

PAMELA J. MCCLAIN

EMPLOYMENT EXPERIENCE:

2014 – pres Executive Assistant to Mayor – Director of Office Logistics/Office Administrator Detroit, MI

Responsible for all administrative functions associated with the Mayor’s Residence and the 11th Floor Offices, which include but not limited to: interaction with all city departments, hiring of Administrative personnel, on-boarding of new appointees, process invoicing and payments for all vendor invoicing and supply requests, initiate contracts for Mayor’s Residence, process travel requests, perform purchase card administration, event planning and special projects such as designing the keys to the city, or as assigned by the Mayor and Chief of Staff. Also, assist with year-end closing and budget preparation with the Deputy COO, and special equipment acquisitions. Annual processing of over \$100,000 in donations for both Motor City Makeover and Angels Night and worked in conjunction with the Dept. of Homeland Security to establish Continuity of Government for Mayor’s Office and personnel and other projects as deemed necessary.

2013 - 2014 Transition Team Focus Group Coordinator/Back Office Operations - Detroit, MI

Responsible for the coordination and plan implementation of approximately 50 subject matter experts assigned to six Focus Area Groups whose responsibility was to determine and prioritize initiatives that could be accomplished within the first 100 days under the Duggan Administration. At the Eastside and Westside campaign offices, responsible for approximately 75 volunteers in the Phone Bank and Data Entry Operations for the daily collection, input and archival of data and other documents in NGP, Votecast and VAN supporter database systems. Also participated in and facilitated the process of effectuating approximately 250,000 keystroke entries gathered and input in a timely manner for the purpose of weekly analytics. This information was also used to determine which resources were needed while forecasting trends and demographics of overall voter support.

2010 - 2011 Investigator for the Washtenaw County Sheriff’s Office Ann Arbor, MI

- Performed background investigations of new police applicants.

2009 – 2010 Retired after 27 years with the Wayne County Sheriff’s Office Hamtramck, MI

2002-2009 Executive Commander/Administrative Office Hamtramck, MI

- Directed a staff of 375 police and civilian personnel with an operating budget of \$30 million. Maintained complete and accurate personnel records on all personnel assigned to my Division. Processed and resolved personnel issues ranging from transfers, discipline and leave management. Worked with Wayne County Sheriff’s Office of Personnel in the development of new job postings for inter-divisional discretionary and seniority bid transfers. Participated in the selection of the best qualified candidates for various assignments and departmental positions. Investigated, responded and resolved Union issues and grievances. Served as liaison with the city of Detroit and various city, state and local law enforcement agencies for various background investigations.

- Chair of the Wayne County Gun Board – Chaired the board which consisted of Michigan State Police and civilian board members to approve or deny gun permits to Wayne County residents. Approximately one thousand permits processed monthly as well as investigate residents accused of breaking the law while being licensed gun permit holders.
- Responsible for addressing departmental issues such as overtime reduction and interpretation of the Collective Bargaining Agreements for sworn, non-sworn and civilian staff (S.E.I.U., Locals 502 and 3317) Investigated and resolved numerous civil rights, sexual harassment and harassment complaints amongst supervisory, police and civilian personnel as well as sat on numerous Civilian, Lieutenant and Police Officer Oral Boards and Assessment Centers.

1992 - 1996

Sergeant, Internal Affairs Section

Detroit, MI

- Oversaw all departmental functions as they relate to the supervision of over 1500 background and departmental/criminal investigations conducted by detectives and ensured that investigations were conducted in accordance with Sheriff's/Prosecutor's Office standards.
- Conducted high profile criminal and departmental investigations on officers and civilian personnel.
- Responsible for the training, evaluation and supervision of sworn and non-sworn police officers as well as the safety and security of over 1200 inmates.
- Worked in conjunction with the city of Detroit and various city, state and local law enforcement agencies while conducting various background investigations.

1988 - 1992

Detective - Internal Affairs Section

Detroit, MI

- Responsible for new applicant background investigations, investigations of complaints/allegations of misconduct involving officers, investigation of injuries and/or deaths that occur to individuals in the custody of the Wayne County Jail, etc.

1984 – 1988

Wayne County Sheriff's Office

Detroit, MI

- Worked in various capacities and rose through every rank in the Wayne County Sheriff's Office. Assigned to Wayne Macomb Auto Theft Task Force (W.A.Y.M.A.C.) - a multi-jurisdictional unit responsible for the arrest of 23 suspects and a quarter of a million in auto parts confiscated. Also worked in conjunction with the Violent Crimes Task Force to investigate the deaths of two of my officers.

EDUCATION:

University of Detroit-Mercy School of Law, Juris Doctorate - Detroit, MI

University of Michigan, Bachelor of Arts - Ann Arbor, MI

Detroit Regional Chamber of Commerce - Graduate Certificate, Leadership Detroit Program

COMMUNITY/PROFESSIONAL INVOLVEMENT:

Principal and CEO of InstaWriter 4 Hire, Inc. – Authored and contributed to a White Paper – What Social Justice looks like in the aftermath of the death of George Floyd

Commissioner for Detroit Crime Commission

Graduate of the FBI Civilian Academy

Appointed by the Club President to the Facilities Committee at the Detroit Athletic Club

Appointed by the Mayor as a Board Member for the Detroit Brownfield Redevelopment Authority

Elected as Board Secretary and Chair of the Budget Committee for the Detroit Brownfield Redevelopment Authority

Elected as the Chair of the DBRA Revolving Loan Fund

Law Enforcement Chair for the Transition Team for Wayne County Executive Warren Evans

Board Trustee with the philanthropic Minerva Education Development Foundation

Selection Committee for the Detroit Regional Chamber's Leadership Detroit

Executive Board of Delta Sigma Theta Sorority – Treasurer and Budget and Finance Team

12-year Executive Board and Life member of the National Organization of Black Law Enforcement Executives

Other skills: Microsoft Word, Excel, Google Docs, Smartsheet, Licensed and Bonded Notary