



BOARD OF SUPERVISORS

# COUNTY OF SANTA CRUZ

GOVERNMENTAL CENTER

701 OCEAN STREET SANTA CRUZ, CALIFORNIA 95060-4069  
(408) 454-2200 ATSS 564.2200 FAX (408) 454.3262 TDD (408) 454-2123

JANET K. BEAUTZ  
FIRST DISTRICT

WALTER J. SYMONS  
SECOND DISTRICT

MARDI WORMHOUDT  
THIRD DISTRICT

RAY BELGARD  
FOURTH DISTRICT

JEFF ALMQUIST  
FIFTH DISTRICT

AGENDA: 4/14/98

April 7, 1998

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

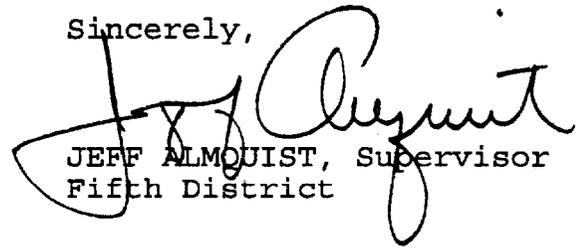
RE: AT-LARGE APPOINTMENT TO PRIVATE INDUSTRY COUNCIL

Dear Members of the Board:

I recommend the appointment of the following person to the Private Industry Council, as an at-large representative of private industry, in accordance with County Code Chapter 2.108, Section 30, for a term to expire June 30, 2001:

Don Masik  
1314 Orchard Drive  
Santa Cruz, CA 95060  
427-1075 (H)  
429-4636 (B)

Sincerely,



JEFF ALMQUIST, Supervisor  
Fifth District

JA:ted

cc: Don Masik  
Private Industry Council

08585A5

APPLICATION FOR APPOINTMENT TO THE SANTA CRUZ COUNTY.  
PRIVATE INDUSTRY COUNCIL  
FOR  
JOB TRAINING PARTNERSHIP ACT

INSTRUCTIONS

If you are interested in serving on this council please complete the following application and supplement and return to the Private Industry Council Secretary, 1040 Emeline Avenue, Santa Cruz, California 95060.

Thank you for your interest in County Government.

Name DON MASIK

Address 1314 ORCHARD DRIVE  
SANTA CRUZ, CA 95060

Phone (Home) 408 427-1075

(Business) 408 429-4636

Supervisory District 5<sup>th</sup> District

Length of Residence in Area 12+ years

PREVIOUS COMMISSION OR COMMITTEE SERVED (Please specify)

<u>Advisory Body</u>	<u>Term</u>
<u>Project HHSO - Board of Directors</u>	<u>3 yrs</u>
<u>CA Gov Committee - Employment of Disabled</u>	<u>2 yrs</u>
<u>Santa Cruz County Committee Emp of Disabled</u>	<u>2 yrs</u>

} See attached forms info.

EDUCATION

<u>Institution</u>	<u>Major</u>	<u>Degree</u>	<u>Year</u>
<u>U.C. @ DAVIS</u>	<u>Bio Sci</u>	<u>BS</u>	<u>6/72</u>
<u>SAN JOSE STATE U</u>	<u>ADMIN (REC/PARK)</u>	<u>MS</u>	<u>1/74</u>
<u>ICPM - JAMES MADISON U.</u>	<u>Mgmt</u>	<u>CM</u>	<u>5/91</u>

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WORK/VOLUNTEER EXPERIENCE

<u>Organization</u>	<u>address</u>	<u>Position</u>	<u>Year</u>
Silicon Systems	2300 Delaware Ave SANTACRUZ, CA	Mgr. HR	3/97-date

See attached Resume for Work Experience

See attached Resume Abstract, Leadership for Volunteer Experience

STATEMENT OF QUALIFICATIONS

Please attach a brief statement indicating why you are interested in serving on the advisory body in question and why you are qualified for the appointment.

CERTIFICATION

I certify that the information on this application and supplement is true and correct, and I authorize the verification of the information in the application in the event I am a finalist for the appointment,

Don Mark  
Signature

3/17/98  
Date

For Private Sector Representatives Only:

Single Slate Nominee of local Santa Cruz County general business organization

Santa Cruz Chamber of Commerce  
Nominating Organization

Michael Schmidt  
Authorizing Signature

3-30-98  
Date

... COUNCIL APPLICATION SUPPLEMENT ~~224~~

Name: DON MASIK

Date: 3/16/98 470

Please provide the information requested below as it relates to the category of the Private Industry Council (PIC) nomination you are seeking.

Private Industry Council areas for nominations - Please check one box:

- 1.  Education
  - Secondary Education } Circle One
  - Post-Secondary Education . }
- 2.  Public Service Employment
  - {Employment Development, EDD}
- 3.  Vocational Rehabilitation
- 4.  Organized Labor
- 5.  Community Based Organization
- 6.  Economic Development Agency
- 7.  Public Assistance Agency
- 8.  Business (Private Sector/Non-Governmental)

If you checked box 1 through 7, please complete the following:

9. Name of organization which nominated you. This organization may also be your employer,

Santa Cruz Chamber of Commerce  
Organization Name

10. If you checked box 8, please complete the following:

Silicon Systems, Inc  
Name of Business

- (a) Are you the Chief Executive or Owner Yes \_\_\_ No
- (b) Are you the Chief Operating Officer Yes \_\_\_ No
- (c) Do you have substantial management or policy responsibility Yes  No \_\_\_

(If you answered no to a, b, and c your application cannot be considered by the Board of Supervisors)

(d) Number of employees at the Santa Cruz County facility 660

(e) Is the business minority owned or operated Yes,, No

(f) Please check the box indicating which Chamber of Commerce is nominating you:

- Aptos  Capitola
- San Lorenzo Valley  Santa Cruz
- Scotts Valley  Soquel
- Watsonville

Donald J. Masik  
13 14 Orchard Drive  
Santa Cruz, CA 95060-1 322  
408 427-1075 (home) 408 429-4636(work)  
Masik@Sprynet.com (home) Don.Masik@SCZ.SSi1 .com (work)

**Resume Abstract**

**Profile:** Human Resources professional with strong corporate and division management experience. Strong management skills, demonstrated motivational leadership and progressive attitude. Technical Human Resources expertise. Proven strengths in employee relations, recruitment strategies, **staffing**, change management, employee development, employee communication programs, regulatory issues and conflict resolution. Considered proactive, forward thinking, participative style of management with excellent closure and detail oriented. Committed (effective) service provider. Integrates short term actions with long term plans.

**Management & Supervisory Experience**

- \* Silicon Systems 12 months as Human Resources Manager
- \* Credence 10 months as Director of Human Resources & Training
- \* Lockheed - IS 4.5 years as Supervisor of Human Resources and Financial Controls
- \* Lockheed - MSD 1.5 years as Senior Specialist for Test Engineering
- \* Lockheed - MSD 3.0 years as HR Specialist for Santa Cruz Test Facility
- \* Global - Saudi 1 .0 years as Manager of HR and Finance
- \* Global- KMR 3.0 years as Supervisor of **HR**, Housing and Recreation

**Leadership Experience**

- \* Executive Advisor to Credence Recreation Committee 1995 - 1996
- \* Lockheed Bay Area Chapter of the National Management Association
  - Advisor to the President 1994 - 1995
  - President 1993 - 1994
  - Senior Vice President 1992 - **1993**, 1990 - 1991
  - Advisor to the President 1991 - 1992
  - Advisor to Santa Cruz Facility Vice President 1987 - 1988
  - Vice President SCF Management Association 1985 - 1986
- \* Board of Director for Project HIRED 1990 - 1993  
A non-profit organization which Helps Industry Recruit Employees with Disabilities
  - Chair of Nominating Committee **1991** - 1992
- \* Board of Director at Santa Cruz County United Way 1985 - 1988
  - Chair of Personnel Committee 1987 - 1988
- \* Advisor to the Santa Cruz County Big Brothers/Big Sisters Agency
  - Selection Committee 1988
  - Personnel Recruitment 1987
- \* California Governor's Committee for Employment of Disabled
  - Chair of Statewide Sub-Committee 1981 - 1982
  - Associate Member 1980 - 1982

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- \* Santa Clara County Committee for Employment of the Handicapped
  - Chair of County Committee 1982
  - Co-Chair of County Committee 1981
  - Vice Chair of County Committee 1980

### **Cross Functional Teams**

Credence	Travel Policy Re-Engineering	1995 - 1996
	Credence Training Council	1996
Lockheed	Information Services Reengineering	1993 - 1994
	Best Practices Study and Implementation	
	Equal Opportunity Programs	1991 - 1993
	EOP of the Future	
	EOP Job Group Restructure	
	HR Task Force Sub Committee	1992 - 1993
	Personnel Actions	
	Management Compensation Restructure	
	Job Posting Structuring	1991
	Redevelop Job Posting Structure	
	HR Developing Teamwork Structure	1992
	Improve Teaming Relationships	

### **Professional Development**

- \* Instructional Activities
  - James Madison University - Institute of Certified Professional Managers
    - Interpersonal Skills for the Manager
    - Administrative Skills for the Manager
    - Personal Skills for the Manager
  - University of California at Santa Cruz - Extension College
    - Introduction to Human Resources
  - Corporate Training
    - Effective Presentations
    - Basic Supervisor and Management Skills
    - Sexual Harassment, ADA, Ethics, Safety and Security Briefings
    - Performance Appraisals, Interviewing, Creative Thinking Skills

### **Policies & Procedures**

- \* Strong working knowledge of California State and Federal Laws and Regulations and of Human Resources Policies and Procedures based on responsibilities at Credence Systems and Lockheed Information Services & Human Resources organizations.

