
Profile

Pamela

First Name

Z

Middle
Initial

Toconis

Last Name

IMPACT-HROB Consulting by
TOCONIS

Employer

Owner

Job Title

Email Address

Primary Phone

Alternate Phone

Are you 18 years of age or older? (Required)☒ Yes ☐ No

Question applies to multiple boards

Do you live within the City Limits of Merced? (Required)☒ Yes ☐ No

Street Address

Suite or Apt

City

State

Postal Code

Question applies to multiple boards

Are you a registered voter in the City of Merced? (Required)☒ Yes ☐ No

Which Council district do you live in? *☒ District 3

Are you currently serving on a Board or Commission? If so, please list:

Personnel Board

Which Boards would you like to apply for?

Personnel Board: Submitted

Question applies to multiple boards

Highest Level of Education Completed: *☒ Bachelor's Degree

Communication

The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?

☒ Yes ☐ No

If you selected no, please identify how you would like to be contacted:

Email

Interests & Experiences

Tell us about yourself, and why you are applying for this particular Board or Commission:

As a Human Resource Consultant and Organizational Behavioralist, I feel I can contribute with my 40 years of experience. I have worked with and within City/County Government as a contract consultant for many years prior to 2016. Multiple aspects of my services have included recruitment of professionals up to \$175K, as well as contract supplier of temporary personnel from entry level to accountant. Additional areas of experience within a Joint Powers Authority of several HR related recruitments, policy writing, union aspects and response, oral panels, oral panel questions, forms creation, and many other supportive services. Recruitment positions are available upon request.

Please list your current employer and relevant volunteer experience.

Part Time Contract Consultant to the UCMerced Small Business Development Center for 12 years, a Part Time Contract Consultant to the Valley Sierra Small Business Development Center for 2 years - both under the Small Business Administration Services
.....thttps://www.facebook.com/UCMercedSBDC/

What is your understanding of the roles and responsibilities of this Board or Commission?

Prior to working with the UCMerced SBDC, and the Valley Sierra SBDC, I was an Organizational Human Resource Consultant for 5 years to government entities. As stated in your description: recommends to the City Council the adoption, amendment, or repeal of civil service rules and regulations, hears appeals of any person in the classified service relative to any suspension, demotion or dismissal, and makes any investigation which it may consider desirable concerning the administration of personnel in the municipal service and reports its findings to the City Council and the City Manager.

Do you have experience or special knowledge pertaining to this Board or Commission?

40 years plus of HUMAN RESOURCES and ORGANIZATIONAL BEHAVIOR MANAGMENT.

Any other comments you would like to add that may assist the City Council in their decision?

I am looking forward to an opportunity to serve my community through this valuable and strategic Board.

Requirements

Question applies to multiple boards

AB 1234 Ethics Training

☒ I Agree *

Question applies to multiple boards

Attendance Policy

☒ I Agree *

Question applies to multiple boards

Statement of Economic Interests - FPPC Form 700

☒ I Agree *

Question applies to multiple boards

Oath of Office

☒ I Agree *

Question applies to multiple boards

Public Scrutiny

☒ I Agree *

Question applies to multiple boards

How did you hear about this vacancy? *

☒ City Website

If you selected other, please indicate how you learned about the vacancy:

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Date of Birth

Submission

I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.

pzt

PAMELA ZOE TOCONIS



ORGANIZATIONAL MANAGEMENT DEVELOPMENT and HR CONSULTANT

Enabling the achievement of new and established business potential through comprehensive Organizational Management, Business Development, HR, Finance, and acquisition of State & Federal Certifications, State & Federal Contract Analysis and Support to SBDC Clients, Equipment Acquisition and SBA Financing

DIRECTOR OF ADMINISTRATIVE SERVICES/FINANCE & HR

Accomplished and results-oriented professional with comprehensive and progressive experience in human resource management, talent forecasting, performance management, HR training programs, employee engagement, and succession planning. Capable of identifying deficiencies and potential opportunities for improving business functionality. Skilled in preparing daily, monthly, and annual financial reports while managing accounts payable/receivable and bank statement reconciliation. Articulate presenter with a talent for achieving ambitious results by galvanizing teams, building internal and external allies, and selling ideas across the organization.

