

Name: Saffo, Gwendolyn

Address: 3432 NW 37th Avenue, Gainesville, 32605

Email: gnvcommunitysaffo@gmail.com

Board Name: Equity Advisory Council

Primary Phone:

(352) 339-3977

Please list any civic and professional accomplishments/honors, training or experience related to this appointment::

Senior Certified Affirmative Action Professional, American Association for Access, Equity & Diversity; Supreme Court of Florida Qualified Arbitrator; Certified Diversity Trainer, C. Cathy Harris, Inc.; Florida Supreme Court Certified Professional County Court Mediator; Equal Opportunity Certification - Cornell University, School of Industrial & Labor Relations; Affirmative Action Certification - Cornell University, School of Industrial & Labor Relations ; Advanced Instructional Techniques (Train-the-Trainer) - Langevin Learning Services; League of Women Voters Alachua County, Vice President; Association of North Central Florida Mediators; The Education Foundation, Board of Directors, Vice President; Florida Sunshine Alumni Chapter-Shaw University, President; National Forum for Black Public Administrators, President – NCFC (2007-2012), current Vice President

Please list any current/previous Advisory Board appointments:

The Alachua County Education Foundation (2017-2023), former Vice President

What Contributions do you feel you could make if you were selected to this board?:

My experience shows that I am skilled as a mediator, investigator, diversity trainer, community organizer, campaign manager, human resources professional and collective bargaining negotiator. Through these experiences, my problem-solving and conflict resolution skills have been enhanced. I have also developed many positive relationships in the organization and the community that will allow me to continue to foster collaborative and diplomatic partnerships.

Please Agree with the following statements:

I understand this application is the property of Alachua County and subject to public records laws. I hereby certify that the statements made on this application are true and correct. I understand that Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees". I understand that some boards and committees require Financial Disclosure (Chapter 112, Florida Statutes) and I am willing to file if required. I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?:

Yes

Employer :

Semi-Retired

Are you currently serving, or have you ever served, on an Alachua County advisory board? :

No

Time of Submission: 09/20/23 4:14:08 PM

Attachments:

- Saffo.Professional.Resume.09.2023.pdf

GWENDOLYN DELORES SAFFO

3432 NW 37th Avenue Gainesville, Florida 32605 • gnvcommunitysafo@gmail.com • (352) 339-3977

A highly committed, loyal, forward-thinking, innovative and results and customer service oriented individual.

Focused on achieving exceptional results with a wealth of experience and knowledge.

An accessible and sensitive person who is responsive to the needs of customers while maintaining the credibility and integrity of the agency through neutrality of actions.

EDUCATION

University of Florida, Gainesville, FL <i>Master of Arts Degree in Political Science</i>	1983-1984
University of Florida, Gainesville, FL <i>College of Law</i>	1981-1982
Shaw University, Raleigh, NC <i>Bachelor of Arts Degree in Criminal Justice/Public Administration (summa cum laude)</i>	1977-1981

TRAININGS AND CERTIFICATIONS

Senior Certified Affirmative Action Professional, American Association for Access, Equity & Diversity

Supreme Court of Florida Qualified Arbitrator

Certified Diversity Trainer, C. Cathy Harris, Inc.

Certified Professional County Court Mediator - The Supreme Court of Florida

Equal Opportunity Certification - Cornell University, School of Industrial & Labor Relations

Affirmative Action Certification - Cornell University, School of Industrial & Labor Relations

Advanced Instructional Techniques (Train-the-Trainer) - Langevin Learning Services

PROFESSIONAL EXPERIENCE

Affirmative Action Manager & Chief Investigator (Retired) 2015-2019

- Provided leadership and policy guidance in all areas relating to equal opportunity, affirmative action and diversity with and in the absence of the Equal Opportunity Director.
- Reviewed and approved all changes to personnel requisition action forms and current or proposed city employment policies, procedures and guidelines, job descriptions, and purchasing policies and procedures for compliance with equal opportunity laws.
- Responsible for the implementation and administration of the Dismantling Racism Community Initiative and other special community and internal outreach activities.
- Developed, implemented and administered the City's Affirmative Action Plans for both General Government & Gainesville Regional Utilities.
- Worked closely with the Equal Opportunity Director on budgeting, staffing and strategic planning goals of the Office of Equal Opportunity.
- Responsible for reviewing all discrimination final investigative reports prior to submission to the Equal Opportunity Director and the Human Rights Board.
- Conducted independent research as it relates to equal opportunity law and collects information to evaluate employment practices and determine whether there may be systemic discrimination.

INTERIM EQUAL OPPORTUNITY DIRECTOR, City of Gainesville January 2015-October 2015

- Provided leadership and policy guidance to the City Commission for the implementation of a comprehensive equal opportunity and diversity program in areas relating to equal opportunity, affirmative action, minority & small business enterprise, disability programs and diversity initiatives.

- Responsible for the budgeting, staffing and strategic planning goals of the Office of Equal Opportunity.
- Developed training and conducted workshops and strategic initiatives related to diversity and equal opportunity, in employment, housing, public accommodation, fair credit and purchasing.
- Responsible for the preparation and implementation of the city's affirmative action and diversity initiatives.
- Supervised and evaluated staff.

SENIOR EQUAL OPPORTUNITY SPECIALIST, City of Gainesville

2003-2015

- Developed, implemented and administered the City's Affirmative Action plan for both General Government & Gainesville Regional Utilities.
- Responsible for the implementation and administration of the Dismantling Racism Community Initiative and other special community outreach activities.
- Investigated complaints of discrimination and made recommendations.
- Conducted independent research, based on developments in equal opportunity law.
- Supervised and evaluated staff.

PERSONNEL/EMPLOYEE RELATIONS COORDINATOR, School Board of Alachua County **2001-2003**

- Conducted investigations of all employment complaints.
- Member of the collective bargaining negotiation team for career service personnel and advised supervisory staff in progressive discipline matters.
- Supervised and evaluated staff.

CAREER SERVICES SUPERVISOR, School Board of Alachua County

1994-2001

- Assisted in the planning, implementation and evaluation of all personnel functions.
- Screened, interviewed and evaluated applicants' education and experience for job referral, assigned salaries and approved other employee status changes.
- Member of the collective bargaining negotiation team for career service personnel.
- Supervised and evaluated staff.

VOLUNTEER ACTIVITIES & ORGANIZATIONS

VOLUNTEER ACTIVITIES

Take Stock in Children Mentor, The Education Foundation; Guardian Ad Litem, Gainesville, Alachua County, FL; Big Brothers/Big Sisters of Greater Gainesville; Volunteer Coordinator for Phyllis Kotey for Alachua County Judge candidacy; Political Awareness & Involvement Chair (Social Action), Delta Sigma Theta Sorority, Inc. GAC; Campaign Manager for Meshon Rawls, for Alachua County Court Judge candidacy.

ORGANIZATIONS

League of Women Voters Alachua County, Vice President; Association of North Central Florida Mediators; The Education Foundation, Board of Directors, Vice President; National Diversity Council, Florida Affiliate; Society for Human Resources Management; American Association for Access, Equity & Diversity; National Alumni Association of Shaw University, Southeastern Regional Vice-President; Florida Sunshine Alumni Chapter-Shaw University, President; Delta Sigma Theta Sorority, Inc. Gainesville Alumnae Chapter, President (2001-2005; 2007-2011); Focus On Leadership; Leadership Gainesville XX; National Forum for Black Public Administrators, President – NCFC (2007-2012), current Vice President; The Visionaires, Inc.; Mount Carmel Missionary Baptist Church, Usher