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Profile:

Human Resources professional with strong corporate and division management experience. Strong management skills, demonstrated motivational leadership and progressive attitude. Technical Human Resources expertise. Proven strengths in employee relations, recruitment strategies, staffing, change management, employee development, employee communication programs, regulatory issues and conflict resolution. Considered proactive, forward thinking, participative style of management with excellent closure and detail oriented. Committed (effective) service provider. Integrates short term actions with long term plans.

Professional Experience:

Silicon Systems, Inc (A Texas Instruments Company) ..... 3197 to date  
A wafer design and manufacturing semi-conductor company with 700 employees located in Santa Cruz. California.

Human Resources Manager  
Responsible for the management of Staffing, Benefits and Employee Relations; Organizational Development and Training; Site Security and Administration; and Environmental Health and Safety departments with an objective to lead the company through human resources strategic development and operations.

Advanced Technical Resources 9/96 to 3/97  
An independent service organization providing temporary employment services to Silicon Valley employers.

Contract Recruiter  
Responsible for exempt and non-exempt hiring for local and nationwide sites for an Engineering Services Organization. Expertise in Internet and Resumix databases. Special assignments in recruiter training and concept improvement studies.

Credence Systems Corporation 1995 - 1996  
A 650 employee, \$275 M semiconductor automatic test equipment manufacturer

Director of Human Resources - Corporate Offices - Fremont, California  
Responsible for US operations; **staffing**, employee relations, employee development & corporate issues.  
Developed recruitment campaign which hired 175 technical employees in 6 months  
Initiated employee retention and communications program and reduced annual turnover to 8.5% from 14.7%  
Developed HR strategic plan to team with and guide management into the year 2000  
Lead team to create Credence Training Council to enhance employee skill base development  
Negotiated corporate travel agreements for lodging, cars and travel agency  
Analyzed and updated HR policies and procedures to comply with state and federal law

Lockheed Martin Missiles and Space Company, Inc. 1979 - 1995  
An 11,000 employee, \$5 B high technology defense contractor

Information Systems Senior Staff Specialist - Sunnyvale, California  
1994 to 1995  
Specialized human resources technical support to the vice president and director of Information Services.  
Served on team to re-engineer company wide information services' products and support  
Lead west coast team to design & implement performance and ranking appraisal system  
Lead division team to set Lockheed Martin Best Practices objectives

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Supervisor, Information Services Human Resources & Financial Controls - Sunnyvale, California  
1989 to 1994

Managed IS human resources, administration and financial controls staff in providing employee relations, staffing, affirmative action, compensation, specialized recognition programs, professional and organizational development, safety, facility and manpower planning for division of 1200 employees.

- Lead and motivated Human Resources Team to challenge and surpass on-time/support ratio
- Budgeted and tracked \$242M of controllable and computer equipment expenditures
- Upgraded division to on-line HRIS capability

Lockheed Martin Missiles & Space Company, Inc. (continued)

Human Resources Specialist - Santa Cruz, California  
1985 to 1989

Managed all remote site HR activities to include employee relations, staffing, affirmative action. employee development, labor relations and HR counsel to site management team for this 360 staff location.

- Negotiated Labor Contract for Santa Cruz remote site, served on corporate negotiating team
- Built skills development program for management and manufacturing personnel
- Updated all policies and procedures for remote site location

Human Resources Generalist - Corporate Offices - Sunnyvale, California  
1979 - 1985

Performed diversified duties in the centralized HR offices and completed a two year leadership development program throughout seven divisions of the company.

- Recruited for professional and technical employees
- Lead advertisement campaign for corporation (radio/tv/career fairs and periodicals)
- Created, initiated and motivated managers to hire employees with disabilities
- Completed corporate wide study on pay issues which lead to redefining compensation issues

Global Associates, Incorporated - Oakland. California  
Support services contractor to various international agencies

1974 - 1979

Corporate Offices assignment as Human Resources Specialist reporting to the Vice President of HR (1.5 years)  
Overseas Offices in Saudi Arabia as Manager of Human Resources and Finance (1 year)  
Overseas Offices in Kwajalein Island as Supervisor of Human Resources. Housing and Recreation (3 years)

Professional Development:

Instructional Activities

- University of California at Santa Cruz - Extension College
  - Introduction to Human Resources
- James Madison University - Institute of Certified Professional Managers
  - Interpersonal Skills for the Manager
  - Administrative Skills for the Manager
  - Personal Skills for the Manager
- Corporate Training Classes
  - Conflict Resolution: Leading to a Win/Win Situation
  - Effective Presentations
  - Basic Supervisor and Manager Skills

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Sexual Harassment. ADA. Ethics, Safety and Security Briefings  
Performance Appraisals. Interviewing, Creative Thinking Skills

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Education:

Certified Manager, James Madison University, Institute of Certified Professional Management  
Masters of Science Degree, San Jose State University  
Bachelor of Science Degree, University of California at Davis

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