



Contra
Costa
County

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Date Received:
MAR 21 2016
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94563-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Historic Landmarks Advisory Committee
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Seat #3--Unexpired Term
PRINT EXACT SEAT NAME (if applicable)

1. Name: O'Brien, Raymond Joseph
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Bay Point, California 94565-6766
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: B.A. + Graduate Level Coursework

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Fullerton College	Liberal Arts	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	145		A.A.	6/1970
B) University of California, Irvine	Social Ecology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		186	B.A.	6/1971
C) San Francisco State University	English	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	28			
D) Other schools / training completed: University of California, Los Angeles	Course Studied Institute for Urban Environmental Ed	Hours Completed 200	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To 1995 Present Total: Yrs. Mos. 21 Hrs. per week 6 . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Member Employer's Name and Address Contra Costa County Historical Society 724 Escobar Street Martinez, CA</p>	<p>Duties Performed Life-time Member Currently: Weekly Volunteer on Probate Files Projects to better organize files and place availability of holdings on Internet.</p>
<p>B) Dates (Month, Day, Year) From To 2002 2003 Total: Yrs. Mos. 1 Hrs. per week . Volunteer <input type="checkbox"/></p>	<p>Title Chairman, HLAC, Contra Costa County Employer's Name and Address Contra Costa County Historic Landmarks Advisory Committee (HLAC)</p>	<p>Duties Performed Chairman of reconstituted advisory committee to the Board of Supervisors</p>
<p>C) Dates (Month, Day, Year) From To Total: Yrs. Mos. Hrs. per week . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address </p>	<p>Duties Performed </p>
<p>D) Dates (Month, Day, Year) From To Total: Yrs. Mos. Hrs. per week . Volunteer <input type="checkbox"/></p>	<p>Title Employer's Name and Address </p>	<p>Duties Performed </p>

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Ray O'Brien

Bay Point, California
94565

Objective

Executive Assistant

Education

B.A., Social Ecology, University of California, Irvine

Employment History

Executive Assistant

Lafayette School District

November, 2012 to August, 2014

Full administrative support to the Superintendent of Schools, preparation of monthly Governing Board agenda and meeting packet. Maintenance/updating of the Superintendent's and Governing Board pages of the District website, coordination of the Board's Policy Committee meeting agendas.

Executive Assistant

Ove Arup & Partners

February, 2011 to June, 2012

Full administrative support to the Director of Americas Infrastructure Practice Executive, Principal for Infrastructure. Arranged, staffed all Americas Infrastructure Executive Practice monthly calls and quarterly face-to-face meetings, along with San Francisco Infrastructure monthly meetings, and as needed, San Francisco Infrastructure Business Development meetings. Handled extensive domestic and international travel arrangements for Principal.

Executive Assistant

Rothman Healthcare Corporation

August, 2010 to January, 2011 (Laid-off because of company reorganization.)

Recruited by the CEO of LiveDeal, Inc. to provide full range of support to CEO of a new healthcare start-up, including meeting/conference call scheduling, travel arrangements, investor contact, expense reconciliation, and coordination of all logistics for Board of Directors meetings, weekly Executive Team calls, and weekly "all hands" company calls. Coordination of all company HR functions, including development and initiation of employee benefits program. Administrative coordinator for new San Francisco corporate office.

Executive Assistant

LiveDeal, Inc.

November, 2009 to January, 2010 (Laid off because of CEO's resignation and company downsizing.)

Recruited by the CEO to provide full range of support, including scheduling, e-mail review, expense reconciliation, and coordination of all logistics for Board of Directors meetings.

Key Accomplishments

- Executed logistical planning for Board Meetings calmly and flawlessly during a period of great volatility within the company.
- Successfully set-up San Francisco office as an operational center for senior management, which resulted in more efficient communications for the entire organization.
- Teamed with the Controller's Office to resolve expense management issues dating back to July, 2009, which contributed to the attainment of accounting and governance goals for the company.

Executive Assistant

University of California

December, 2006 – January, 2008

Office of the Chancellor, U.C. Riverside

Office of the Treasurer to the Regents

Responsible for all forward planning for the Chancellor, and full range of support for Managing Director of Risk Management and the Associate Chief Investment Officer.

Key Accomplishments

- Created an on-line tool, which streamlined process, protocols, and consideration of invitations, to effectively handle the many opportunities presented to the Chancellor to participate in campus and community events.
- Prepared agendas, drafted summary notes for distribution to attendees, and provided action follow-up for the weekly "Chancellor's Leadership Council" and "Chancellor's Executive Leadership Team" meetings.
- Assigned as point person for coordinating the timely preparation and signing of dual appointment letters for all faculty appointments from the Chancellor's Office and the Provost's Office. Consistent formatting and timing from both offices were achieved for the first time through this efficient process.
- Initiated, and then collaborated with the Office of the Vice-Chancellor for University Advancement in producing a year-long calendar of Chancellor's travel for the Office of University Advancement to synchronize travel with possible advancement opportunities.
- Established an electronic protocol to organize over 500 investment research articles for easy retrieval and reference by the Managing Director of Risk Management.
- Transformed the preparation of Agenda/Background Materials Packets for the Regents' Committee on Investments into an efficient and well-timed process.
- Totally reorganized the Associate Chief Investment Officer's office and departmental files to streamline, retain, and provide for easily accessible documentation.

Executive Assistant

Wells, Fargo & Company (15+ years-cumulative)

Working in a variety of areas of the Bank, providing executive support to senior managers, handling calendar management, scheduling, special events and conferences, report gatherings and consolidation, and travel arrangements.

January, 2008 to November, 2009

Executive Assistant to the Sr. Vice-Presidents of Marketing, Compliance, Technology, Special Projects in Health Benefit Services

April, 1992 -- November, 2006

Executive Assistant to Sr. Vice-President of Network Services, Sr. Vice-President of Mortgage Lending Processing, Sr. Vice-President of Marketing, Internet Services, Sr. Vice-President of Corporate Authentication Services, and Executive Vice-President of Treasury Management Services

Key Accomplishments

- Created New-Hire/Exiting Employee database to facilitate timely boarding of new employees and secure return of all company assets for departing employees.
- Recognized throughout the Division as a source for leading-edge information garnered from the Internet, industry periodicals, and newspapers on financial industry developments.
- Consolidated multiple, single office "Years of Service" recognition programs into one which provided a standard process and consistency across the entire Treasury Management Service Group.
- Managed all reporting for two compliance learning modules for 840 employees in the Group, and monitored status to meet targeted completion goals.
- Coordinated and managed logistics for full-day, off-site meetings that brought together Mortgage Processing and Sales teams thereby increasing communications and allowing integration of strategy and planning activity.

RAYMOND J. O'BRIEN

March 18, 2016

Jami Napier
Chief Assistant Clerk of the Board of Supervisors
Contra Costa County
651 Pine Street
Martinez, California 94553

**RE: Application for Replacement of Vacant Seat 3
Historic Landmarks Advisory Committee**

Dear Ms. Napier:

I am interested in serving the remainder of the term for vacant Seat 3 of the Historical Landmarks Advisory Committee.

Attached is my completed application, with attachment. Separately, the Contra Costa County Historical Society provides their nomination of me for this position.

Sincerely,



Ray O'Brien
Member
Contra Costa County Historical Society

Attached: HLAC Application

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[REDACTED]
BAY POINT, CALIFORNIA 94565-6766
[REDACTED]