

LAW OFFICES OF JOHN R. PEGAN, ESQ.
EMPLOYEE RELATIONS, EQUAL OPPORTUNITY & REGULATORY COMPLIANCE &
CONSULTING

California State Bar No. 192612
103 Scott St., Ukiah, CA 95482

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*Investigations, Hearings, Mediation, Arbitration, Negotiations, Human Resources Counseling & Training
Employee & Labor Relations, Regulatory Compliance, Non-Profit, Education & Administrative Law*

John R. Pegan, Esq. – Mediation, Arbitration, Legal Counseling & Training

103 Scott St., Ukiah, CA 95482 707-889-7175 3/1986- PRESENT

Focus on arbitration, mediation and counseling in the areas of academic regulatory compliance, harassment and other investigations and hearings, labor & employment law, human resources, contracts, business and administrative law.

- Advisor to businesses, non-profit organizations, educational services, a career school, a computer R & D company, and an independent movie producer and distributor, on corporate and entity formation, business negotiations, commercial agreements and contracts, computer law, employee & non-compete agreements, collections, intellectual property licensing and distribution, employment law, litigation, discovery, jury and bench trials.
- Lead Negotiator for City of Ukiah with IBEW – drafted & negotiated a consolidated MOU. Advisor to Tribal government on employee relations matters.
- Administrative law including work with K-12 private school licensing and accreditation, real estate boards, zoning, gaming and common carrier commissions.
- Co-owner of a career school and started a business distributing medical supplies to local hospitals.
- Arbitrated and mediated over \$3 million in claims.
- Negotiations in China resulting in business proposals to investors of over \$20 million.
- Drafted a land lease on a multi-billion dollar project in the port of Tanggu in Tianjin, China.
- Helped organize artist exchange, met with a Chief Justice of the People's Supreme Court of China, and the Shanghai Appellate Court regarding intellectual property rights and contracts.

Mendocino-Lake Community College District – Director of Human Resources

MacMillan Hall, 1000 Hensley Creek Rd., Ukiah, CA 95482 4/2014 – 2/28/2015

- Chief Human Resources, Title IX & Equal Opportunity Compliance Officer for the College District, managed a comprehensive Human Resources program including the employment, evaluation, promotion, transfer, termination, and reduction-in-force processes for District personnel; conferred with Superintendent/President, Vice President, senior management and legal counsel regarding personnel issues.
- Coordinated the recruitment and selection of District personnel, including screening committee orientation and monitoring selection procedures for compliance with employment and EEO policies and regulations; conducted new employee orientations.
- Participated in collective bargaining/meet and confer processes; developed labor relations proposals; revised contracts pursuant to agreements; coordinated the grievance process.

- Developed and maintained classification/compensation systems; developed and maintained job descriptions; reclassification committee reviews and salary survey; prepared reports and recommendations for the President, Vice President and Board of Trustees.
- Reviewed legislation, education, labor and government codes, District policies, and procedures related to personnel administration; apprised others of pending or needed changes to current practice; recommended the development of or revision to personnel policies and procedures; designed HR systems and forms.
- Provided advice regarding District personnel practices to supervisors, administrators, and the Board, monitoring for compliance with Board policy, collective bargaining agreements, and applicable laws and regulations; assisted in resolving and monitoring disciplinary actions.
- Supervised the department budget; the District budget for salaries and benefits; employee seniority lists, unemployment and worker's compensation claims, personnel files, minimum qualifications, employment contracts, leave accruals, and payroll.
- Compliance Officer for the Equal Employment Opportunity Plan; in charge of receiving, investigating and processing any discrimination and harassment complaints; coordinates the reasonable accommodation process; chair of the EEO Committee.
- Oversaw a self-funded health benefit program; was chair of the Health Benefit Committee.
- In charge of processing personnel transactions, including Board actions and maintenance of personnel records.
- Served on the Planning and Budgeting Committee; developing goals and objectives, staffing recommendations, and capital outlay needs for Human Resources.
- Responsible for Flex Reporting, Payroll, multiple federal and Chancellor's Office reports.

