

Tobias Williams

Deputy City Attorney, Employment and Labor Relations

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📍 Pasadena, CA 91101

STRENGTHS

- 🔧 **Practical legal judgment**
Translated difficult personnel questions into workable options, and leaders gained confidence in next steps during sensitive matters.
- 👂 **Hearing advocacy**
Prepared witnesses and evidence for arbitrations and hearings, and colleagues often sought help with difficult testimony issues.
- 🗣️ **Executive communication**
Turned complex law into concise recommendations for managers and public officials, keeping decisions clear when pressure rose.
- 👥 **Collaborative networks**
Built dependable relationships with agency staff, counsel, and officials, making coordination smoother across active matters.
- 📁 **Case organization**
Managed overlapping deadlines with focused records and issue tracking, giving teams a steadier path through litigation.

SKILLS

Labor and Employment Law

Municipal Law Administrative Law

State Litigation Federal Litigation

Arbitration

Administrative Hearings

Workplace Violence Prevention

Employee Relations

Legal Research and Writing

Fair Employment and Housing Act

Ralph M. Brown Act

California Public Records Act

SUMMARY

California licensed municipal attorney with eight years of public sector experience advising executive management, public officials, and departmental personnel on labor and employment matters. Handles sensitive personnel decisions involving discipline, accommodations, employee relations, **workplace violence prevention**, labor obligations, and governance requirements. Represents public entities in state and federal litigation, arbitrations, administrative hearings, and agency proceedings, with responsibility for strategy, discovery, briefing, witness preparation, evidence analysis, settlement evaluation, and advocacy. Applies the **Fair Employment and Housing Act**, Ralph M. Brown Act, **California Public Records Act**, **Public Employee Relations Board** precedent, administrative law, and labor agreements to practical recommendations. Clear legal writing, sound risk assessment, organized case management, and trusted collaboration support timely decisions across competing priorities.

EXPERIENCE

Senior Deputy Counsel, Labor and Employment

Pacific Gateway Municipal Counsel 📅 July 2023 - Present 📍 Pasadena, CA

Leads public sector labor and employment counseling for operating divisions, senior leaders, and public officials. Oversees sensitive personnel matters, litigation strategy, administrative advocacy, workplace violence prevention guidance, and junior attorney development while translating legal requirements into practical operational decisions.

- Advised operating divisions on discipline, accommodations, **employee relations**, and labor obligations during sensitive personnel decisions.
- Prepared witnesses, briefs, evidence analysis, and arguments for contested personnel matters before administrative forums.
- Shaped discovery, motion strategy, **settlement analysis**, and management communications for state and federal employment litigation.
- Guided leadership through **workplace violence prevention** concerns while preserving procedural fairness and sound **risk assessment**.
- Applied **Ralph M. Brown Act** requirements to meetings involving personnel matters and public sector decision making.
- Clarified **California Public Records Act** obligations for personnel related records and sensitive disclosure requests.
- Mentored junior attorneys through complex matters requiring coordinated deadlines, practical judgment, and trusted professional relationships.

Deputy Counsel, Employment and Administrative Law

Coastal Metro Legal Services 📅 September 2020 - June 2023 📍 Long Beach, CA

Counseled agency managers and executives on employment, labor, and administrative matters while representing a public organization in arbitrations and hearings. Managed disputes from early assessment through resolution, connecting legal analysis with operational needs, disclosure duties, and constructive relationships across agency teams.

- Counseled managers on discipline, leave, performance, **labor relations**, and **Fair Employment and Housing Act** concerns.
- Represented the agency in arbitrations through witness examination, briefing, evidence presentation, and focused hearing strategy.
- Managed employment disputes from early assessment through discovery, witness preparation, settlement analysis, and resolution.
- Applied **Public Employee Relations Board** precedent and labor agreements to bargaining duties and workplace changes.
- Prepared executive memoranda translating complex law into practical options, risk assessments, and **clear recommendations**.
- Guided sensitive **California Public Records Act** responses while balancing disclosure duties with confidentiality protections.

LANGUAGES

English Native

Spanish Beginner

MY CAREER



Senior Deputy Counsel,
Labor and Employment at
Pacific Gateway Municipal
Counsel (3.2 Years)

Deputy Counsel,
Employment and Administrative
Law at Coastal Metro Legal
Services (2.8 Years)

Associate Attorney,
Municipal Litigation at Inland
Public Law Group (1.8 Years)

Law Clerk, Public Agency
Practice at Central Valley
Government Law Center (1.1
Years)

- Built productive relationships with agency managers, opposing counsel, **public officials**, and administrative decision makers.

