



MURIEL BOWSER  
MAYOR

DEC - 3 2019

2019 DEC - 3 PM 2:45  
OFFICE OF THE  
SECRETARY

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue NW, Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and pursuant to section 401 of the Human Rights Act of 1977, effective December 7, 2004 (D.C. Law 15-216; D.C. Official Code § 2-1404.01), I am pleased to nominate the following person:

Mr. Ali Muhammad  
3514 10th Street NW  
Washington, DC 20010  
(Ward 1)


for reappointment as a public member of the Commission on Human Rights, for a term to end December 31, 2022.

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".  
Muriel Bowser

  
Chairman Phil Mendelson  
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,  
which was referred to the Committee on \_\_\_\_\_.

To confirm the reappointment of Mr. Ali Muhammad to the Commission on Human Rights.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this  
resolution may be cited as the "Commission on Human Rights Ali Muhammad Confirmation  
Resolution of 2019".

Sec. 2. The Council of the District of Columbia confirms the reappointment of:

Mr. Ali Muhammad  
3514 10th Street NW  
Washington, DC 20010  
(Ward 1)

as a public member of the Commission on Human Rights, established by section 401 of the  
Human Rights Act of 1977 (D.C. Law 15-216; D.C. Official Code § 2-1404.01), for a term to  
end December 31, 2022.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution,  
upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

## Ali Muhammad

### SUMMARY

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I am recognized as a goal-driven Affirmative Employment and Diversity and Inclusion Program Manager Professional with an impressive history in exceeding performance objectives and building effective relationships with internal and external parties. I am a well-rounded, innovative leader with creative approach to problem solving, critical thinking and proven business, operations, and management abilities in the Civil Rights, Diversity and Inclusion community. I have the natural ability to lead teams and interface with diverse populations at all organizational levels.

For 14 years, I have been engaged in creating civil rights, affirmative employment, equal employment and diversity and inclusion business strategies; conducting training, developing program plans, and performing management routines that deliver acceptable equal employment, affirmative employment and diversity and inclusion programs with accountability, for the US Department of Agriculture (USDA).

Through my outstanding performance in the positions of Equal Opportunity Specialist (0260 series) and Human Resources Specialist (0201 series), I have held the following positions: Discriminations Complaints Adjudicator, Team Lead; Compliance Program Manager, Team Lead; Branch Chief and Diversity and Inclusion Program Manager, Special Emphasis Program Management.

During my tenure at USDA, I have worked with Senior Managers and Civil Rights Directors to achieve USDA's mission to be a model employer and premiere employer of choice in the federal government. Throughout my career, I have successfully managed employee relations, and customer relations through my proven ability to interpret requirements, influence decision making, and deliver results.

### WORK EXPERIENCE

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<b>Human Resources Specialist, 0201</b> <b>120 day Detail-Employee Relations Specialist</b> <b>The United States Department of Agriculture</b> <b>Office of Human Resources Management</b> <b>Employee and Labor Relations Division</b>	<b>12/01/2014-present</b>
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- Respond to employees, managers and supervisors with general knowledge of Federal human resources policies and practices including appeals, and grievances, labor relations, and recruitment to answer general questions and locate further resources and references,
  - Provide administrative and technical advice and assistance to employees, managers, and program administration in employment matters,
  - Provide subject matter expert assistance to employees and managers in employee relations issues in compliance with Federal and Departmental regulations,
  - Conduct research, and write reports on employment matters in dispute,
  - Manage and maintain case management system for employee and management dispute/conflict cases in matters related to conduct, performance, attendance, and dispute resolution,
  - Negotiate complex, sensitive or controversial employee relations issues with employees, managers, agencies,
  - Adjudicate and resolves grievances and misconduct between employee and management,
  - Knowledge of conflict resolution and mediation principles and theories to provide advice to management and employees and draft settlement agreements.
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**Human Resources Specialist, 0201**  
**Diversity and Inclusion Program Manager –**  
**African American Special Emphasis Program Manager**  
**The United States Department of Agriculture**  
**Office of Human Resources Management**  
**Diversity, Recruitment and Worklife**

