



Contra Costa County

For Office Use Only
Date Received:

RECEIVED MAR 23 2018

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:

Treasury Oversight Committee
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Public Seat
PRINT EXACT SEAT NAME (if applicable)

1. Name: Aga Makalia Francis
(Last Name) (First Name) (Middle Name)
2. Address: El Cerrito California 94530
(No.) (Street) (Apt.) (City) (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: Masters in Psychology

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) John F Kennedy University	Integral Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		12	MA	6-2012
B) Healds Business College	Accounting	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		6	AA	06-1994
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input 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 <input type="text" value="07-2015"/> To <input type="text" value="Present"/> Total: Yrs. <input type="text" value="2"/> Mos. <input type="text" value="8"/> Hrs. per week <input type="text" value="32"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Vendor Specialist/Auditor/A/P"/> Employer's Name and Address <input type="text" value="Institute On Aging"/></p>	<p>Duties Performed • Forecast and prepare monthly budget for MSSP program Case Managers & Nurses. • In charge of credit card use and purchases made. • Month end reconciliation of credit card and bank statement. • In charge of vendor contracts and ma</p>
<p>B) Dates (Month, Day, Year) From <input type="text" value="04-15-2013"/> To <input type="text" value="02-28-2014"/> Total: Yrs. <input type="text" value=""/> Mos. <input type="text" value="10"/> Hrs. per week <input type="text" value="20"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Financial Services Analyst II"/> Employer's Name and Address <input type="text" value="University of California Berkeley"/></p>	<p>Duties Performed • An expert and responsible for all BFS entries • Identify new vendors, set up/modify and obtain all needed documentation • Works closely with the traveler and/or host • Ensures the integrity of all financial transactions entered into BFS • Excellent language skills to succinctly convey a problem and propose solutio</p>
<p>C) Dates (Month, Day, Year) From <input type="text" value="6-01-2008"/> To <input type="text" value="07-31-2009"/> Total: Yrs. <input type="text" value="1"/> Mos. <input type="text" value="1"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="HR Generalist"/> Employer's Name and Address <input type="text" value="University of California Berkeley"/></p>	<p>Duties Performed • Researched and developed best practices to create the billing process for Employment Services to operate as a recharge revenue income unit. • Evaluate the financial status of a revenue/recharge activity. • Provided services in the area of routing and requisition approval. • Respond to recruitment process inquiries and questions, and provide c</p>
<p>D) Dates (Month, Day, Year) From <input type="text" value="2-1-2007"/> To <input type="text" value="5-31-2008"/> Total: Yrs. <input type="text" value="1"/> Mos. <input type="text" value="3"/> Hrs. per week <input type="text" value="40"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Financial Analyst"/> Employer's Name and Address <input type="text" value="University of California Berkeley"/></p>	<p>Duties Performed • Prepare monthly financial reporting, forecasting and planning for 10 units in the human resources department, covering the position of budget analyst for a year (2006-07) and continuing to act as back up. Trained incoming budget analyst in the Berkeley system. • Monitor department budget expenses and personnel transactions f</p>

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other

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:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? 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: _____ Date: March 22, 2018

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.

Makalia F. Aga

• El Cerrito, CA 94530 •

PROFILE

- A highly motivated financial specialist with over 20 years of experience in human resources and banking environments, strong statistical and analytical skills.
- Adept at financial forecasting, budget planning and reporting; a record of streamlining systems and processes for maximum efficiency and providing direction on data integrity.
- Exceptionally well-organized and detail-oriented; a problem solver who sees projects to completion and thrives on challenge; dependable in high pressure situations.
- An articulate, concise communicator, both oral and in writing, with a talent for relating with people of all cultures and organizational levels. A passion for learning.
- Proficient in MS Access, Excel, Word and PowerPoint & File maker Pro.
- Fluent in French and Amharic.

CAREER HISTORY

Institute On Aging

Contracts Specialist/A/P/Auditor– July 2015 – Present

- Forecast and prepare monthly budget for MSSP program Case Managers & Nurses.
- Monitor monthly expenses not to exceed the given budget.
- In charge of credit card use and purchases made.
- Month end reconciliation of credit card and bank statement.
- In charge of vendor contracts and make sure that all procedures and policies are followed.
- Primary contact with vendors and any issues that arises in regards to invoices.
- Investigate any discrepancies with invoices and services rendered to IOA clients.
- Ensure the integrity of all financial activities and purchases.
- Point person in regards to any expense related inquiries.
- Auditor- Clients file.

UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, CA

Financial Services Analyst II, Music/Statistics Department, April 2013- February 2014

- An expert and responsible for all BFS entries
- Identify new vendors, set up/modify and obtain all needed documentation
- Works closely with the traveler and/or host
- Ensures the integrity of all financial transactions entered into BFS

Makalia F. Aga, *continued*

- Excellent language skills to succinctly convey a problem and propose solutions within policy or applicable laws
- Excellent analytical skills in interpreting and applying policies, processes and procedures originating from a variety of sources
- Applies extensive knowledge of University Travel and Entertainment reimbursement procedures and guidelines to resolve routine and unusual problems

UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, CA
2009

2001-

HR Generalist, Employment Unit - Human Resources, 2008 – 2009

- Researched and developed best practices to create the billing process for Employment Services to operate as a recharge revenue income unit.
- Evaluate the financial status of a revenue/recharge activity.
- Provided services in the area of routing and requisition approval.
- Respond to recruitment process inquiries and questions, and provide customer service to the campus.
- Proficient in the Human Capital Management system (HCM 9.0).

Financial Analyst, Human Resources, 2007-2008

- Prepare monthly financial reporting, forecasting and planning for 10 units in the human resources department, covering the position of budget analyst for a year (2006-07) and continuing to act as back up. Trained incoming budget analyst in the Berkeley system.
- Monitor department budget expenses and personnel transactions for budget impact.
- Research and pull complex ad hoc financial reports for budget analyst.
- Oversee accuracy of the entire business contract process, collaborating with units, outside contractors and consultants on contractual agreements.
- Administer campus-wide reduced fee program for all UC campuses, acting as primary liaison with Office of the President.
- Manage service award and retirement program for UC Berkeley employees, solve problems and ensure accuracy and timeliness.

Administrative Specialist, Employee Development & Training, 2001-07

- Managed accounts payable, reconciliation, budget and purchasing, quickly adapting to the complex Berkeley financial system; acted as point person for all departmental inquiries and coordinated new employee orientation.
- Managed day-to-day application and monetary award process for Career Development Opportunity Program (CDOP), and approved applications and employee payments.

- Led process mapping to reorganize all administrative functions in response to budget deficits; streamlined preparation of training materials to increase efficiency.

JOHN F. KENNEDY UNIVERSITY, Orinda, CA 1998-01

Full-time Student

BANK OF AMERICA, NT&SA, San Francisco, CA 1993-97

Financial Analyst, Corporate Treasury, San Francisco, CA, 1995-97

- Helped design a mechanism for a settlement unit that worked with the Federal Reserve, to ensure exact daily settlements for newly approved interstate activity between nationwide Bank of America bank branches and affiliates.

Senior Customer Service Representative, Grand Lake Branch, Oakland, CA, 1993-95

HEALD BUSINESS COLLEGE, Oakland, CA 1992-94

Fulltime Student

EDUCATION & CERTIFICATION

John F. Kennedy University, Pleasant Hill, CA
Master of Integral Psychology 2012

University of California, Berkeley, Berkeley, CA
Financial Management Certification Program 2009

American Management Association
Certificate in Fundamentals of Finance and Accounting 2004

John F. Kennedy University, Orinda, CA
B.A. in Liberal Arts with emphasis in Psychology 2002

Heald Business College, Oakland, CA
A.A. in Accounting 1994