



The City of South San Francisco

Office of the City Clerk

400 Grand Avenue

South San Francisco, CA 94080

(650) 877-8518 (fax) (650) 829-6641

Application for Boards and Commissions

APPLYING FOR *(more than one may be checked)*

<input type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)	<input type="checkbox"/> Conference Center Authority Business Representative	<input type="checkbox"/> Conference Center Authority Community Representative	<input type="checkbox"/> Conference Center Authority Hotel Representative
<input type="checkbox"/> Cultural Arts Commission	<input type="checkbox"/> Equity and Public Safety Commission	<input type="checkbox"/> Housing Authority	<input type="checkbox"/> Housing Authority Tenant Commission
<input checked="" type="checkbox"/> Library Board	<input type="checkbox"/> Measure W Citizens' Oversight Committee	<input type="checkbox"/> Parking Place Commission	<input type="checkbox"/> Parks & Recreation Commission
<input type="checkbox"/> Personnel Board	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> SSF General Plan 2040 Community Advisory Committee	<input type="checkbox"/> Traffic Safety Commission
<input type="checkbox"/> Youth Commission			

Are you interested in participating in the Citizen's Academy? Yes No

PERSONAL INFORMATION

Marfo, Stephanie

Name (last, first, middle)

[Redacted]

South San Francisco, CA 94080

Address (number, street, and apartment number)

City, State and Zip Code

[Redacted]

[Redacted]

Telephone number

Cell phone/alternative contact number

E-mail address

If you selected more than one Board/Commission/Committee of interest, please rank your preferences here, starting with your first choice.

How many years have you been a resident of South San Francisco? 12

Have you attended any meetings of the commission/board for which you are applying? Yes No

If yes, which one(s)? _____

BPAC

Are you a resident of South San Francisco? Yes No

If no, are you employed in South San Francisco? Yes No

Number of hours employed in South San Francisco: _____

Housing Authority Tenant Commission

Are you a resident of the Housing Authority? Yes No

Youth Commission - (Ages 14 to 22)

If not a resident of South San Francisco, are you a student of SSFUSD? Yes No

Current school: _____

Conference Center Authority Hotel Representative

Which hotel within the City of South San Francisco are you representing? _____

South San Francisco General Plan 2040 Community Advisory Committee

What is your District of Residency? _____

Click [here](#) to locate your District.

Why do you want to be a member of a Board/Commission/Committee? What do you feel you could contribute? _____
I really care about our city and am excited about the opportunity to contribute to our library system.

What qualifies you for this appointment? _____
I'm an avid reader. Have been utilizing the SSF libraries since 2010.

As the HR Director at my company I know there are so many ways we can give back to the community.

What is your vision for growth in South San Francisco? _____

A big part of my job is helping keep employees engaged. I've seen more recent attempts to collect citizen feedback on city items and would love to expand this to libraries as well. Reading is the key to our future and libraries are a gateway!

Are you currently receiving any form of compensation from the City for work performed? Yes No

If yes, please explain: _____

Do you have any relatives serving on Council, Commissions, Boards, and Committees or otherwise employed by the City of South San

Francisco? Yes No If yes, _____

Name Position Relationship

EDUCATION - Please include additional information on separate sheet.

University of San Francisco - Bachelors of Communication

Name and location of college/university/technical or trade school Degrees received

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What community activities are you presently involved in, or have been in the past?

Recently volunteered at Year Up, Vive Church, Food Kitchens, St Anthonys etc. In high school volunteered for the

San Mateo District Student Volunteering committee - organized events for our schools.

MISCELLANEOUS - Please include additional information on separate sheet or attach resume.

Military Service: Dates and branch

WORK EXPERIENCE - Please include additional information on separate sheet or attach resume.

Jan 2022 - Northstar - Director, People & Talent (aka HR Director)

Dates employed Employer Position
Lead the HR and recruiting function

Duties
April 2017 - Jan 2022 - Postmates/Uber - HR Business Partner

Dates employed Employer Position
Multiple roles in the HR function. Last role was supporting our sales organization on people and business strategy. I've worked in HR for 13 years

Duties

I certify that, to the best of my knowledge, all statements in this application are complete and true. I agree and understand that any misstatement of material fact will cause me to forfeit all rights to appointment to a Commission, Board, or Committee with the City of South San Francisco.



Signature

12/19/22

Date

The interest of the City is served best by actual and regular participation by Board and Commission members. Thus, upon the second absence from a regular meeting within any rolling twelve-month period, a member shall receive a written communication from the Mayor requesting that the member respond to the Mayor with an explanation for said absences within one week of the member's receipt of the written communication. The Mayor shall report to the City Council the reasons provided for the member's absences. If the City Council determines that the absences occurred for legitimate reasons, the City Council may excuse both or one of the absences. Members are also encouraged to give advanced notice of their absence from meetings.

Applications are accepted on a continuous basis and will remain valid 1 year from the date of submission. If you are selected to serve on a Board or Commission, you may be required to file an Annual Statement of Economic Interest (FPPC Form 700) and bi-annual Ethics Training (AB1234).