**11/11/2011-present**

- Knowledge of affirmative employment programs to analyze issues and information, and to develop specific strategies to attract and retain African American employees and applicants,
- Provide analysis of employment and workforce trends to measure the effectiveness of various program initiatives,
- Manage USDA African American Diversity Employment Program through the coordinated effort of an interagency and African American employee resource workgroup; and provide guidance, direction and policy requirements for the planning of their Special Emphasis Programs (SEPs),
- Analyze Diversity and Inclusion, EEO goals and objectives and compare data to current workforce on a regular basis,
- Identify and monitor employment demographic trends (hiring, separations, promotions),
- Write communications to provide advice and assistance on program related matters, and draft EEO/Diversity/ and Civil Rights policy statements, training, materials, and reports,
- Present effective oral communications to express ideas and facts to individuals or groups; make clear and convincing oral presentations,
- Skill in using computer and software applications, including word processing, spreadsheet, and databases software, to retrieve, organize, create, and present information,
- Monitor Diversity and Inclusion, affirmative employment and EEO initiatives to ensure initiatives are consistent with overall Departmental policy,
- Provide leadership, oversight and technical assistance for affirmative employment, diversity and equal opportunity for African American and Caribbean American Special Emphasis Programs throughout USDA,
- Provide Leadership, oversight and technical assistance to agencies concerning Diversity and Equal Opportunity for African American and Caribbean American Special Emphasis Programs in the delivery of USDA Programs,
- Monitor, review and evaluate the policies, procedures, and practices of Agency African American and Caribbean American Special Emphasis Programs,
- Develop and strengthen partnerships with USDA agency civil Rights/human resources communities, Federal agencies, national organizations,
- Serve on interagency Diversity and Civil Rights councils, committees, and workgroups,
- Develop short and long range plans designed to eliminate discriminatory practices as it relates to African American and Caribbean Americans, both externally (program delivery) and internally (employment) at USDA,
- Design, develop and manage department-wide Special Emphasis Program national observance programs that educate and enhance employee consciousness of existing cultural differences between African Americans, Caribbean Americans and other USDA employees, leading to cooperation and receptiveness of others and the cultural transformation of USDA.
- Serve as an advocate for African American and Caribbean American rights, issues, and concerns in seeking equal and fair treatment in pursuing USDA resources,

- Design, development and deliver effective training Programs to Diversity-Special Emphasis Program Managers, employees, managers, and supervisors,
- Provide guidance in the development of agency recruitment and retention initiatives and understanding barriers to employment practices,
- Provide analysis of workforce diversity data for inclusion in EEOC Management Directive (MD) 715 and the Federal Equal Employment Opportunity Recruitment Program, two assessment tools used by the Equal Employment Opportunity Commission (EEOC), and the Office of Personnel Management (OPM) to evaluate whether USDA is establishing itself as a model EEO program that addresses underrepresentation of women, and minorities in the workforce,
- Conduct comprehensive studies and provide written reports that identify and examine problems or operating issues covering employment and recommend changes to management to established procedures and practices,

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**Equal Opportunity Specialist- 0260**

**06/30/09 to 11/11/2011**

**Compliance Specialist, Team Lead**

**The United States Department of Agriculture**

**Office of the Assistant Secretary for Civil Rights**

**Policy, Compliance and Training Division**

- Use comprehensive knowledge of Federal EEO principle laws, regulations, policies, procedures and relevant decisions to analyze, develop, implement, monitor and evaluate civil rights programs, Special Emphasis Programs, and diversity initiatives, to review them for civil rights compliance,
- Provide analysis of employment and workforce trends to measure the effectiveness of various program initiatives,
- Provide team leadership, oversight and technical assistance for compliance reviews concerning civil rights responsibilities in the delivery of USDA programs and for affirmative employment and equal opportunity employment activities throughout USDA,
- Provide team leadership in the management of interagency workgroups conducting Departmental-Wide Compliance of title VII-EEOC MD-715; and Title VI-DOJ-EO 12250 Program Reports; and compliance reviews,
- Exercise delegated authority to make decisions and recommendations regarding the policies and procedures implementing program components related to equal employment opportunity, and equal opportunity in program delivery of federally conducted and financially assisted programs,
- Document findings that identify and resolve systemic problems and eliminate barriers in program discrimination at all levels of the Agency, and issue reports, and brief management officials to include providing the Assistant Secretary for Civil rights a State of Agency review,
- Provide civil rights training modules for employees, managers, customers and stakeholders to ensure understanding of the overall civil rights mission and goals of USDA,
- Provide leadership and technical assistance with conducting Departmental-Wide Agency Head Civil Rights Assessments; providing analytical and critical reviews of USDA agencies and staff offices to determine agency compliance with EEO and Program delivery of civil rights regulations; document findings that identify and resolve systemic problems and eliminate barriers in program discrimination at all levels of the Agency, and issue reports, and brief Senior Managers to include the Assistant Secretary for Civil rights, and other Executives,
- Apply demonstrated knowledge and ability of federal regulations (29 CFR 1614), EEOC MD 110; MD715; Title VI and VII of the Civil Rights Act of 1964; Sections 501, 505 and 504 of the Rehabilitation Act of 1973; The Equal Pay Act of 1963; The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; Title IX of the Education Amendment of 1972; 12 CFR Part

202- Equal Credit Opportunity Act (Regulation B); Title VIII, Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988; Title V of the Housing Act of 1949; Food Stamp Act of 1977; CFR Part 15, 15a, 15b, 15d, 15e; to a set of complex issues and issue findings, recommendations.

