



**Contra
Costa
County**

For Office Use Only
Date Received:

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 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Advisory Council on Aging
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Weiss Jeffrey Conrad
(Last Name) (First Name) (Middle Name)

2. **Address:** _____
(No.) (Street) (Apt.) (State) (Zip Code)

3. **Phones:** _____
(Home No.) (Work No.) (Cell No.)

4. **Email Address** _____

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 _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Oregon, Eugene	Sociology/History	Yes No <input type="checkbox"/> <input type="checkbox"/>		90		
B) University of California, Berkeley	History	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		90	B.A.	6/76
C) California State University, Hayward	Health Sciences/Public Health	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		45/45	M.P.A.	6/84
D) Other schools / training completed: UC Berkeley Extension	Course Studied Advanced Gerontology	Hours Completed 10 units	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) <u>From</u> <u>To</u> May 2013 March 2014</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 0 10</p> <p>Hrs. per week <u>20-30</u> . Volunteer <input type="checkbox"/></p>	<p>Title Aging & Adult Services Manager (Acting)</p> <p>Employer's Name and Address Sara Bedford, Director City of Oakland Department of Human Services 150 Frank H. Ogawa Plaza, 4th floor Oakland, CA 94612</p>	<p>Duties Performed Under contract, I filled two positions for the Department of Human Services, Aging & Adult Services Division. Acted as Program Manager for Assets Senior Employment Program and later as the Division Manager overseeing the MSSP, Senior Companion Program, Paratransit, and Senior Employment programs & 4 sr cntrs.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> Feb 2009 July 1013</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 4 5</p> <p>Hrs. per week <u>10-20</u> . Volunteer <input type="checkbox"/></p>	<p>Title Director of Senior Transportation</p> <p>Employer's Name and Address Jamie Almanza, Director Bay Area Community Services 1814 Franklin, Street, 4th floor Oakland, CA 94612</p>	<p>Duties Performed Managed Senior Shopping Shuttle providing transportation from 26 senior residents once a week to shopping locations. Prepared grant, wrote reports. Provided special group trips. Prepared manifests for daily shopping trips. Made presentations to Commission on Aging, and PAPCO (paratransit advisory committee).</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> July 1979 November 2008</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 29 3</p> <p>Hrs. per week <u>37.5</u> . Volunteer <input type="checkbox"/></p>	<p>Title Senior Services Supervisor (final title)</p> <p>Employer's Name and Address Andrea Youngdahl, Director City of Oakland Department of Human Services 150 Frank H. Ogawa Plaza 4th floor Oakland, CA 94612</p>	<p>Duties Performed During my time with the City of Oakland, I was in many positions - Senior Companion Program, Volunteer Program Coordinator, Administrative Analyst for Personnel/ Classification, Planner for Department on Aging, Paratransit Manager. Wrote grants, made reports, supervised staff, resolved program complaints, etc.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other website

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Jeffrey C. Weiss

Date: 9/25/2014

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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Jeffrey C. Weiss

Objective find a management position serving seniors and persons with disabilities in the Oakland-Alameda County area

Experience 2013-2014 City of Oakland Oakland, CA
Temporary Service Contract Employee (Two 5 months contracts to act as ASSETS Senior Employment & Training Program Manager and Aging & Adult Services Division Manager)

- Managed Senior employment program, supervised staff and troubleshoot personnel issues, trained replacement
- Oversee Aging & Adult Services Programs (ASSETS Senior Employment, Oakland Paratransit, Linkages, Senior Companion Program and Multipurpose Senior Services Program MSSP.
- Troubleshoot personnel and budget issues for each program.
- Work with each supervisor on specific program issues and find resolutions.
- Meet with Director of Human Service, Managers Meetings, One-on-Ones with Program Supervisors.

2009—2013 Bay Area Community Services Oakland, CA
Senior Transportation Director (PT)

- Manage Oakland Senior Shopping Shuttle Program and Group Trips.
- Prepare manifests, work with over 20 service coordinators to sign up riders, maintain program records and prepare monthly, quarterly, semi-annual and annual reports.
- Prepare fiscal reports for City of Oakland and Alameda County Transportation Improvement Authority.

2010-2011 City of Oakland Oakland, CA
Temporary Service Contract Employee (Two 3 months contracts to act as Aging & Adult Services Division Manager)

- Oversee Aging & Adult Services Programs (ASSETS Senior Employment, Oakland Paratransit, Linkages, Senior Companion Program and Multipurpose Senior Services Program MSSP.
- Troubleshoot personnel and budget issues for each program.
- Work with each supervisor on specific program issues and find resolutions.
- Meet with Director of Human Service, Managers Meetings, One-on-Ones with Program Supervisors.

Jeffrey C. Weiss resume, page 2

1996–2009 City of Oakland Oakland, CA

Senior Services Supervisor for Oakland Paratransit for the Elderly and Disabled

- Prepared program budget, grant applications and monitored service contracts.
- Provided over 50,000 one way trips for seniors and persons with disabilities for over 1,000 Oakland residents annually.
- Prepared written reports for grants, and made presentations to Oakland City Council, Oakland Commission on Aging and Mayor's Commission on Persons with Disabilities.
- Supervised Program staff and Senior Aides.

1990–1996 City of Oakland Oakland, CA

Senior Programs Planning Specialist

- Prepared annual plan for Department on Aging.
- Set up, held and evaluated public hearings.
- Analyzed census data by census tract and Council District.
- Analyzed legislation impacting seniors for the Commission on Aging.

1985–1990 City of Oakland Oakland, CA

Administrative Analyst II (Classification)

Administrative Analyst I (Recruitment & Examination)

- Completed job evaluations within each City department.
- Prepared examinations for several non-sworn positions within the Police and Fire Departments.
- Completed salary surveys with similar jurisdictions.

1979–1985 City of Oakland. Oakland, CA

Volunteer Program Coordinator

- Recruited and placed community volunteers, student interns and special project volunteers for placements throughout the City of Oakland.
- Coordinated Senior Volunteer program focusing on volunteers for friendly visiting, community safety patrols and senior discount program.
- Trained and supervised Senior Companion volunteers.

Education

2001 Pepperdine University **Certificate** in Transit/Paratransit Management
1984 California State University, Hayward **M.P.A.**, Public Administration
1981 University of California Ext., Berkeley - **Certificate** Adv. Gerontology
Studies
1976 University of California, Berkeley **B.A.**, History

Training

Communication skills, computer literacy, Microsoft Office Suite, grant writing, supervision skills. Served as IT Liaison and Floor Warden for several years for Department of Human Services.