PRINT AND MAIL TO:
CITY OF SOUTH SAN FRANCISCO
Office of the City Clerk
400 Grand Avenue, South San Francisco, CA 94080
For more information, call (650) 877-8518

For official use only	Accepted	Not Accepted	Initials 	Date 12/19/22
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Contact

Stephanie Denton, PHR

HR Director at Northstar
San Francisco, California, United States

Top Skills

Human Resources (HR)
DEI
Coaching

Certifications

LifeLabs Learning Founding
Community Member
SHRM Certified Professional
(SHRM-CP)
Professional in Human Resources
(PHR®)

Honors-Awards

PHR Certified

Summary

Specialities: Diversity, equity and inclusivity (DEI), employee relations, manager coaching, advocating for employees, writing awesome emails, program management, learning experience architecture, spearheading team building workshops, benefits, recruiting, lead generation, cold calling, account management, interviewing candidates for a variety of sales and marketing roles, full sales cycles, scheduling, company health fairs (servicing anywhere from 80 - 400+ employees), on-boarding, off-boarding, cross functional project management, org design, policy-defining, workers compensation, employee engagement, benefits administration and benefits galore, generally making sense out of confusion.

Contact me at: Sdenton21@gmail.com

Experience

Northstar

1 year

People Operations Director
September 2022 - Present (4 months)

HR Operations Lead

January 2022 - September 2022 (9 months)

<https://www.northstarmoney.com/>

Uber

Human Resources Business Partner
March 2021 - January 2022 (11 months)
San Francisco Bay Area

Supported SMB and Enterprise sales team leaders across the US and Canada.

Postmates Inc. (Acquired by Uber)

4 years

Human Resources Business Partner

October 2019 - March 2021 (1 year 6 months)

San Francisco Bay Area

Supported our non-tech managers and employee groups across the US and internationally with a focus on DEI (Diversity, Equity, and Inclusivity). I managed employee exits, employee relations and investigations, program management and rollout, team compensation/job leveling, learning and development, team strategy, and closely coached and worked with leaders across multiple teams and departments. I also enjoyed working on employee engagement and organizational design at Postmates!

Served as a member on our DEI advisory board and also partnered with our L&D team to create learning resources and opportunities for our employees.

Human Resources Generalist

April 2017 - October 2019 (2 years 7 months)

San Francisco Bay Area

Managed our new hire onboarding internationally, ran all benefits programs (US, Canada, Mexico), unemployment insurance, worker's compensation, processed employee changes, managed compliance efforts including but not limited to AB1825, and managed our system updates/implementations/integrations. Occasionally I got to dabble in recruiting (returning to my roots!)

Twitch

People Development Specialist

February 2016 - March 2017 (1 year 2 months)

Responsible for all things People Development at Twitch. I supported hundreds of employees at our offices around the world. I managed our Engineering EDU program and developed and managed Twitch's Manager Foundations classes. I also consulted with SMEs in various departments to develop new education resources, held an officer role on our Twitch Toastmaster team, and overall just endeavored to make life better for people wherever I could.

My job was to make sure that the new hires had an amazing experience and that the employees were equipped with the knowledge and resources that they needed to perform at their very best at Twitch!

KIXEYE

HR Generalist

February 2013 - February 2016 (3 years 1 month)

Joined KIXEYE as an HR Coordinator and was promoted to HR Generalist within a year. As the point person for all of our new hires and current employees my job is to make sure that our employees have an amazing experience! I did all things KIXEYE and supported hundreds of employees across multiple offices.

Responsible for Employee Relations, New Hire On-boarding Orientations, Relocations, Benefits (OE Champion), Compliance, Processing Employee Work Flow Changes (taxes, benefits, promotions, org changes, data changes, etc.), Terminations, Exit interviews, and in charge of managing ongoing Employee Events/parties, Perks, and Programs.

Aegis Media

HR Coordinator

February 2012 - February 2013 (1 year 1 month)

After being promoted from HR Trainee for iProspect to HR Coordinator for Aegis Media, West Coast (spanning 3 offices) my job entailed the following:

Responsible for Employee Relations, New Hire On-boarding, Benefits (OE Champion), Compensation Planning, Recruiting, Compliance, Processing Employee Work Flow Changes, Employee Orientations.

InFlux Partners

Executive Recruiter & Account Manager

July 2009 - January 2012 (2 years 7 months)

Executive Recruiter/Account Manager/Team Lead for 3 people (Recruiting Coordinators and Recruiters) My job was to find awesome candidates for sensational opportunities across North America, get them ramped up and in the chair as soon as possible, and help train newer InFlux members.

I have successfully placed candidates in the following positions: Account Executives (inside and field), Account Managers, Lead Generation, Sales Engineers, Customer Service Managers, and Inside Sales Managers.

These clients came from a variety of industries including: SaaS & Cloud, Internet, Networking/Security, Mobile, Storage, Application Software.

University of San Francisco

Annual Giving and University Representative

August 2006 - May 2009 (2 years 10 months)

- Promoted to Assistant in August 2007, worked 20 hours a week while maintaining a full course load. Familiar with SmartCall and Banner systems.

- Responsible for composing and mailing 25-125 pledge letters on Microsoft Word to alumni per day and as a direct result met and exceeded a fundraising goal of \$700,000 for the University in two years

- Kept track of 52 students' stats/percentages, in charge of producing endorphin inducing artwork in the office, organizing paperwork as given by supervisor. Helped create and organize new system for researching gifts made to the University.

- Created and maintained an archiving system for organizing various fundraising materials.

Annual Giving & University Representative:

August 2006 - May 2008

- Started out as a student caller and raised approximately \$25,000 for the University in three semesters.

- As a Representative, responsible for contacting and maintaining relationships with USF alma matter. Keeping them informed of events, taking note of grievances, as well as asking them to support the school financially included some of responsibilities.

Herrero Contractors

Project Coordinator Assistant/Intern

January 2008 - December 2008 (1 year)

- Worked closely with Project Coordinators to complete tasks as given including mailings, excel data entry, filing, ordering supplies, general office tasks and the archiving of completed construction projects

Education

University of San Francisco

BA, Communications · (2005 - 2009)