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**Equal Opportunity Specialist- 0260**

**08/11 to 11/11/2011**

**120 day Detail-Policy, analyst**

**The United States Department of Agriculture**

**Office of the Assistant Secretary for Civil Rights**

**Policy, Division**

- Review Agency changes in regulations and services conducting Civil Rights Impact Analysis (CRIA), an analytical process used to determine the scope, intensity, direction, duration, and significance of the effects of an agency's proposed employment and program policies, actions, and decisions and whether the consequences of those policies, actions, and decisions have either a negative or positive effect on the civil rights and opportunities of protected groups or classes of persons who are USDA employee's or program beneficiaries.

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**Supervisory Equal Opportunity Specialist- 0260**

**03/01/2009-to 06/30/2009**

**120 day Detail- Acting Branch Chief, Employment and Programs Divisions**

**The United States Department of Agriculture**

**Food and Nutrition Service**

**Office of Civil Rights**

- Supervised administrative and technical staff in the performance of the office of civil rights mission
- Exercised delegated authority to oversee the overall planning, direction, and timely execution of various administrative program segments,
- Served as the subject matter civil rights expert on issues related to program delivery in compliance with relevant federal regulations,
- Supervised complaint processing for both EEO and program complaints
- Meet with EEO counselor to review counselor reports for sufficiency;
- Trained civil rights staff in the Program Complaint intake processing and the writing of Final Agency decisions,
- Provided interpretation, guidance, and training to EEO specialist and managers explaining equal opportunity and /civil rights program regulations, requirements, policies and procedures and complaint processing,
- Provide technical assistance to the reasonable accommodations and special emphasis programs manager,
- Responded to inquiries from internal and external customers.
- Collaborate with other divisions on outreach activities; establish priorities to promote positive working relations within FNS to further support the agency mission, goals and objectives.

**Equal Opportunity Specialist- 0260****9/2002 to 6/2009****Civil Rights Title VI and Title VII Complainants Adjudicator****The United States Department of Agriculture****Office of the Assistant Secretary for Civil Rights****Office of Adjudication and Compliance Complaint Adjudication Division**

- Comprehensive knowledge of Federal EEO principle laws, regulations, policies, procedures and relevant decisions to analyze, develop, implement, monitor and evaluate civil rights complaints and render Final Agency Decision on complaints of discrimination,
- Provided analysis, interpretation, and organization of information to resolve complaints of discrimination,
- Skilled in writing Final Agency Decisions analyzing discrimination complaints and applying knowledge of principles, rules, regulations, practices, and case law to resolve disputes and complaints of discrimination administrative hearings in matters before MSPB, EEOC, and grievance examiners,
- Provided management with written and oral reports on issues related to discrimination cases.

**Equal Opportunity Specialist- 0260****11/01/2008-to 3/1/2009****90 days Detail- Complainants Adjudication Team Lead****The United States Department of Agriculture****Office the Assistant Secretary for Civil Rights****Adjudication and Compliance Division**

Serve as Employment and Program Adjudication Team Leader in a 90 detail; provide advice, guidance and training to other specialist in regard to resolving complex issues involving employment and program related allegations of discrimination. Assist Division Chief in the management and oversight of processing formal complaints of employment and program discrimination, advised Division Chief on work distribution issues and managed work, time and attendance and other related matters for 9 employees. responsible for planning and assigning work, setting priorities and deadlines, giving advice on technical (EEO and EO Program issues) and administrative matters, assist Division Chief with measuring performance standards and evaluating work performance, provide active leadership in Equal Opportunity program administration, participate in special projects as assigned and conducted case review presentations before agency Director and Assistant Secretary for Civil Rights, independently advised other specialist on the full range of employment complaint adjudication issues.

**Equal Opportunity Specialist- 0260****12/2007 to 9/2009****EEOC Management Relationship Liaison Representative****The United States Department of Agriculture****Office of the Assistant Secretary for Civil Rights****Office of Adjudication and Compliance**

- Served as USDA management liaison for the Office of Adjudication and Compliance to achieve, develop favorable working relations by creating and building a functional partnership with Equal Employment Opportunity Commission (EEOC),
- Attend meetings, sit on committee, provide reports, conduct research,

- Assist senior USDA civil rights management officials to review EEO process, and work closely with EEOC officials to resolve unusual, complex problems or issues.

