

Application Form

Profile

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Contra Costa Council on Homelessness: Submitted

Affordable Housing Finance Committee: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I am interested in serving as a board member because I have 20 years of administrative, managerial, analytical, law enforcement and instructional transferable skills that are relative to the duties as required by the board. I also possess a Masters Degree in Health Services Management, California Community College Credential and an Adult Teaching Credential. My Experience working with youth is as follows. As a Job Corps instructor over eight years, I delivered quality instruction in GED and Testing of Basic Adult Education (TABE) reading & math preparation as needed to Job Corps Trainees utilizing a standardized curriculum. I have worked with at risk trainees from diverse socio-economic ethnic backgrounds to provide them with the tools needed to be successful in future endeavors. I have utilized Citrix to monitor attendance and process evaluations Personal Career Development Plans and conduct reports. Additionally, as a requirement for employment, I participated in the training by the Outlet Program emphasizing the creation of safe environments for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Youth. Prior to my Career at Job Corps I worked at several universities recruiting and counseling undergraduate minority pre-med students to enter the School of Medicine throughout the country. I coordinated an early outreach component to motivate high school students (GRADES 9-12) into the health sciences. As a hobby I build computers in my spare time. I am also familiar with the latest software packages used in businesses (Microsoft Office (Excel, Access, Publisher, Word and PowerPoint)).

This application is used for all boards and commissions

Roosevelt

First Name

Gipson Jr

Last Name

Middle Initial


Email Address

[Redacted]
Home Address

Suite or Apt

Sacramento
City

CA
State

95833
Postal Code

Home: [Redacted]
Primary Phone

Contra Costa County GA
Employer

Experienced Level Clerk
Job Title

Government
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

Education History

Select the highest level of education you have received:

Other

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

College/ University A

University of Ca/Davis
Name of College Attended

Admin & Human Behavior in Health Care
Course of Study / Major

[Redacted]
Units Completed

Type of Units Completed

Quarter

Degree Awarded?

Yes No

B.S.

Degree Type

June 1978

Date Degree Awarded

College/ University B

Golden Gate University

Name of College Attended

Health Services Management

Course of Study / Major



Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

M.B.A.

Degree Type

June 1980

Date Degree Awarded

College/ University C

Metropolitan Education

Name of College Attended

Adult Credential

Course of Study / Major

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

Adult Credential

Degree Type

Date Degree Awarded

Other schools / training completed:

Clinician/Practitioner Consultant

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

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

1st (Most Recent)

October 2017 To Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

Experienced Level Clerk

Position Title

Employer's Name and Address

Contra Costa County, [REDACTED], Richmond, Ca

Duties Performed

EXPERIENCED LEVEL CLERK GA (GENERAL ASSISTANCE) PROGRAM (CONTRA COSTA COUNTY) -Obtain GA Roster from GA Unit -Enter GA Intake attendance into Calwin(Traffic Log) -Proctor the BSI(Mental Health Screening) Group -Complete an assessment of clients completing BSI questionnaire in CalWin -Instruct Clients on use of the self serve Kiosk -Scan confidential documents - Serve as a greeter for incoming clients -Schedule & Reschedule GA appointments -Refer clients to Job placements ,Food pantry & other resources via the Resource Room. -Issue Bus Passes/Bus tickets pending determined eligibility -Maintain records of issued Bus passes/Bus Tickets

2nd

December 2014-December 2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

SERVICE AGENT(CONTRA COSTA COUNTY)

Position Title

Employer's Name and Address

2500 Bates Ave, Concord Ca.

Duties Performed

-Answers Covered California customer inquiries through multiple system and toll-free telephone numbers for responding to inbound and other calls as necessary; -Handles requests through Covered California customer inquiries and complaints, using business knowledge, professionalism, and efficiency, to maximize and facilitate one-call resolution; -Refers unresolved Covered California customer complaints to the Customer Service Supervisor or other appropriate staff; -Responds to Covered California customers' inquiries, complaints, and refers requests using business knowledge, policy, uniform procedures, professionalism, and efficiency to facilitate one-call resolution; -Records Covered California customer interactions, recording details of inquiries, complaints, or comments, as well as actions taken. -Provide Technical Support to assist customer in setting up and maintaining online account utilizing CAL HEER'S statewide system

3rd

10/2011 to Present

Dates (Month, Day, Year) From - To

On Call

Hours per Week Worked?