Associate Attorney, Municipal Litigation

Inland Public Law Group 📅 October 2018 - August 2020 📍 Riverside, CA

Represented public entities in California state and federal civil disputes, supporting municipal clients with litigation strategy, legal research, discovery, motion practice, and **administrative law** analysis. Prepared public officials and agency employees for hearings while coordinating court deadlines and practical case resolution.

- Defended public entities in California state and federal civil disputes using evidence based case strategies.
- Drafted motions, discovery, research memoranda, and settlement evaluations addressing liability and procedural risk.
- Prepared agency employees and **public officials** for depositions through factual chronologies and focused issue analysis.
- Supported discrimination, retaliation, and workplace cases using **Fair Employment and Housing Act** principles.
- Researched **Ralph M. Brown Act**, **California Public Records Act**, and administrative law questions for municipal clients.
- Managed concurrent court deadlines while coordinating with counsel, agency staff, courts, and public stakeholders.
- Strengthened client relationships by translating **litigation** developments into concise decisions and practical next steps.

Law Clerk, Public Agency Practice

Central Valley Government Law Center 📅 August 2017 - September 2018 📍 Fresno, CA

Supported supervising public agency attorneys with employment, administrative, public records, governance, and litigation matters. Organized records, prepared supervised legal memoranda, analyzed meeting materials, and coordinated hearing preparation while building a foundation in **public sector** legal practice.

- Researched **employment**, administrative, public records, and governance issues for supervising public agency **attorneys**.
- Drafted supervised legal memoranda and motion sections supporting precise **legal writing** and issue analysis.
- Organized administrative records and litigation files into chronologies and indexes for hearings and civil cases.
- Reviewed meeting materials and records requests for open meeting and disclosure issues requiring attorney analysis.
- Prepared confidential factual summaries from personnel records and witness materials for employment disputes.
- Coordinated filings and hearing preparation across multiple matters under attorney supervision and competing deadlines.
- Developed professional relationships with agency staff through responsive communication and dependable case support.

PROJECTS

Public Agency Workplace Violence Response Framework 📅 2024

Partnered with agency leaders and personnel teams to shape practical workplace violence response guidance. Shared clear decision paths, preserved procedural fairness, and connected operational concerns with employment law analysis.

Municipal Records and Meeting Compliance Review 📅 2022

Worked with public officials and department staff on meeting and records questions. Converted Brown Act and Public Records Act requirements into usable review steps for sensitive municipal matters.

LEADERSHIP & AWARDS

- Recognized by senior public agency leaders for clear advice on sensitive employment and personnel matters.
- Selected for expanded counsel responsibilities after building trusted relationships across legal, operational, and executive teams.
- Praised by colleagues for calm hearing preparation, practical writing, and reliable support during competing deadlines.

EDUCATION

Juris Doctor

University of California College of the Law, San Francisco   2017  San Francisco, CA
GPA: 0

Coursework: *Labor and Employment Law, Administrative Law, Municipal Law, Civil Litigation*

Bachelor's Degree in Political Science

California State University, Fresno  GPA: 0  2014  Fresno, CA

Coursework: *American Government, Public Policy, Constitutional Law, Political Institutions*

CERTIFICATIONS

- State Bar of California, Active License  2017
- California State Court Admission  2017

TECHNICAL SKILLS

- **Employment Law:** Discipline, accommodations, employee relations
- **Municipal Law:** Ralph M. Brown Act, California Public Records Act, public agency governance
- **Administrative Law:** Administrative hearings, agency advocacy, administrative records
- **Litigation Practice:** State court litigation, federal court litigation, discovery
- **Hearing Advocacy:** Arbitration, witness examination, evidentiary presentation
- **Labor Relations:** Labor agreements, bargaining obligations, Public Employee Relations Board
- **Legal Writing:** Legal memoranda, motion practice, briefing
- **Workplace Matters:** Workplace violence prevention, investigations, personnel decisions
- **Case Strategy:** Risk assessment, settlement analysis, motion strategy
- **Public Sector Counseling:** Executive advice, public official communication, departmental guidance
- **Records Management:** Personnel records, administrative records, factual chronologies
- **Professional Collaboration:** Governmental agencies, opposing counsel, public stakeholders

PROFESSIONAL AFFILIATIONS

- State Bar of California, active member authorized to practice in California state courts.
- Public sector legal community participant focused on municipal employment, labor relations, and administrative advocacy.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST