

Marina L. Ramirez, Esq.

EDUCATION

UNIVERSITY OF THE DISTRICT OF COLUMBIA, DAVID A. CLARKE SCHOOL OF LAW Washington, D.C. *Juris* Doctor May 2014 Journal: UDC Law Review, Associate Editor

MAGDALEN COLLEGE, UNIVERSITY OF OXFORD Oxford, United Kingdom *Study Abroad Law Student Summer 2012*
Courses: Comparative Media Law and Policy, and English Legal Institution Seminar

UNIVERSITY OF ARIZONA Tucson, Arizona *Bachelor of Arts in Mexican American and Africana Studies May 2009* Honors: Dean's List

SCHOOL OF ORIENTAL AND AFRICANA STUDIES, UNIVERSITY OF LONDON London, United Kingdom *Study Abroad Law Student Fall 2008*

EXPERIENCE

ALVAREZ-GLASMAN & COLVIN City of Industry, California *Senior Attorney June 2021 - present* • Represent school districts, cities, police departments, and special districts with a focus on labor and employment (e.g., human

resources, recruitment/selection/hiring, compliance), governance and leadership, code enforcement, planning and development. • Directly provide legal advise and counsel to City Managers, Police Chiefs, Superintendents, Board members, and other administrators.

• Monitor state and federal laws, regulations, case law, and local government agencies ordinances to ensure compliance of current policies, regulations, and ordinances of public agency clients and/or draft, revise, and update such authority. • Lead clients through applicable legal authorities, including the Education Code, Government Code, California Code of Civil Procedure, California Public Records Act, EERA, FERPA, ADA, IDEA, FEHA, Title IX, Title VII, California Tort Claims Act, Brown Act, California Administrative Procedures Act, a diverse array of school district board policies, administrative regulations and collective bargaining agreements, and other relevant case law and federal and state statutes and regulations. • Proactively oversee and lead internal investigations and process reviews for new policy, regulation, procedure, and special program creation and implementation of various departments in public agencies.

• Draft and review written communication for clients, such as legal memoranda, letters/responses, investigation reports, administrative/dismissal/disciplinary notices, and statement of charges, responses to grievances/complaints, and internal memoranda on district protocol and procedures for school site administrators, and other employment-related documents, policies, and processes.

• Manage external attorneys to provide guidance and ensure alignment with client interests and goals and mitigate litigation.

• Conduct comprehensive legal research and draft legal analysis on an array of public agency issues.

• Prepare and respond to Public Records Act requests.

• Assist and lead management bargaining team with collective bargaining agreement proposals and negotiations with unions. • Serve as legal counsel for civil service commissions including legal advice on discipline appeals and drafting appeal decisions • Serve as legal counsel for planning commissions including legal advice on Brown Act matters, CEQA, Municipal Code. • Train staff on new laws related to personnel and human resources matters including FMLA, leaves of absences, workplace violence. • Lead clients and draft templates regarding Generative Artificial Intelligence systems and policies for the workplace on Gen AI. **LOZANO SMITH Los Angeles, California *Associate Attorney, Co-Leader of Administrative Hearings Practice Area December 2018 – May 2021*** •

Represented water districts, municipalities, school districts, county offices of education and state agencies in various matters, such as labor and employment, governance, charter school relations, water rights, student issues, and more.

• Conducted workplace investigations and prepare investigation reports.

• Drafted and responded to complaints filed with the state and federal agencies.

• Prepared and responded to discovery requests, motions to compel and sanction, and motions for summary judgment.

• Drafted and reviewed hearing outlines, witness testimony questions, and hearing exhibits.

• Attended and appeared in hearings, arbitration, and mediation before CA state agencies.

• Proficient in applicable legal authorities, such as Education Code, Government Code, Code of Civil Procedure, Public Records Act, EERA, FERPA, ADA, IDEA, FEHA, Title IX, Title VII, Tort Claims Act, Brown Act, Administrative Procedures Act, and Water Code a diverse array of school district board policies, administrative regulations and collective bargaining agreements, and other relevant case law and federal and state statutes and regulations.

• Drafted and reviewed written communication for clients, such as legal memoranda, letters/responses, investigation reports, administrative/dismissal/disciplinary notices, and statement of charges, responses to grievances/complaints, and internal memoranda on district protocol and procedures for school site administrators.

