currently serving as a senior veterans claims representative in San Francisco, Ca Veterans Service Office
- Coordinates with city agencies assisting with benefits and housing for San Francisco homeless population
- Member of National Association of County Veteran Service Officers, California Dept of Veterans Affairs
- Possess multiple accreditations with CDVA and American Legion, VFW, MOPH
- Counsels veterans and their dependents on complex Veterans Federal and State benefits
- Advises veterans on available benefits, programs and eligibility requirements and assists with appeals
- Effective Veteran Services Case Manager, managing over 300 veteran claims per month
- Conducts interviews determining eligibility for Pension Programs and Survivor Benefits

#### 2008 - 2013 Office Manager Veteran Service Representative Martinez, Ca

- Currently serving as Branch Office Manager for the Richmond, Ca veterans service office
- 5 years of experience as a Veteran Service Representative serving Contra Costa County
- Member of the National Association of County Veteran Service Officers
- Possess dual state accreditations with CDVA and American Legion
- Counsels veterans and their dependents on complex Federal and State benefits
- Advises veterans on available benefits, programs and eligibility requirements and assists with appeals
- Effective Veteran Services Case Manager, managing over 300 veteran claims per month
- Conducts interviews determining eligibility for Pension Programs and Survivor Benefits
- Coordinates with various governmental agencies for Veteran Outreach Programs
- Proficiently interprets and apply the complex rules and laws in 38 CFR and Veterans Regulations

#### (2002 - 2008) Human Resource Manager/ Recruiter Sacramento, Ca

- Performed services as the Recruiting Service Employment Operations Area Chief for the Air Force's second largest recruiting squadron and entrusted to ensure under-represented minority recruitment production goals align with and job skill placement, and affirmative employment program.
- Identified candidates for open positions - source, recruit, interview, reference, pre-qualify and test.
- Performed personnel needs assessments on difficult to fill Air Force Specialty jobs.
- Assisted in the planning of solutions by advising senior level management on availability of skill requirements and utilizing previously overlooked sources of qualified diverse candidates.
- Sought out new business opportunities to grow the area/market, conducted cold calls and visited client sites
- Worked with Air Force RISS/ HRIS to log and track applicants through recruiting/hiring process
- Worked one-on-one with candidates screening resumes for minimum qualifications and job placement
- Proactively develop and maintain effective working relationships with hiring managers, colleagues, clients, candidates/applicants, administrative staff and others.
- Collaborate with essential school administrators and staff to provide on site recruitment opportunities.
- Placed Exempt and Non Exempt candidates in matched skill set
- Monitors and maintains integrity of assigned requisitions on applicant tracking system to ensure accurate reporting of data and metrics.

(1997-2002)

Quality Assurance Manager

Travis AFB, CA

- Manage Transient Alert and Corrosion Control contract valued at \$6.8 M.
- Monitor and examined contract services in accordance with federal and state regulations.
- Performed Air Worthiness inspections on MD-80, L-1011, 747 and other commercial aircraft contracted for DOD use providing oversight and safety recommendations
- Provided overall technical and managerial oversight to assigned Functional Area Chief
- Maintained productive customer dialogue resulting in Best Maintenance Organization award 2000-2001
- Developed and maintained reliability maintenance tracking database program and processes for 250 units
- Evaluated equipment past performance, implemented training; 50% reduction in operator incidents
- Budget analysis expert; managed multi-million dollar budget (controlled resources & tracked expenditures)
- Supervised twelve Quality Assurance Evaluators, and provided guidance for 140 contractors.
- Perform technical evaluations to determine equipment condition for use by staff
- Enforced standard safety protocols and productive work environment; encouraged safety first.

(1994- 1997)

Environmental Management

Travis AFB, CA

- Managed the Asbestos and Lead based paint program for Travis Air Force Base.
- Inspected over 300 facilities ensuring all lead-based paint/asbestos was removed from construction sites, enforcing contract specifications and environmental regulations.
- Provided professional knowledge of hazardous waste management, abatement and environmental analysis with respect to air quality impacts.
- Served as contact with the regional office of the Environmental Protection Agency (EPA) and Bay Area Air Quality Management District (BAAQMD) on air quality issues and permits with regard to major demolition and construction contracts on Travis AFB.
- Provided technical reviews of environmental documents involving plans, programs, and project designs and provided feedback with regard to Federal, State and local laws.
- Develop and maintained MS Office database program to track building inspections and history of hazardous waste abatement and integrated it with Geographical Information System (GIS) as an environmental layer.
- Negotiated the no cost transportation and ownership of several electric vehicles to be used by base personnel for short trips reducing smog complying with Clean Air Act initiatives.