North Coast Opportunities – Human Resources Director

413 N. State St., Ukiah, CA 95482 (707) 467-3203

9/2007 – 3/2014

- Manage and supervise a 4-person office staff and annual budget. Perform classification, compensation studies; create classifications, continuous improvement practices for supervisors and staff, training, manage benefits, discipline, retirement, termination, hiring, medical and other leaves, ADA and EEO compliance, and all personnel issues.
- Advise Executive Director and Governing Board on labor, employee relations, benefits, retirement and human resource issues, contract interpretation and compliance with grants and OMB as related to HR.
- Advise program directors covering seven northern California counties and diverse services to the communities on grants and legal compliance matters covering human resources, labor and employee relations.
- Draft and maintain personnel policies, practices, procedures and forms.
- Lead staff negotiator during labor negotiations with SEIU 1021 (when they represented Head Start site staff).
- Conduct employee relations for an organization employing over 250 people with annual grants of over \$17.5 million.
- Lecture and train on a variety of required legal topics and supervisory and management skills. Instituted a Training Academy for NCO – with skills training programmed over the next 18 months.
- Advise NCO's grants-funded programs employing over 250 people with over \$17.5 million in grants funding on contracts, federal and state grants compliance and administration related to human resource issues.
- Lecture and train on a variety of legal and human resource topics and supervisory and management skills, including:

- Sexual Harassment Prevention Training for Supervisors & Manager and outside agencies.
- Sexual Harassment Prevention for employees
- Diversity in Interpersonal work relations for NCO and outside agencies.
- Violence in the workplace & dealing with difficult employees or clients
- Train on maintaining working files for supervisors & employees
- Supervision, Coaching & Mentoring
- Professional Development of employees & Continuous Improvement Practices
- Progressive Discipline and duties of supervision and management
- Policies Orientation & individualized instruction for supervisors and managers

Mendocino County Human Resources – Labor Relations Analyst

501 Low Gap Rd., Rm. 1050, Ukiah, CA 95482 (707) 463-4261 8/99 - 11/02

- Lead and team negotiator
 - Lead and team drafter of County policies, consolidated MOU's and a new Employer-Employee Relations Policy.
 - Successfully negotiated memoranda of understanding (MOU) with six bargaining units (including SEIU and law enforcement), and four bargaining units covering 2,500 employees.
 - Successfully completed comprehensive MOU's passed by bargaining units.
- Coordinated employee relations, medical leave, ADA and EEO compliance, wage and hour disputes, MOU grievances and disciplinary appeals, and advised the Civil Service Commission.
- Conducted workplace investigations and recommendations to Departments, including harassment, discrimination and disability.
- Provided training to county employees on labor and employment matters, including MOU updates, changes in ADA, medical leaves, discipline and grievances.
- Drafted job descriptions and was trained in employee classification systems.

Mendocino Community College – Adjunct Instructor

1000 Hensley Creek Rd., Ukiah, CA 95482 (707) 468-3002

- Criminal Law 2006 – 2014
- Administration of Justice 2006 – 2007

Developing Virtue Schools –Teacher, Counselor, Consultant & WASC Accreditation Coordinator

City of 10,000 Buddhas, 2001 Talmage Rd., Ukiah, CA 95482 (707) 468-1138

- Legal Advisor & Consultant 1/2003 - Present
 - Preparation & Review of various school and CTTB handbook provisions and legal documents
- Accreditation Coordinator and assistant coordinator 4/2003 – 9/2005
 - Coordinate with Administration, staff & faculty 18-month long initial WASC visit preparation
 - Prepare with Administration, staff & faculty WASC Accreditation documents and policies for continuous program and teaching improvement
 - Coordinate Accreditation site visit and informational display
 - coordinate informational updates with school educational board and sponsoring organization
- 11th & 12th Grade Honors and AP subject Teacher 9/1997 - Present

