**JAMES WILLIAM POTTS, JD**

**3500 E. Colorado Blvd, Ste 107**

**Pasadena, CA 91107**

**626-396-1070**

**CAREER HIGHLIGHTS:**

Holder-B.A. Degree (History-1977)

Holder-Juris Doctorate Degree (1981)

California Licensed Real Estate Broker (Since 1989)

Captain, L. A. County Sheriff’s Dept. (Reserve) (Retired) (P.O.S.T Certified Terrorist Investigator)1993-2010

Master Teacher/ University of Phoenix (1997-2010)

Selected-Uniform Reserve of the Year (Altadena-1999)

Certified Mediator-L.A. County Bar Association (Resolving workplace disputes)

Award-Winning Author (2022)

**FORMAL EDUCATION:**

Bachelor of Arts-Cal State Los Angeles (1977)

Doctorate-Juris Doctorate, University of West Los Angeles (1981)

Faculty Certification Training, University of Phoenix (1997)

Graduate-L.A. County Sheriff’s Academy (1993)

P.O.S.T. Certified Terrorist Investigator Training (2005)

# CORPORATE EDUCATION:

Proskauer Rose LLP Employment Law Seminars

Morrison & Foerster Employment Law Seminars

Personnel Law Seminar Series

Sexual Harassment Seminars

Substance Abuse Seminars

Unemployment Insurance Seminars

Lorman Education Seminars

Los Angeles County Bar Association-Mediation

# WORK EXPERIENCE

## National Employers Counsel (March 1980-Jan 1992)

JWP Consulting Group (1992-1994)

Potts, Armstrong & Associates ( Nov 1994-Sept 1999)

Potts & Associates (Sept 1999- to the present)

Over the past 44 years, I have represented and assisted over 1,000 employers from “Mom and Pop” shops to companies with over 30,000 employees. Such companies have included but are not limited to ITT, Litton Industries, Star-Kist, Avon, Farmers Insurance, Avery International, Upjohn Healthcare, National Medical Enterprises, Bargain Wholesale (99 Cents Only Stores), Dunn Edwards Paint Stores, Starving Students, and Miller Brewing Company. Industries have included but are not limited to Manufacturing, Banking Institutions, Insurance Companies, Hotels, Car Rental Agencies, Staffing Companies, Law Firms, Doctors, Vets, Dentists, Airlines, Movie Studios, Automobile Dealerships, Lending Institutions, Real Estate Management Companies, Retail Stores, Vocational Schools, and Fast-Food Chains.

# State and Federal Agencies

California Employment Development Department (& similar state unemployment agencies nationally)

California Department of Labor Standards Enforcement (& similar state agencies nationally)

California Civil Rights Department

California Workers Compensation Appeals Board

Equal Employment Opportunity Commission (Nationally)

Cal Osha

# Services Offered

Unemployment Cost Control (including but not limited to claims processing, appeal processing, hearing representation, and Board Appeals).

Compliance (Immigration and Naturalization I-9’s, Wage & Hour, FMLA, ADA, State & Federal postings, Workers Compensation, Illness, and Injury Prevention Programs, Title VII of the Civil Rights Act of 1964, ADEA, Civil Rights Act of 1991, The Rehabilitation Act of 1973, The Fair Employment & Housing Act)

Human Resources Assistance (hiring & firing policies, practices & procedures; establishing, reviewing, and maintaining personnel files; developing and reviewing personnel forms; reviewing, developing and maintaining job descriptions; reviewing and developing employee handbooks; reviewing and developing personnel policies, practices, and procedures, progressive discipline, personnel-related issues, consulting regarding workplace issues, conflict resolution between employees and or staff members, and employee grievances.

**Mediation**

Alternative Dispute Resolution-Representing clients before Mediators to resolve workplace disputes.

Mediator-Acting as a neutral Mediator to help companies resolve workplace disputes.

# Training

Managers

The Supervisor’s Job: An overview, Becoming a Leader, Motivation, Communication, Problem Solving, Interviewing and hiring, Delegating and monitoring, Handling Conflict, Evaluating, Managing Time, Evaluating Performance, Managing Time, Managing Meetings, Team Building, Performance Management & Discipline, Legal Considerations (Including Title VII of the Civil Right Act of 1964, ADEA, ADA, FMLA, The Fair Employment & Housing Act) Diversity in the Workplace, Sexual Harassment and Violence in the Workplace, active shooter.

Employees

Sexual Harassment, Diversity in the Workplace, and Violence in the Workplace, active shooter.

**University of Phoenix-Classes taught-Graduate & Undergraduate**

The Legal Aspects of Supervision

Ethics-Legal Issues in Human Services

**Employment Law** (Title VII of the Civil Rights Act of 1964, ADEA, ADA, FMLA, The Fair Employment & Housing Act) Diversity in the Workplace, Sexual Harassment and Violence in the Workplace)

Business Law

Contemporary Business Law I & II

Legal Environment of Business

Professional Ethics and Social Responsibility

Employment Law

Legal Aspects of Supervision

United States Constitutional Law

Criminal Law

Criminal Procedure

**Expert Witness**

I have been an expert witness over the past 15 years. The issues have included but were not limited to, sexual harassment, harassment in violation of Title VII, the Fair Employment & Housing Act, and sexual orientation (A University’s obligation to divulge the identity of a transgender student to other students) negligence, negligent hiring, negligent retention, negligent supervision background investigations & verification of employment, workplace investigations, human resources responsibilities, and documentation.

**Published Author**

Right to Counsel, (July 2008)

Walking on Eggshells, Managing Minorities in the Workplace (Aug 2013)

Domestic Terrorism Safety Tips (July 2019)

Defending a Serial Killer: The Right to Counsel (July 2021)

Jim has been an outspoken patriot regarding domestic terrorism and has spoken in front of political groups, business associations, community-based organizations, schools, and businesses, and has conducted active shooter training for thousands of individuals both in and out of the workplace. Jim’s training has extended to the East Coast and as far north as the state of Washington. Jim has been featured in newspapers, radio & podcasts.