Summary

Experienced consultant to for-profit and not-for-profit organizations emphasizing business operations and infrastructure-building (including compliance, human resources, information technology and facilities), senior management coaching and development, legal matters, and capacity building. Extensive experience in life sciences industries (for-profit) and health and Jewish communal agencies (not-for-profit). Business transactions experience with business creation and acquisition, licensing, technology transfer, and co-development/co-marketing.

Professional Experience

HOWARD SIMON & ASSOCIATES PRESENT

principal consultant

Business consultant to for-profit and not-for-profit organizations with particular emphasis on business operations and infrastructure-building (including corporate compliance, human resources, information technology and facilities), senior management coaching and development, legal matters, and capacity building

DNA2.0, Menlo Park, CA present

chief operating officer & general counsel

Chief operations executive and general counsel for industry-leading protein engineering/gene synthesis company

* Responsible for business operations, including business transactions, financial and commercial oversight, human resources, property and facilities management, and environmental health and safety
* Responsible for all corporate legal and compliance matters, contracts, licenses, technology transfer and acquisition, management of retained counsel, intellectual property protection, biosafety/biosecurity (including export control) and other regulatory matters

InterMune, Inc., Brisbane, CA 2004-2012

senior vice president, hr & corporate services; chief compliance officer and associate general counsel

Senior HR, corporate services and corporate compliance executive, and associate general counsel, for publicly-traded pharmaceutical research and development company specializing in pulmonology

* Member of Executive Committee reporting to the CEO with responsibility for human resources, corporate compliance, corporate services, litigation support and employment-related legal matters
* Responsible for managing compliance and reporting obligations under 2006 Corporate Integrity Agreement with the Office of the Inspector General of the Department of Health and Human Services
* Built human resources and operational infrastructure in Top Five EU countries and Switzerland to support EU approval of the first drug for idiopathic pulmonary fibrosis, an orphan indication

ABD Insurance and financial services, redwood city, ca 2003-2004

senior vice president, human resources & associate counsel

Senior human resources executive and legal counsel for 650-employee insurance and financial services firm with offices throughout California, and in Washington and Nevada. Specific experience and accomplishments include:

* Member of corporate management committee responsible for all human resources and legal matters
* Led integration activities for newly-acquired entities
* Ensured compliance with Sarbanes-Oxley and other corporate governance requirements and served as liaison to HR and legal departments of then-parent company, Greater Bay Bancorp

hr & eMPLOYMENT lAW sOLUTIONS, sAN fRANCISCO, ca 2002 - 2003

Principal consultant

Independent consultant providing human resources and employment law advice and consulting services to clients in the life sciences and other industries. Specific experience includes:

* Established foundational human resources and corporate operations infrastructure, and legal compliance programs, for new and emerging companies
* Designed and implemented total compensation programs, including market-driven base salaries, cash bonus programs, and initial and annual stock option grant programs
* Developed and implemented organizational development initiatives, including designing and delivering training and development programs on various management competencies and career development
* Mentored high-potential developing HR and operations professionals in new and emerging companies
* Provided other services in conflict resolution, employee relations, legal compliance and management coaching

Maxygen, Inc., Redwood City, CA 1999 - 2002

Vice President, Human Resources and Administration

Member of management committee responsible for HR and administrative management for multi-national public company. Responsibilities included organizational and culture development, compensation and benefits, employee training and development, succession planning, and senior management coaching/development.

* Developed, communicated and implemented HR vision, strategy and practices for multiple business units in emerging company, and successfully managed growth from 100 to 300 employees in less than two years
* Maintained employee retention rate of >97% over two years post-IPO by creating and implementing employee-focused workplace culture, and through extensive personal involvement in employee relations
* Integrated compensation and other programs following acquisition of Danish entity

LANDELS, Ripley & Diamond, LLP, San Francisco, CA 1993 –1999

Partner, Labor, Employment and Benefits Law Group

Partner and senior member of management-side employment law practice group in well-established San Francisco law firm. Responsible for labor and employment advice and counseling, manager and employee training, and employment litigation and advocacy on behalf of business clients in life sciences and other industries

Cooper, White & Cooper, LLP, San Francisco, CA 1991 –1993

Partner, Labor, Employment and Benefits Practice Group

Responsible for management-side employment law practice involving advocacy before courts and administrative agencies, employment law counseling, and management training and development

Orrick, Herrington & Sutcliffe, LLP, San Francisco/Sacramento, CA 1987 –1991

Associate, Labor and Employment Law Department

Jenner & Block, Chicago, IL 1985 –1987

Associate, Commercial Litigation Department

Education and CertificationS

**Business Degree**: MBA (Magna Cum Laude), San Francisco Fast Track Program

Babson College, Wellesley, MA

**Law Degree**: JD, Boalt Hall School of Law

University of California, Berkeley

**Master’s Degree**: MA (with Highest Honors), Graduate Theological Union of Berkeley

**Bachelor’s Degree**: BA (with High Honors), University of California, Berkeley

**Compliance & Ethics**: Corporate Compliance and Ethics Professional (CCEP) Certification

Society for Corporate Compliance and Ethics (SCCE)