Volunteer Work?

Yes No

Position Title

Employer's Name and Address

U.S. SMALL BUSINESS ADMINISTRATION (Disaster Assistance)

Duties Performed

U.S. SMALL BUSINESS ADMINISTRATION (Disaster Assistance) -Respond to a variety of customer inquires ranging from routine to complex, and provide detailed information to the public regarding federally declared disasters and SBA's loan program. -Assist individuals and businesses with the completion of various SBA loan applications. -Assist applicants in filing an application via the Internet through use of SBA's Electronic Loan Application -Screen the ELA Home and Business applications for accuracy and completeness. -Act as a lead to subordinate Customer Service Representatives (communicating management's goals and objectives to team members.

[Board Member_03_31_18.doc](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

Contra Costa County Homepage

If "Other" was selected please explain

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

ROOSEVELT GIPSON, JR.

████████████████████
SACRAMENTO, CALIFORNIA 95833

RESUME OF QUALIFICATIONS

TELEPHONE ██████████ MES.
TELEPHONE ██████████ RES.

**PROFESSIONAL
DIRECTION:**

Utilization of administrative, managerial, analytical, and instructional skills as it relates to the Board Member position.

October 2017
To Present

**EXPERIENCED LEVEL CLERK GA (GENERAL ASSISTANCE) PROGRAM
(CONTRA COSTA COUNTY)**

- Obtain GA Roster from GA Unit
- Enter GA Intake attendance into Calwin(Traffic Log)
- Proctor the BSI(Mental Health Screening) Group
- Complete an assessment of clients completing BSI questionnaire in CalWin
- Instruct Clients on use of the self serve Kiosk
- Scan confidential documents
- Serve as a greeter for incoming clients
- Schedule & Reschedule GA appointments
- Refer clients to Job placements ,Food pantry & other resources via the Resource Room.
- Issue Bus Passes/Bus tickets pending determined eligibility
- Maintain records of issued Bus passes/Bus Tickets

December 2014
November 2016

EXCHANGE CUSTOMER SERVICE AGENT(CONTRA COSTA COUNTY)

Duties:

- Answers Covered California customer inquiries through multiple system and toll-free telephone numbers for responding to inbound and other calls as necessary;
- Handles requests through Covered California customer inquiries and complaints, using business knowledge, professionalism, and efficiency, to maximize and facilitate one-call resolution;
- Refers unresolved Covered California customer complaints to the Customer Service Supervisor or other appropriate staff;
- Responds to Covered California customers' inquiries, complaints, and refers requests using business knowledge, policy, uniform procedures, professionalism, and efficiency to facilitate one-call resolution;
- Records Covered California customer interactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Provide Technical Support to assist customer in setting up and maintaining online account utilizing CAL HEER'S statewide system

October 2011
Present

U.S. SMALL BUSINESS ADMINISTRATION (Disaster Assistance)

- Respond to a variety of customer inquiries ranging from routine to complex, and provide detailed information to the public regarding federally declared disasters and SBA's loan program.
- Assist individuals and businesses with the completion of various SBA loan applications.
- Assist applicants in filing an application via the Internet through use of SBA's Electronic Loan Application.

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- Screen the ELA Home and Business applications for accuracy and completeness.
- Act as a lead to subordinate Customer Service Representatives (communicating management's goals and objectives to team members.

August 2005

AUTOCAD/MATH INSTRUCTOR /(De Anza College/ Job Corps)

- Instructed Trainees in AutoCAD and Basic Applied Mathematics (Technical Calculations) in the evening program.
- Recruited trainees to the evening program
- Promoted the college program to Job Corps trainees

September 2001
May 2009

GED INSTRUCTOR (TREASURE ISLAND JOB CORPS)

Duties:

- Perform an assessment of at- risk students to determine readiness in Writing literature, social studies, math, and science components of the GED.
- Diagnose student needs and provides professional instruction to students enrolled in GED.
- Provide reasonable accomadtion for those students identified to have special needs as recommended by the Disability Coordinator.
- Staff Trainer (Career Success Standards)

July 1996
December 1997

PAROLE AGENT I (SACRAMENTO NORTH UNIT)

Duties:

- Supervised and monitored behavior of parolees in both the office and in the field.
- Established and maintained contacts with employers, family, and friends to augment knowledge of parolees and their behavior patterns.
- Developed community resources
- referred and counseled parolees to assist them in locating needed services (employment services, housing, substance abuse treatment, and etc).
- Investigated parole violations and recommend appropriate action.
- Prepared reports to the Board Of Prison Terms (Violation, Discharge Review, Parolee At Large and etc).
- Attended parole revocation hearings
- Apprehended and arrested parolees in violation of parole.