AREAS OF EXPERTISE

- HR Strategies & Management
- Workforce Planning
- Recruitment & Selection Process
- Employee Development Initiatives
- Performance Evaluations
- Employee Relations & Mediation
- Financial Controls & Budgeting
- Cost Reduction Analysis
- Team Leadership & Mentoring
- Relationship Building
- FLSA Audits
- Customer Service
- Staff Development Program
- Public & Media Relations
- Problem Solving

PROFESSIONAL EXPERIENCE

University of California, MERCED Small Business Development Center
Valley Sierra SBDC

9/2015 – Present
1/2025 – Present,

Senior Business Development Consultant

Deliver consultative guidance to a diverse range of clients concerning business development processes. Support clients in various functions such as accounting, advertising, HR, inventory control, and sales pricing. Help clientele to identify business weaknesses and challenges as well as determine relevant solutions. Instructor of CA & FED Certification Processes for Government Contracting,

Forensic Accountant

2021 – 2022

Perform extensive research project and rebuilding of lost accounting data and detail from 2014 to 2021, for a multi-million-dollar electronic processing firm.

Director of Administrative Services/Finance & Human Resource

2016 – 2021

Provide executive-level leadership, with full accountability for overseeing all aspects of HR, finance, and administration for a Manufacturer of close-tolerance automatic screw machine products. Responsible for leading the conversion of accounting programs and training support personnel to achieve company targets. Devise and implement robust HR policies and

procedures, encompassing compensation, and benefits for employees. Build an HR department and the associated protected files systems.

- Contributed efforts towards increasing company profits by shipping an average of 30,000 parts out of an extensive inventory of 100,000 daily. Strengthened the new Finance Department by establishing a multi-staff specialty group of accounting personnel.

Merced County Office of Education

2014 – 2015

Consultant

Served as a representative for MCOE North Valley Leadership Training. Enrolled classified managers in NVLI by working in close collaboration with supervisory personnel. Sourced out and marketed potential growth opportunities to the public and service organization. Recruited businesses by email and public contact.

- Cultivated solid relations and interacted with several Merced County Education entities for the advanced training of management personnel and acquiring new businesses by communicating with them either through email or publicly.

Joint Powers Authority - California Public Agencies

2008 – 2013

HR Project Consultant

Extensive guidance and solutions offered to agencies for improving organizational behavior/HR. Provided support regarding various aspects, including employee relations and retention, recruitment, strategic planning, H&S, process improvement, leadership, and HR policy creations.

- Liaised with federal, state, and local agencies on various projects whilst working as a recruiter, compliance specialist, policy manual constructionist, and lecturer.

Prior experience as **Human Resource Director/Consultant** at Impact- HROM Consulting – Merced, CA

EDUCATION

Bachelor of Science Major in Organizational Behavior with an emphasis on Organizational Management and HR

University of San Francisco • San Francisco, CA • 1993

CALIFORNIA DEPARTMENT OF GENERAL SERVICES (DGS) CERTIFICATIONS

SB – State of California Small Business Certification ID 2032470, April 18, 2025

SB-PW CERTIFIED – State of California Small Business for Purpose of Public Works

Certification ID 2032470, April 18, 2025

SAM UNIQUE ENTITY ID GXRHM7BS2WA7

Technical Proficiencies

Include, but are not limited to: ZOOM, MS Office 365 (Word, Access, Excel, PowerPoint, Outlook, FrontPage, Visio, One Note), Adobe, Neo Gov, Neosserra, Professional X, Photoshop, MS Project, Knowledge Point, CA & FED Certification Procedures Instructor, QuickBooks Pro/Premier/Enterprise Certified Trainer