

RACHEL G. FORCE

HIGHLIGHTS

- Experienced policy analyst with knowledge of city and county government
- Former Planner III with the City and County of San Francisco
- Skilled researcher, writer, and communicator; fluent in Spanish

EDUCATION

M.S., Historic Preservation, University of Oregon, Eugene, OR, 2004

B.A., History, Colgate University, Hamilton, NY, 1999

EMPLOYMENT AND VOLUNTEER HISTORY

- Jan. 2019-present **Committee Member**, Community Revenue Study Committee, Lafayette School District, Lafayette, CA
- Volunteer position researching potential revenue streams for Lafayette School District in order to close a budget gap - involves attendance at committee meetings and collaboration with members of school district staff to research revenue sources, reading and analyzing contracts (focus on solar panel contracts), and producing recommendations for further action
- August 2009-Dec. 2012 **Administrative Director/President of the Board of Directors/Member of the Board**, Oakland Heritage Alliance, Oakland, CA
- President of the Board of Directors from January-December 2012 (Volunteer): Supervised the work of the Executive Director, authored President letters for newsletter, led meetings of the Board, Master of Ceremonies for Partners in Preservation Award ceremony
 - Administrative Director from October 2010 to April 2011 (Staff): Monitored local planning efforts, authored letters to city leaders, organized bid to host California Preservation Foundation conference in Oakland, responsible for daily operations of the non-profit, organized hiring of Executive Director
 - Member of the Board of Directors from August 2009 to October 2010 (Volunteer)
- March 2008-Oct. 2008 **Legislative Analyst**, Office of the Legislative Analyst, Board of Supervisors, San Francisco, CA
- Researched and prepared policy reports requested by members of the Board of Supervisors
 - Performed research and prepared data reports for the Fair Lending Working Group
 - Supervised interns: directed their research, edited intern-prepared reports
- Nov. 2005-March 2008 **Planner III**, Planning Department, City and County of San Francisco, San Francisco, CA
- Preservation Technical Specialist with the Historic Resources Survey Team: promoted from Planner II in November 2007, promoted from City Planning Intern in September 2006
 - Project management for the Citywide Cultural Resources Survey: wrote scopes of work for Request for Proposal (RFP) documents, sat on review panels and made recommendations for consultant selection, managed resulting contracts
 - Developed detailed project plan, schedule and job costing for \$1 million survey budget
 - Managed historic preservation component of \$150,000 Japantown Planning effort
 - Conducted outreach through community meetings and coordination with neighborhood groups
 - Wrote the 2007 Draft Preservation Element of the San Francisco General Plan
 - Presented to the Landmarks Preservation Advisory Board
 - Reviewed and consulted on specific projects submitted to the Planning Department
 - Conducted permit review at the Planning Information Center
- June 2004-Aug. 31, 2005 **Architectural Historian**, Carey and Co. Inc., Architecture, San Francisco, CA
- Researched and wrote reports: Historic Resource Evaluations, Section 106 Review, Historic American Building Survey (HABS), Historic American Engineering Record (HAER), City Landmark Nomination, State of California DPR 523 forms and CEQA review, and more
 - Prepared grant applications for Proposition 40 (CCHE) Grant