

# Application Form

## Profile

This application is used for all boards and commissions

Deborah

First Name

Cowans

Last Name

Middle Initial

[REDACTED]

Email Address

Antioch

Home Address

Suite or Apt

Antioch

City

CA

State

94509

Postal Code

[REDACTED]

Primary Phone

Employer

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

## Interests & Experiences

Which Boards would you like to apply for?

Commission for Women: Submitted

**Please describe your interest in serving as a member of the board(s) you have selected and if applicable which seat you are applying for.**

At Large Member

**Have you previously served on a government or non-profit board or committee?**

Served on the financial committee of First Baptist Church in Pittsburg, California.

**Please describe how your education, work experience, or other activities have prepared you to serve on the board or commission you have selected.**

I have completed my Bachelors of Arts Degree in Communication Studies which have allowed me to work for one of the most prestigious Cities in California, which is the City of Berkeley for 27.5 years in the public sector. I have participated in our Local Union Process to help women in moving up the corporate ladder in fighting for better wages and a safe work environment. As Union employees we always held a meeting once a month to discuss issues in the work place and how we set the tone within the City government to fight for equality for all.

Upload a Resume

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## Education History

**Select the highest level of education you have received:**

☒ High School Diploma

B.A. /Communication Studies

If "Other" was Selected Give Highest Grade or Educational Level Achieved

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## College/ University A

Cal State Sacramento

Name of College Attended

Communications

Course of Study / Major

62

Units Completed

## Type of Units Completed

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☒ Semester

## Degree Awarded?

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☒ Yes ☐ No

B.A.

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Degree Type

5/1985

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Date Degree Awarded

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## College/ University B

\_\_\_\_\_  
Name of College Attended

\_\_\_\_\_  
Course of Study / Major

\_\_\_\_\_  
Units Completed

## Type of Units Completed

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☐ Semester

☐ Quarter

## Degree Awarded?

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☐ Yes ☐ No

\_\_\_\_\_  
Degree Type

\_\_\_\_\_  
Date Degree Awarded

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## College/ University C

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Name of College Attended

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Course of Study / Major

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Units Completed

## Type of Units Completed

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☐ Semester

☐ Quarter

## Degree Awarded?

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☐ Yes ☐ No

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Degree Type

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Date Degree Awarded

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## Other schools / training completed:

Permit Technician

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Course Studied

30

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Hours Completed

## Certificate Awarded?

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☒ Yes ☐ No

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## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

09/2015 to present

Dates (Month, Day, Year) From - To

40-50

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Sr. Permit Specialist

Position Title

## Employer's Name and Address

City of Berkeley, Planning Department, Permit Service Center, 1947 Center Street, 3rd Floor, Berkeley, CA 94704

## Duties Performed

Provides lead direction to technical support staff and performs complex and difficult duties related to customer service to the public as well as interdepartmental operations of the Permit Service Center and other Planning Divisions as needed. Performs Plans Coordination functions of the Permit Service Center to ensure all Plan Checks are completed and certified and ready for issuance in a timely manner. Also held pre-construction meetings with Architects, Engineers , Construction Managerial staff as well as other departmental staff regarding protocols needed prior to construction phasing of large projects within the City guidelines and ordinances as well as the applicable codes needed to complete large projects.

2nd

02/2009-09/2015

Dates (Month, Day, Year) From - To

40-50

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Permit Specialist

Position Title

## Employer's Name and Address

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City of Berkeley, Planning Department, Permit Service Center, 1st Floor, 2120 Milvia Street, Berkeley, CA 94704

## Duties Performed

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Under the direction of the Permit Service Center Coordinator, process permits, by way of email and faxes, assisted customers with plan submittals, answered minor code related questions and help assist the cashier with checks and balances of the City of Berkeley funds at the end of each day.

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3rd

02/2004-02/2009

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Dates (Month, Day, Year) From - To

40

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Hours per Week Worked?

## Volunteer Work?

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☐ Yes ☒ No

Housing Inspector

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Position Title

## Employer's Name and Address

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City of Berkeley, Housing Department, 2180 Milvia Street, Berkeley, CA 94704

## Duties Performed

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Performed skilled and complex report writing of violations using the Berkeley Municipal Codes as well as the Uniform Building Code to help home owners in maintaining a safe environment for the tenants. Also discussed violations with the owners as well as the tenants to help each party become responsible and ensuring repairs on the property were completed. Maintained documentation, photos and correspondence regarding case violations of each property inspected. Also prepared reports for substandard properties in disrepair. Prepared and completed researched cases for litigation. Help implement the Rental Housing Safety Program to ensure each rental unit with a Heating and Ventilation System was safe and free from carbon dioxide poisoning.

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## Final Questions

**How did you learn about this vacancy?**

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☒ Walk-In

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If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

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☐ Yes ☒ No

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

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**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

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☐ Yes ☒ No

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

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