**Human Resources**: Senior Professional in Human Resources (SPHR) Certification

Society for Human Resource Management (SHRM)

Professional Associations and Affiliations

Admitted to Illinois and California Bars

Phi Beta Kappa Honor Society (UC Berkeley)

Beta Gamma Sigma Honor Society (Babson College)

Society for Corporate Compliance and Ethics (SCCE)

Society for Human Resource Management (SHRM)

Biotechnology Industry Organization

Public Service

Current or former member of the following Boards of not-for-profit organizations:

* Bay Area Human Resources Executive Council (BAHREC)
* Brandeis Hillel Day School (BHDS)
* Breathe California
* California Consortium of Education Foundations (CCEF)
* Congregation Ner Tamid of San Francisco
* The Graduate Theological Union of Berkeley (GTU)
* Jewish Community Center of San Francisco (JCC-SF)
* Lehrhaus Judaica
* Music in Schools Today (MUST)

**SELECTED PUBLICATIONS AND PRESENTATIONS**

**PUBLICATIONS**

**Book (CEB Practice Guide)**

Bringing and Defending a Sexual Harassment Action (co-author), California CEB, Berkeley, 2000

**Articles**

“The ADA’s Interactive Process for Reasonable Accommodation: How Much Interaction is Enough?,” 24 *Employee Relations Law Journal* (*“ERLJ”*) 1:5-34 (1998)

“The Investigation on Trial: California Moves toward a ‘Good-Faith Belief’ Standard in Termination Decisions,” 23 *ERLJ* 1:55-81 (1997)

“*Scott v. PG&E*: California Recognizes a Cause of Action for ‘Wrongful Demotion’,” 22 *ERLJ* 1:133-40 (1996)

“In-House Mediation of Employment Disputes: ADR for the 1990’s,” 21 *ERLJ* 1:29-52 (1995)

“No Smokers Need Apply: Is Refusing to Hire Smokers Legal?,” 20 *ERLJ* 3:347-368 (1994)

“Sexual Orientation and Workplace Rights: A Potential Landmine for Employers?,” 18 *ERLJ* 1:29-60 (1992)

“U.S. Supreme Court Holds Civil Rights Act of 1964 Inapplicable to Foreign Operations of U.S. Businesses,” *International Labor Law Newsletter* (Dublin, Ireland) Fall 1991

“*Ellison v. Brady*: A ‘Reasonable Woman’ Standard for Sexual Harassment,” 17 *ERLJ* 1:71-80 (1991)

International Enforcement of Title VII: A Small World After All?,” 16 *ERLJ* 3:281-300 (1990-91)

**Software**

California Employment Litigation Forms/FAST, West Publishing Co., St. Paul (1995)

Presentations

**BIO-HR Presentations**

* “Working with Boards and Compensation Committees” (panel), BIO-HR 2007 Annual Conference, Boston
* “Creating a Competitive Advantage through Your Organization's Culture” (panel), BIO-HR 2007 Annual Conference, Boston
* “Gaining a Strategic Seat at the Table” (panel), BIO-HR 2006 Annual Conference, Las Vegas
* “Responding to Retention Challenges: A Case Study,” BIO-HR 2005 Annual Conference, New York
* “Managing the Troubled Employee: Strategies for Avoiding and Responding to Workplace Violence,” BIO-HR 2003 Annual Conference, Chicago
* “How to Conduct an Internal Investigation,” BIO-HR 2002 Annual Conference, Seattle
* “Hackers, Slackers and Pistol Packers: How to Avoid Hiring the Wrong Person,” BIO-HR 2001 Annual Conference, Washington DC
* “Reorganizations and Reductions in Force: Doing it Right the First Time,” BIO-HR 2001 Annual Conference, Washington DC, and BIO-HR 2000 Annual Conference, San Diego
* “HR’s Role in Mergers and Acquisitions,” BIO-HR 2001 Annual Conference, Washington DC

**Other Presentations and Management Training Topics (Selected)**

* Training and Compliance Issues under a Corporate Integrity Agreement
* Recognizing and Avoiding Sexual Harassment
* How to Hire Good People Legally
* Effective Performance Management
* Appraising and Disciplining Protected Class Employees
* Managing Disabilities
* Protecting Confidential Business Information
* Workplace Violence Management and Prevention
* How to Conduct an Internal Investigation
* Distinguishing Employees from Independent Contractors