April 1994
July 1996

PAROLE AGENT I (INTERSTATE PAROLE UNIT)

Duties:

- Monitor parolees accepted by states that participate in the Interstate Compact (The agreement by which all 50 states, the District of Columbia, the Virgin Islands and Puerto Rico function cooperatively in the supervision of probationers and parolees).
- Arrange extradition proceedings for California parolee ordered returned by the Parole Hearings Division (PHD)
- Makes appropriate transportation arrangements upon being advised of a parolee's

availability for return from outside of California.

- Provide technical assistance to Parole Regions on Interstate matters.

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- Arrange emergency Reporting Instructions based on criteria set forth in the Interstate Compact Agreement.
- Complete all tasks needed to supervise behavior of parolees in the receiving state.
- Perform other related duties as assigned.

December 1992
April 1994

California State Prison Sacramento

CORRECTIONAL COUNSELOR I

Duties:

- Interviewed inmates to gather information
- Read, evaluated, reviewed, and summarized reports from a variety of sources to assist in classification on an inmate.
- Assisted in the development or modification of the inmate's program.
- Wrote and prepared board reports to the Board of Prison Terms summarizing all data on the inmate while making a prognosis for parole suitability.
- Gathered, verified and evaluated information in regards to enemy or gang

- affiliations between inmates, incidents, and requests made by the courts.
- Interpreted and evaluated the inmate's central file for partners of positive or negative behavior.
- Performed Peace Officer duties as required.
- Assisted custodial staff during emergency situations.

March 1992
October 1992

P&CSD, Parole Automation Team

PAROLE AGENT I, AUTOMATION TRAINER

Duties:

- Completed Training for Trainers course
- Co-instructed a class to train P&CSD staff on a segment of the CMIS system which will integrate the functions of DDPS, OBIS, Parole Tracking System to enable access and utilization of information between headquarters, institutions and parole regions.
- Utilized written course material, Microsoft Windows, Microsoft Word for Windows, and Newwave.

November 1989
November 1992

California Department of Corrections

PAROLE AGENT I

Duties:

- Supervised and monitored behavior of parolees in both the office and in the field.
- Established and maintained contacts with employers, family, and friends to augment knowledge of parolees and their behavior patterns.
- Developed community resources
- Referred and counseled parolees to assist them in locating needed services (employment services, housing, substance abuse treatment, and etc).
- Investigated parole violations and recommend appropriate action.
- Prepared reports to the Board Of Prison Terms (Violation, Discharge Review, Parolee At Large and etc).
- Attended parole revocation hearings

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- Apprehended and arrested parolees in violation of parole.
- Provided AIDS information to the parole unit.

February 1989
November 1989

California Department of Corrections

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Duties:

- Developed systems for monitoring the flow of cases through the re-entry program.
 - Analyzed the impact upon occupancy levels and population turnover, of screening procedures, transportation logistics, classification disciplinary action, and facility /program availability.
 - Prepared Request for Proposal (RFP) packages and assists in their administration.
 - Prepared Budget Change proposals
 - Formulated program policy and procedural recommendations
 - Prepared contracts
 - Prepared closing reports and evaluations on contract performance
-
- Audited re-entry programs and facilities for compliance to program requirements.
 - Monitored statewide procurement of equipment, supplies, forms, and office space.
 - Assisted in the planning of new re-entry facilities.
 - Provided technical assistance to the parole regions in servicing contracts

October 1987
February 1989

State Controller's Office

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Duties:

- Developed Request for Proposal (RFP)
- Developed user requirements
- Developed Magnetic Tape survey document
- Participated in various management studies to improve the personnel payroll process.

February 1987
March 1987

California State Lottery Commission

STAFF SERVICES MANAGER I (Acting)

Duties:

- Supervised staff that was responsible for examining fraudulent lottery tickets.
- Wrote investigative procedures pertaining to the use of informants (whose confidentiality or name is maintained) and operators (where identities are public knowledge) to do undercover investigations.
- Supervised staff that developed the division budget and tracked expenditures.
- Reviewed questionable tickets to determine whether or not altered tickets were fraudulent.

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October 1986
October 1987

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Duties:

- Reviewed criminal investigations involving retailers conducted by Lottery Agents for the purpose of recommending appropriate administrative action against retailers.
- Prepared written recommendations to the Director and/or the Retail Support Division.
- Developed written directives, policies, and procedures involving security operations in retail sales.
- Prepared and monitored contracts with the following agencies: Department of Justice; Department of General Services; Department of Personnel Administration; and the Department of Alcoholic Beverage Control.
- Maintained liaison with allied law enforcement agencies; i.e. Department of Alcoholic Beverage Control, Department of Justice, and Department of Motor Vehicles to ensure mutual sharing of intelligence and coordination of law enforcement efforts.
- Supported other Security personnel in assisting with security at drawings.
- Assisted Agents in investigation of criminal acts committed against the lottery.
- Evaluated Invitation for Bids (IFBs) to select a vendor to provide maintenance on the Lottery's statewide security system.
- Developed an issue memo to amend the Lottery Act of 1984 to allow the Lottery to conduct both pre-employment and post employment investigations on employees

including arrests and convictions.

- Reviewed and analyzed legislation to advise management on the potential impact on the Lottery.
- Developed the Security Division's statewide training budget.

May 1985
October 1986

State of California, Board of Control

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Duties:

- Reviewed and analyzed victim of violent crime reports for completion and adherence to statutory and regulatory requirements and determined that all required information was received and presented in compliance with statute, Administrative Code regulations
- Prepared summary of victim claims.
- Selected and presented appropriate data to the Board of Control.
- Assisted the Claimant and claimant's counsel in the presentation of the claim to the Board.
- Recommended to the Board the disposition of claims based on a thorough knowledge of programs such as public assistance, Medi-Cal, Medicare, Social Security, veterans benefits, unemployment insurance, and state and federal tax computations.
- Maintained liaison between local programs, other state and federal agencies as well as the legislative staff.
- Prepared a report to the Joint Legislative Budget Committee on the success of steps taken to reduce and streamline the victims claim processing procedures.

January 1985
May 1985

State of California, Department of Health Services

STAFF SERVICES ANALYST

Duties:

- Analyzed the Medicare Buy-In system, identified problems and developed solutions.

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- Monitored the Federal Government's Social Security Administration accretions of Supplemental Security Income Recipients for Buy-In as per the Buy-In agreement and section 254 of the Social Security Administration and State Buy-In Manual.
- Developed system improvements on the state-operated computer system, county welfare identification files and the department's Eligibility History File.
- Prepared analysis of work flow and other periodic reports for use by management.
- Utilized microcomputer (IBM-XT), and various software packages (i.e. Lotus 1-2-3, R Base 4000, and WordStar) in completion of complex assignments.

December 1982
December 1984

State of California, Office of Statewide Health Planning & Development

HEALTH PLANNING ANALYST

Duties:

- Directed the activities of subordinate staff, and performed other health planning activities as required.
- Coordinated and maintained liaison with Federal, State and local health planning groups department managers, and staff, professional organizations, universities, citizens committees, and others participating in regional and statewide health planning studies.
- Coordinated matching and placement activities for Southern California region.
- Assisted in the development of vacancies, for potential placement of National Health Service Corps physicians.
- Reviewed appropriate health manpower shortage area designations.
- Assessed distribution and availability of primary care resources in health manpower shortage areas.
- Monitored and provided technical assistance to 40 private practice option placements and 24 National Health Service placements.

January 1982
December 1982

**University of California, Davis
School of Medicine**

SENIOR PROGRAM COORDINATOR

Duties:

- Supervised activities of student assistants.
- Coordinated and implemented Federal Health Resources Development Program for the School of Medicine.
- Implemented educational agreements at five Northern California Junior and Senior college campuses.
- Recruited and counseled undergraduate minority pre-med students for the School of Medicine.
- Coordinated other tasks, projects as directed by Project Manager.
- Developed the retention component of the program.

April 1981
January 1982

**University of California, Los Angeles
School of Medicine, Area Health Education Center**

PROGRAM COORDINATOR

Duties:

- Supervised activities of the part-time recruiters and counselors.

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- Developed and coordinated the Health Professions Resource Center Recruitment Program.
- Established pre-health clubs.
- Established and maintained close working relationships at targeted Area Health Education Centers, colleges, universities, and health centers.
- Developed and presented recruitment presentations.
- Advised students; provided student support information to the Program Director.
- Coordinated annual calendars; designed and developed recruitment publications; maintained statistical data; analyzed and evaluated program.
- Assisted in planning, preparation of health care conferences and attended health related conferences.
- Coordinated the early outreach component to motivate high school students (grades 9-12) into the health sciences.

September 1980
January 1981

**University of California, San Francisco
Student Services, Personnel Department**

FINANCIAL AID ADVISOR

Duties:

- Analyzed and determined student's eligibility for financial aid in accordance with established criteria.
- Conducted in-depth interviews with students, reviewed application, explained financial aid policies.
- Coordinated the Guaranteed Student Loan and other outside loan program data; kept abreast of legislation, federal mandates, and lender policies.
- Maintained continuous contact with primary lenders.
- Specialized skills included the analysis of complex federal and university financial aid policies and programs.

August 1978
February 1979

Liberty Mutual Insurance Company

CLAIMS ADJUSTER

Duties:

- Investigated and settled workers compensation and liability claims.
- Conducted field investigations, reporting, cost analysis, and negotiations.
- Directly interfaced with policyholders and insurance management, often in a problem solving capacity.

October 1975
June 1978

University of California, Davis

PEER ADVISOR AND COUNSELOR

Duties:

- Maintained liaison between students, coordinators, and the director Peer Advisor and Counselor Program.

- Provided counseling to a case load of 150 students on academic and financial matters which entailed needs analysis and review, interviewing, and serving as a referral and informational sources.
- Practical experience in the outreach area often serving as a "dropin" advisor.
- Experienced in conducting workshops and seminars.

**EDUCATIONAL
BACKGROUND**

**California Community
College Credential**
(Lifetime)
**Designated Subjects
Adult Credential**
(July 2005)

**Business & Industrial Management
Business Management
Elementary & Secondary Basic Skills**
Metropolitan Education
San Jose, California

M.B.A.
(June 1980)

Health Services Management
Golden Gate University
San Francisco, California

B.S.
(June 1978)

**Administration and Human Behavior
in Health Care**
University of California
Davis, California

**PRACTICAL
EXPERIENCE:**

October 1974
May 1975

FOOD SERVICES MANAGER: UNIVERSITY OF CALIFORNIA, DAVIS

- Provided direct supervision to 8 food service personnel.
- Developed management experience in the administration of food services, purchasing operations, safety, sanitation, and food handling.
- Developed practical skills in financial management, equipment planning and evaluation of alternative systems.

**HEALTH
SERVICES
PRACTICUM**

WOODLAND MEMORIAL HOSPITAL, WOODLAND, CALIFORNIA

- Completed an internship at this private hospital rotating through all departments including radiology, laboratory, medical records, physical plant and storage areas.
- Gained knowledge of the functional and organizational structure, management and operation of a hospital, as a business and social institution.
- Learned role relationships of the governing board, administration, and medical staff

as they relate to the internal and external forces which affect the administrative process.

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-Provided written analysis/recommendation regarding problem areas.

PERSONAL HEALTH DEPARTMENT, Sacramento, California

-Experienced in the planning of patient-care programs faced with issues dealing with public accountability for health services.

-Formulated policy to provide greater accessibility and quality of care.

-Gained practical knowledge of main office operations in support of six Sacramento Clinics with specialized experience in the "Take-Care Project" for the Elderly.

-Frequented clinics to review facility utilization and services.

AFFILIATIONS:

AHIMA

HIMSS

California Health Information Association

Association of MBA Executives, Inc.

Cal Aggie Alumni Association

Golden Gate University Alumni Association