



Contra
Costa
County

Print Form

Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Kasandra	K	Knox	
Home Address - Street	City	State	Postal Code
	Richmond	CA	94804
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 1 District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 1			
Current Employer	Job Title	Length of Employment	
Contra Costa County	Employment Counselor	25 years	
How long have you lived or worked in Contra Costa County? 25 years			

Board, Committee, or Commission	Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Please check one: ☐ Yes ☒ No If Yes, how many?

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Cal State University Long Beach	Journalism/Public Relations	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed:	Global Career Development Facilitator	Certificate Awarded for Training?	
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☒ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

It is imperative and crucial for the survival of African American people, especially those that are disenfranchised and disadvantaged to have a safe space to receive services.

This is an incredible moment to serve on this Committee, not only as a resident but also as a working contributor for over 25 years, to reinvest in the City of Richmond, that has provided me with so much opportunity and promise.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

While working for the Employment and Human Service division of Contra Costa County, i have provided direct services to our participants in the areas of; CalWORKS benefits, Domestic Violence, Homelessness, Job Readiness Workshops, Formerly Incarcerated and Employment Counseling and Training.

For five years, I was the Lead Group Facilitator for a SAMHSA cohort, " Growing Great Families, A Substance Abuse, HIV and Hepatitis Prevention Project", which included youth and adults.

One of my responsibilities, but not limited to, was to facilitate a prevention-based curriculum, that would assist in addressing one of the crises, Richmond was plagued with at the time, which was the high HIV rate among Black Women.

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

Brother Helping Brother-A Mission that helps to educate children, feed families, build schools, churches, water wells and provide medical care.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: ☐ 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 relationships?

Please check one: ☐ Yes ☒ No

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

[Redacted Signature]

Date:

9/7/23

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain 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.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

KA SANDRA KNOX

MOBILE: [REDACTED]

E-MAIL: [REDACTED]

CAREER OBJECTIVE

Dedicated professional with 25 years' experience in Human Services and Customer Service, seeking a challenging position where my skills in communications and customer care may be enhanced providing an opportunity for career growth and stability.

PROFESSIONAL HIGHLIGHTS

- ◇ Extensive knowledge of Public and Private Employment resources and trends in employments of less skilled individuals.
- ◇ 15 years working in Retail environments – providing customer service in unique niche areas: Bridal Consulting; Fine China and Crystal; Vendor events...etc.
- ◇ Strong communication skills; interacted with clients from diverse ethnic backgrounds with social and medical problems impacting employability such as literacy, criminal history, chemical dependence, social disorientation and physical limitations.
- ◇ Developed working relationships with the public and Contra Costa County personnel. Poised and competent with demonstrated ability to easily transcend cultural differences.

PROFESSIONAL EXPERIENCE

December 1998 – Present

Contra Costa County, Martinez, CA

Social Service Employment Placement Counselor (April 2012 – Present)

- Implemented the Subsidized Employment Training program (SET); identified, screened and trained businesses for participation in program.
- Scheduled interviews between perspective businesses and candidates. Monitored and made recommendations for the participants and employer portion of the SET program. Served as the primary point of contact insuring consistent application of the policies.
- Participated in Regional, County and local business events to develop employment opportunities and promote brand awareness for state funded Subsidized Employment Training Program (SET).
- Identified and managed relationships with Community Leaders and Businesses to develop strategic workforce opportunities for Welfare-to-Work participants. Evaluated and determined business eligibility to receive benefits from a state funded program employing Welfare-to-Work participants.
- Interviewed and screened clients for available job opportunities within the private and public sector. Mitigated participant related issues by monitoring job performance, compliance to policies and managing and submitting monthly reports.
- Assisted with mini workshops for employment opportunities, retention and interviewing skills. Worked collaboratively with business partners to insure viability of program, maximizing and emphasizing placement and career advancement of clients receiving public assistance.
- Implemented the CCWORKS and CCWORKS Expanded Program which allocates additional funding for participants in difficult demographics served.

- Monitored and evaluated the effectiveness of a newly implemented project for Contra Costa County along with a local non-profit created Security Guard Training program.
- Managed the client referral project; act as a point of contact between the regional organization and Contra Costa agency and agency staff to ensure compliance to the process outlined in the project.

Social Service Program Assistant/Job Club Leader (2002 – 2012)

- Instituted Human Development index ratio for Contra Costa County improving the economic labor statistics by 2%. Maintained accurate records and system controls to meet program timetables.
- Worked with Welfare-to-Work participants to determine and address issues preventing them from gaining employment. Identified the resources needed and provided access to those resources ensuring participants the ability to gain and retain employment.
- Assessed employability factors and conducted bi-monthly four-week Employment Readiness Trainings with curriculums designed for each class providing the most benefit and offering the greatest success rate in securing employment.

Social Service Worker/Field Case Worker (2000 – 2002)

- Interviewed, assessed and confirmed benefit eligibility for individuals seeking state assistance through Federal and state funded Benefit Programs.
- Served as the point of contact for new clients submitting applications; reviewed factors to determine propriety of continuation, modification, or termination of public assistance. Reviewed application and declaration for completeness and consistency.
- Managed complex and specialized caseloads of 75+ per month; processed a standard number of cases weekly maintaining personal case file goals.
- Developed and created successful relationships with outside agencies establishing additional resources for the program.

Eligibility Worker I, II and Specialist (1998 – 2000)

- Served as the point of contact for new clients submitting applications for CalWORKs; interviewed clients and reviewed factors to determine eligibility of assistance.
- Reviewed application and declaration for completeness and consistency. Elicit pertinent information concerning income and other resources and financial obligations from applicants and recipients and collected verifications as needed to establish eligibility.
- Managed complex and specialized caseloads of 75 - 200+ per month; processed a standard number of cases weekly maintaining personal case file goals.

October 2006 – September 2011

New Connections, Richmond, CA

Lead Group Facilitator – “Growing Great Families”

- Facilitated families in Substance Abuse, HIV and Hepatitis Prevention project; analyzed and adjusted curriculum ensuring guidelines were adhered to by staff while meeting the needs of each family.
- Designed a second level advance project for the summer program.

REFERENCES AVAILABLE UPON REQUEST