#### **Detail**

**Equal Opportunity Specialist- 0260**

**Professional Development Coordinator-DETAIL:**

**3/2008 to 7/2008**

**The United States Department of Agriculture**

**Office of the Assistant Secretary for Civil Rights**

Serve as team lead in the design, development and coordination of agency's Professional Development Program designed the development Office of the Assistant Secretary's talent management initiative and career skills enhancement plan.

#### **PROFESSIONAL DEVELOPMENT AND TRAINING**

EEO Counselor certification and refresher training

Special Emphasis Program Manager Training

Mediation training: Mediation Institute: How to Resolve Conflict with Others & the Hidden Cost of Conflict at Work

ASCR Career Development: Communication and Conflict Management Seminar

USDA Conflict Prevention and Resolution Center: Handling Change and Conflict

National Employment Law Institute: Employment Law Conference

Federal Employment Law Training: Group: Counseling Employees on Their Rights and the Federal Complaint Process

LRP Conference: Understanding the Full Range of Compensatory Damages and other Remedies in EEO Cases

USDA Civil Rights Training Conference

EEOC: EEO Counselor and Investigation Training

EEOC: EEO UPDATE Counselor and Investigation Training

EEOC Accept/Dismissal Training

EEOC: EEO ADA/Rehabilitation Act Disability Issues

DOJ-Title VI Prohibition against National Origin Discrimination affecting Persons with Limited English Proficiency

Special Education Advocacy, Under the Individuals with Disabilities Education Act (IDEA)

#### **Prior Relevant Employment**

##### **THE DISTRICT OF COLUMBIA MOTOR VEHICLE ADMINISTRATION**

**Adjudication Hearing Examiner**

**9/2000- 9/2002**

Conduct fact finding research and adjudicate disputes regarding traffic violations,

Conduct in person hearings with DC metropolitan police offices, attorneys and alleged violators of DC traffic regulations.

##### **THE LAW OFFICE OF ALI MUHAMMAD**

**Attorney at Law**

**6/1996 -12/2001**

Provided legal services to general public,

Provided discrimination investigations services on contract basis for law firms and federal agencies,

Provided legal services to indigent clients enrolled in the legal services program under the Department of Justice, Criminal Justice Act.

##### **The Seventh Judicial Circuit Court for Prince Georges County Maryland**

**4/1993-4/1995**

**Judicial Law Clerk:** the Honorable Judge Sylvania W. Woods (Deceased)

Provide research and analysis in matters on appeal from the District Court of Maryland,

Provide advice based on legal research and analysis to Judge for decisions in complex legal disputes

##### **Neighborhood Legal Services Corp**

**5/1992-3/1993**

Student Attorney-provide indigent clients legal services in housing and other civil matters, appeared before administrative tribunals as client legal representative.

#### **EDUCATION, CERTIFICATION, and PROFESSIONAL LICENSE**

2008 Certificate in Public Leadership, George Washington University, Washington, DC

1992 JD, University of the District of Columbia, David A. Clark School of Law, Washington, DC

1989, BS, Business Administration/Finance, George Washington University, Washington, DC

Licensed to Practice law in the following jurisdictions: United States Supreme Court, United States Government, District Court 4<sup>th</sup> Circuit, Maryland (Inactive), and State of Maryland Courts





Executive Office of the Mayor - Office of Talent and Appointments  
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

## Ali Muhammad



Mr. Ali Muhammad is currently the Deputy Director and Program Manager for Civil Rights in the Grain, Inspection, & Packers Stockyard Administration at the United States Department of Agriculture.

Mr. Ali Muhammad is a longtime public servant, serving local and federal government in various capacities. Mr. Muhammad's time at the Department of Agriculture was preceded by the District of Columbia Motor Vehicle Administration, the 7<sup>th</sup> Judicial Court for Prince Georges County Maryland, and private law practice. Ali Muhammad, a staunch civil rights advocate, served on the Commission on Human Rights from 2014-2016.

A Ward 1 resident, Mr. Ali Muhammad received a Bachelor of Science degree from George Washington University and a Juris Doctor degree from the University of the District of Columbia David A. Clark School of Law.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

**To:** Gianelle Rivera, Steve Walker  
**From:** Betsy Cavendish  
**Date:** November 24, 2019  
**Subject:** Legal sufficiency review of Resolutions nominating Teri Janine Quinn, Timothy Thomas, Karen Mulhauser, Ali Muhammad, Clifton Lewis, and Motoko Aizawa to the Commission on Human Rights

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**This is to Certify** that this office has reviewed the above-referenced legislation and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call me at 202-724-7681.

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Elizabeth Cavendish