

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

[Redacted]
City

[Redacted]
State

[Redacted]
Postal Code

[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

[Redacted]
[Redacted]
Course of Study / Major

188.5
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

[REDACTED]

Course of Study / Major

36

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

[REDACTED]

Degree Type

June 1980

Date Degree Awarded

College/ University C

Metropolitan Education

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

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, 1305 Mac Donald Ave, 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 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 -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:
