

Application Form

Profile

Jessica Spikes
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address

Bay Point CA 94565
City State Postal Code

[Redacted]
Primary Phone

[Redacted]

District Locator Tool

Resident of Supervisorial District:

☒ District 5

BART Office of the Inspector General Executive Assistant
Employer Job Title

Length of Employment

1.5 years

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

N/A

How long have you lived or worked in Contra Costa County?

Resident for 1 year

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

African American Holistic Wellness and Resource Hub Transitional Community Advisory Board: Submitted

Seat Name

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

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Notre Dame de Namur University

Degree Type / Course of Study / Major

Bachelors in Business Administration

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Notre Dame de Namur University

Degree Type / Course of Study / Major

Masters in Business Administration - In Progress

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Certified Inspector General Auditor

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I recently moved to Contra Costa County, and as a Bay Point resident, I'm eager to find meaningful ways to get involved and contribute to my community. The vision behind the Transitional Community Advisory Board (TCAB) especially resonates with me because it's about building resources that take a holistic approach to wellness and equity, particularly for African American residents. As a Black woman, I feel personally connected to that mission. I know how important it is to have programs designed with our voices at the table, and I want to contribute both my professional experience and lived perspective to ensure the hub is accessible, effective, and rooted in community needs. In my career, I've supported audits, investigations, and community programs, giving me insight into how policies and systems can either open doors or create barriers. I'd like to bring that perspective here to help create real, lasting impact. I'm also interested in serving on the Bay Point Municipal Advisory Council and the Commission for Women and Girls. Both would allow me to be a bridge between residents and local government, and to support initiatives that strengthen quality of life and equity across the county. As a Black woman living in Bay Point, I believe my voice and perspective can add value to these spaces, especially in lifting up issues that directly affect underrepresented communities. Whether through TCAB, Bay Point MAC, or the Commission for Women and Girls, I want to be an active participant in building a stronger, more inclusive Contra Costa County.

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

I bring over 14 years of experience in public service, administration, and oversight, with a strong track record of supporting leadership, facilitating community-focused programs, and ensuring accountability in government operations. In my current role with the BART Office of the Inspector General, I support audits and investigations that drive transparency, compliance, and improvements in public services. This work has strengthened my ability to analyze complex issues, review policies and programs critically, and ensure that community needs are reflected in decision-making. Beyond technical skills, I have extensive experience in budget management, contract oversight, and community engagement, areas that are vital for advisory roles like these. I've also served as a clerk and staff liaison for public committees, giving me hands-on knowledge of open meeting laws, agenda preparation, and how to facilitate productive public discussions. As a Bay Point resident and a Black woman, I also bring lived experience that aligns with the missions of the boards I am applying for. I understand the importance of representation, equity, and building systems that serve communities fairly and effectively. These perspectives, combined with my professional expertise, make me well-qualified to contribute meaningfully to the Transitional Community Advisory Board, the Bay Point Municipal Advisory Council, and the Commission for Women and Girls.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

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

☐ 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 or community experience, including any advisory boards on which you have served.

I am new to Contra Costa County, but I've already started looking for opportunities to get involved locally. Most recently, I volunteered at the Bay Point Community Resource Fair, which gave me the chance to connect directly with neighbors and learn more about the services available in our community. I am constantly seeking ways to contribute, whether by supporting local events, sharing information, or participating in programs that bring people together. In addition, my past professional roles have included community-facing work, such as serving as Clerk for the City of Mountain View's Rental Housing Committee and assisting with outreach initiatives to connect residents with resources and information. These experiences, combined with my personal commitment to community engagement, make me eager to grow my involvement through service on a Contra Costa County advisory body.

Conflict of Interest and Certification

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

☐ 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?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 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.

☒ I Agree

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.

SUMMARY

Results-oriented administrative professional with over 14 years of experience in executive-level support and cross-functional team management. Skilled in driving complex audits and investigations, ensuring compliance with regulatory standards, and improving organizational efficiency through strategic planning. Experienced in overseeing public sector operations, managing financial documentation, and maintaining operational integrity. Strong background in budget management, contract oversight, and operational support.

EXPERIENCE

Executive Assistant | BART Office of the Inspector General | Feb 2024 – Present

- Provide high-level executive support to the Inspector General by facilitating audits, investigations, and the overall oversight of District activities, ensuring adherence to standards and regulations, while providing key support to drive impactful outcomes.
- Assist in drafting, reviewing, and refining audit and investigative reports to ensure accuracy, clarity, and adherence to professional standards. Conduct quality control reviews to verify that findings, conclusions, and recommendations are well-supported.
- Assist in monitoring BART's compliance with recommendations from OIG reports, ensuring follow-through on corrective actions and policy improvements.
- Oversee and manage the office's budget, including the creation, tracking, and analysis of financial allocations, ensuring efficient resource utilization and alignment with organizational priorities.
- Direct the development and maintenance of the office's website and social media presence, aligning communication strategies with organizational goals and priorities.

Office Manager | DG Architects | March 2023 – March 2024

- Managed daily business operations for a 60-person Silicon Valley office, overseeing building systems, office supplies, facilities, and equipment leases to maintain a well-organized, functional workspace.
- Provided strategic executive support to company leadership, streamlining operations, enhancing client management processes, and supporting decision-making with clear, actionable reporting.
- Led office events and team-building initiatives, fostering a collaborative and positive work culture while promoting employee engagement and retention.
- Coordinated project support tasks, including contract preparation, budget tracking, and client communications, ensuring that project milestones were met on time, within scope, and within budget.

Senior Administrative Assistant | City of Mountain View | July 2021 – March 2023

- Promoted from Office Assistant III to Senior Administrative Assistant in the Rent Stabilization Program.
- Provided executive-level administrative support, preparing detailed activity reports, streamlining operational processes, and driving the successful execution of program objectives, while supervising administrative staff and implementing process improvements to boost efficiency.
- Served as Clerk for the Rental Housing Committee, utilizing Legistar to create agendas, prepare meeting documentation, record minutes, and ensure compliance with public meeting laws and regulations.

- Managed the compliance database, reviewed and processed landlord submissions, and served as the primary point of contact to ensure adherence to local rent stabilization regulations.
- Assisted with outreach initiatives, coordinated public events, and developed website content to improve program visibility and stakeholder engagement.

Office Assistant III | City of Mountain View | Oct 2016 – July 2021

- Provided high-level administrative and financial support to the Public Services Division, which consisted of eight sections grouped under broader leadership teams.
- Managed the full contract lifecycle for project managers, including vendor communication and coordination. Drafted contract and amendment language to ensure compliance with City requirements. Reviewed proposals, Certificates of Insurance (COI), and other contract-related documents to ensure all paperwork was complete and ready for approval by the Department Head, Risk Management, Legal, Finance, and other relevant departments. Tracked contract terms, processed invoices, monitored remaining balances, and ensured proper contract closure.
- Coordinated bid solicitations, entered requisitions, tracked over 200 purchase orders, and processed invoices, ensuring timely payments and seamless vendor communication.
- Monitored division budgets, performed financial analysis and presented findings to senior management to inform decision-making and ensure optimal resource allocation.

EDUCATION

Bachelor of Science | Business Administration, Accounting Track | Notre Dame de Namur University

CERTIFICATIONS

Certified Inspector General Auditor (CIGA) | Association of Inspectors General

PROFESSIONAL MEMBERSHIPS

- Association of Inspectors General (AIG)
- Association of Certified Fraud Examiners (ACFE)
- Association of Local Government Auditors (ALGA)