- Honors & AP English based on college preparatory and college level primary source materials such as Plato, Sophocles, excerpts from the Bible, the Bhagavad-Gita, Aristotle, Chaucer, Machiavelli, Sun Tsu, Shakespeare, Arthur Miller, Steinbeck, Edward Hall, E.F. Schumacher and others
- U.S. and comparative Government, and Model UN advisor
- Honors World History, U.S. History
- Government

UNIVERSITY OF CALIFORNIA, LOS ANGELES

8/14/97

- Joint UCLA-USC Seminar
 - Lectured on Cross-Cultural Dispute Resolution.

NANKAI UNIVERSITY, TIANJIN, CHINA

8/86-6/87

Taught graduate & undergraduate level law courses in: (1) Comprehensive overview of American law and common law systems, (2) Comparative law, (3) Intellectual property, trademark & copyright law; (4) Legal remedies, (5) Criminal law, (6) Domestic relations and family law, (7) Litigation, court systems and civil and criminal procedures, (8) Dispute resolution systems; (9) International transactional law; and (10) International relations and U.S Diplomatic history.

Inner Mongolia Normal University, Huhehot, China

3/86-7/86

Taught graduate and undergraduate English, American and European literature, writing and composition.

Jason A. Awad & Associates; 4386 So. Eastern Ave., Las Vegas, NV 89119 3/91-1/94

- Supervised staff & and assisted on complex litigation.
- Developed negotiation, litigation and case management skills, handling over 120 active files covering commercial, real estate, personal injury, administrative and common carrier law.

OSHINS, GIBBONS, BERKLEY, SEGAL, BERMAN & WOLFSON; LAS VEGAS, NV

1/90-3/91

- Trained with Mark Gibbons - currently Chief Justice of the Nevada Supreme Court. Managed complex commercial cases, increased project & people management skills, legal analysis, and document drafting & litigation skills.
- Broad experience in employment & labor law, business, telecommunications, franchise, licensing, intellectual property, real estate, collections, & commercial law. Trial, motion & discovery practice.
- Transactional work: Prepared attorney opinion letter for the successful sale of a local cable TV company. Assisted negotiations to extend option to purchase a moth-balled nuclear power plant from Washington Public Power Supply System for option-holder.

EDUCATION:

PEPPERDINE UNIVERSITY, SCHOOL OF LAW; Malibu, CA 90263 (310) 456-4655

- Post-doctorate degree (Master's in Dispute Resolution and Negotiation).

UNIVERSITY OF IDAHO, COLLEGE OF LAW; Moscow, Idaho

- Juris Doctorate

CA Teachers Credentialing Program

- Permanent Teacher's Credential granted 6/04/2006

DOMINICAN UNIVERSITY OF CALIFORNIA; San Rafael, CA (Ukiah Extension Campus)

- CA Teaching Certificate June 2005

SONOMA STATE UNIVERSITY; Rohnert Park, CA

- B.A. - English

INTERNSHIPS:

- **AMERICAN ARBITRATION ASSOCIATION** [AAA]; Los Angeles, California 10/96-1/97
- **NASD, DISPUTE RESOLUTION** [NASDR]; Los Angeles, California 10/96-12/96
- **WHITMAN & ASOTIN COUNTY PROSECUTOR'S OFFICES**; Eastern Washington 6/84-7/85

AWARDS & HONORS:

- Recipient of the CALI Award for Academic Excellence in International Arbitration.
- Recognition from the Idaho Supreme Court for work on revising the Judicial Handbook.
- Pepperdine University School of Law, Straus Institute for Dispute Resolution, Scholar Fellowship

COMMUNITY INVOLVEMENT:

- Past Vice-President of Board of Directors of North Coast Dispute Resolution Services.
- Ran for MCOE Board of Education, Area 6 – At-Large.
- Volunteer - College & financial aid counselor to 11th & 12th grade students, transfer candidates, graduate students –local, national & international.