• Conducted comprehensive legal research and draft legal analysis on an array of public agency issues. **FAGEN FRIEDMAN &**

FULFROST Riverside, California

Associate Attorney/Law Clerk December 2014 – October 2018 • Represented school districts, county offices of education and state agencies in various matters, such as labor and employment, bargaining and negotiations, governance and leadership, litigation,

- facilities and business, investigations, student services, and implications of marijuana (consumption, possession, public gifts, etc.).
- Proficient in applicable legal authorities, such as Education Code, Government Code, CA Code of Civil Procedure, CA Public Records Act, EERA, FERPA, ADA, IDEA, FEHA, Title IX, Title VII, CA Tort Claims Act, Brown Act, CA Administrative Procedures Act, a diverse array of school district board policies, administrative regulations and collective bargaining agreements, and other relevant case law and federal and state statutes and regulations.
 - Drafted and reviewed written communication for clients, such as legal memoranda, letters/responses, investigation reports, administrative/dismissal/disciplinary notices, and statement of charges, responses to grievances/complaints, and internal memoranda on district protocol and procedures for school site administrators.
 - Conducted comprehensive legal research and drafted legal analysis on an array of public agency issues. • Advised clients on implementation of environment-friendly practices, new federal and state laws and regulations, and federal guidance submitted by various federal agencies.
 - Drafted and argued oral motions before CA state agencies.
 - Drafted opening and closing briefs, opposition briefs, and reply briefs before CA state agencies and CA courts. **CITY OF MORENO VALLEY Moreno Valley, California Legal Analyst – City Attorney’s Office August 2014 – December 2014** • Assisted in preparation of all phases of criminal and civil litigation, mediation, resolution, and pre-conference meetings. • Researched statutory case law, municipal code of neighboring cities, and California regulations and codes to draft memoranda on developing or potential legal issues regarding the City.
 - Drafted recommendations and substantive amendments for municipal code and ordinance modifications. • Reviewed prospective and current contracts with a variety of business entities and recommend subsequent steps with such entities. • Assisted in ensuring all City officials and employees are in compliance with the legal and ethical requirements of City employment. **UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) Washington, D.C. Legal Intern in the immediate Office of the Chair Jacqueline A. Berrien January 2014 – May 2014** • Conducted legal research on federal employment laws such as, but not limited to, the Equal Pay Act, the Age Discrimination in Employment Act, the Pregnancy Discrimination Act, Title II of the Genetic Information Nondiscrimination Act of 2008, and Title VII of the Civil Rights Act of 1964.
 - Prepared legal memoranda that identified significant issues in complex cases before the EEOC Chair and Commissioners and proposed written recommendations for the Chair’s action.
 - Reviewed federal circuit decisions and evidence to provide legal written analysis on federal circuit split issues such as “stray remarks” v. “ageist comments”.
 - Reviewed and analyzed cases before the Commission to assist in drafting subpoena requests.
- SUPERIOR COURT OF THE DISTRICT OF COLUMBIA Washington, D.C. Judicial Intern – Chambers of Honorable Magistrate Judge Rainey Brandt January 2014 – May 2014** • Conducted legal research on D.C. case-law, D.C. Code, D.C. Municipal Regulations on criminal misdemeanor offenses. • Prepared legal memoranda on criminal procedure issues, applicable statutes, and relevant case law raised in individual cases. • Drafted opinions and provided written recommendations for future judicial determinations.
- Analyzed and prepared case files for future trials, mental observation hearings, and probation show cause hearings. **JUVENILE AND SPECIAL EDUCATION LAW CLINIC Washington, D.C. Court Certified Student Attorney August 2013 – December 2013**
 - Completed over 360 hours of clinical work.
 - Proficient in juvenile and special education federal statutes, regulations, and D.C.M.R. for clinical assignments and client cases.
 - Drafted due process complaints, developed and implemented case plans, negotiated dissent decrees, litigated in courtrooms and administrative hearings.
 - Developed client-lawyer relationship skills through weekly client meetings, and provide legal advice and assistance to clients. • Led the Burlington Transition Services Project by meeting with potential stakeholders, researching local small businesses, surveying clients’ interests, and assessing parallel projects.

LEADERSHIP AND ACTIVITIES

EXCELENCIA LATINA | Founding Board Member January 2022 – present MAKING EDUCATION THE ANSWER (META FOUNDATION) | Board Member June 2021 – present AMERICAN BAR ASSOCIATION | Member December 2015 – present CALIFORNIA COUNCIL OF SCHOOL ATTORNEYS | Member December 2015 – present ALPHA KAPPA ALPHA SORORITY, INC. | Member December 2006 – present CONGRESSIONAL HISPANIC CAUCUS INSTITUTE (CHCI) ALUMNI ASSOCIATION | President of Southern California Chapter

August 2009 – present