#### EDUCATION

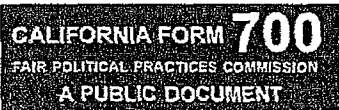
- **Bachelor of Science Degree in Work Education and Training Development**  
Southern Illinois University, Carbondale, IL, Coordinating Externship for completion
- **Associate of Applied Science Degree in Human Resource Management**  
Community College of the Air Force, Travis AFB, CA
- **Associate of Applied Science Degree in Aircraft Maintenance Technologies**  
Community College of the Air Force, Travis AFB, CA
- **Non Commission Officer Leadership Academy**  
Eight Week in residence Leadership and Management Course

#### MANAGEMENT/TRAINING

Professional Selling Skills, Marketing Initiatives, USAF Leadership School, Supervisor Safety Training, Occupational Risk Management, Effective Management Techniques, Public Speaking/Speech, Quality Management, Situational Leadership, Conflict Resolution, Research & Development, Hazardous Materials & Safety Training, Kronos Timekeeping Software, International Hazardous Shipping Declaration Course, OSHA Safety Standards & Procedures, Microsoft Office Access Certification, Conflict Resolution, Elected Worshipful Master of the California Prince Hall Masonic Lodge, Appointed Position as Grand Lodge Officer of California Prince Hall GRAND LODGE

#### AWARDS & DECORATIONS

Three Air Force Commendation Medals, Air Force Achievement Medal, Outstanding Unit Award, Good Conduct Medal, National Defense Ribbon, National Defense



STATEMENT OF ECONOMIC INTERESTS COVER PAGE

Date Initial Filing Received Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE) Carr Dorian Jay

1. Office, Agency, or Court

Agency Name (Do not use acronyms) City & County of San Francisco Division, Board, Department, District, if applicable Your Position San Francisco County Veterans Service Office (HSA) Veterans Service Representative Agency: Human Services Agency Position: County Veterans Service Officer

2. Jurisdiction of Office (Check at least one box)

- State Multi-County City of San Francisco Judge or Court Commissioner (Statewide Jurisdiction) County of Other

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2015, through December 31, 2015. Leaving Office: Date Left (Check one) The period covered is January 1, 2015, through the date of leaving office. Assuming Office: Date assumed Candidate: Election year and office sought, if different than Part 1:

4. Schedule Summary (must complete) Total number of pages including this cover page: Schedules attached Schedule A-1 - Investments - schedule attached Schedule A-2 - Investments - schedule attached Schedule B - Real Property - schedule attached Schedule C - Income, Loans, & Business Positions - schedule attached Schedule D - Income - Gifts - schedule attached Schedule E - Income - Gifts - Travel Payments - schedule attached None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE San Francisco Ca 94102 DAYTIME TELEPHONE NUMBER ( 415 ) 934-4200 E-MAIL ADDRESS Dorian.Carr@SFGOV.ORG

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 12/29/2016 Signature Dorian Carr (File the originally signed statement with your filing official.)



# OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor  
Naomi M. Kelly, City Administrator

December 29, 2016

Angela Calvillo  
Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

RECEIVED  
CITY ADMINISTRATOR  
2016 DEC 30 AM 11:58  
AK

Dear Ms. Calvillo:

Attached please find an original and two black and white copies of a proposed Resolution for the Board of Supervisors approval, for the nomination of a County Veterans Service Officer by the City Administrator, to be approved by the Board of Supervisors. Administrative Code 95-108.A-1 provides for the nomination of a County Veterans Service Officer by the City Administrator, to be approved by the Board of Supervisors. I hereby nominate Sergeant Dorian J. Carr USAF (Ret.) to be the County Veterans Service Officer of the City and County of San Francisco.

The Following is a list of accompanying documents:

- Resolution Nominating Sergeant Dorian J. Carr USAF (Ret.)
- Memo from Shireen McSpadden, Executive Director of the Department of Aging and Adult Services
- Resume for Sargent Dorian J. Carr USAF (Ret.)

If you have any questions, please contact Jack Gallagher (415) 554-6272. Thank you for your consideration.

Sincerely,

Naomi M. Kelly  
City Administrator

CC: Shireen McSpadden

