



Contra Costa County

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		
	City	State	Postal Code	
(best number to reach you)				
Resident of Supervisorial District (if out of County, please enter N/A): District Locator Tool				
Do you work in Contra Costa County? Yes No If Yes, in which District do you work?				
Current Employer Job Title Length of Employment				
How long have you lived or worked in Contra Costa County?				

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	
		Yes	No
		Yes	No
		Yes	No

Occupational Licenses Completed:

Certificate Awarded for Training?

Other Trainings Completed:

Yes No
Yes 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.

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

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.

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:

Date:

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.

CARLA D. KIRKLAND

Pittsburg, CA 94565

OBJECTIVE: To serve with sincerity and loyalty in a position where I may utilize my diversified background in office administration, loan consulting techniques and personal income tax preparation skills for the benefit of a strong agency that will allow support to increase my skills and job responsibilities.

QUALIFICATIONS & TECHNICAL PROFICIENCY:

- Microsoft Suite 2007-Intermediate
- Typing 53 wpm
- Excellent Customer Service Skills
- Systems: Windows, Vista, XP-Me, DOS
- Excellent Communication Skills
- Good Organizational Skills
- Business Office Skills
- Software: Drake, Microsoft, Calyx Point

EDUCATION:

Los Medanos College 2014 AA-Liberal Arts; Humanities & Behavioral Social Science
Courses in ABA Paralegal Program: Cal State Hayward
Pittsburg Adult Education Microsoft Word-Processing w/ Business Office Skills Certification
Polytechnic High School General Education Diploma

EMPLOYMENT:

2019-Present

Benefit Authorizer – Social Security Administration 2021 - 2025

- Perform a critical role in the benefits approval process, ensuring that applicants' eligibility and entitlements are accurately determined in accordance with the relevant laws and guidelines, overlapping responsibilities with adjudicators, having the final endorsement as being integral to the formal approval and disbursement of benefits. Processing medicare application approvals, processing past due premiums and co-pays. Acting as gatekeepers to uphold the integrity and reliability of the benefits system, requiring a thorough understanding of complex regulatory frameworks and proficiency in assessing detailed documentation, meticulously verifying data and making informed decisions.

Debt Collector Representative – Social Security Administration 2019

- Debtor Contact Representatives perform technical and clerical duties involving contacting debtors for the purpose of examination, collection, control, documentation and disposition of overpayments against all SSA administered programs through both incoming calls to the SSA 800 number and outgoing calls directly to the debtors. Debtor Contact Representatives use many computer resources including the SSA administered software, the Internet, and over the counter software to answer debtor's questions, input decisions, and locate debtors.

2019-2019 Consultant –Tax & Legal Document Preparation – Self employment

- Manage day-to-day self employment operations, resolve IRS notices, problem solving, maintain confidential client information, Tax planning solutions; legal forms preparations, state business filings, small business incorporations, non profit IRS tax exempt application support, etc.

2014-2018 Office Manager II/Sr. Tax Analyst – H & R Block

- Manage day-to-day tax office operations, resolve client complaints, escalate claims, set office goals and performance to exceed goals, local marketing, staffing schedules, monitor and approve payroll via Kronos, set appointments, coach tax associates, implement company policies and ensure federal and state tax compliance, prepare accurate tax returns, monitor appointment schedules and staff schedule commitments, banking and petty cash custodian, order supplies, monitor HRB financial goals via reports. Answer phones, filing, maintain confidential information, issue debit bank cards, answer client tax questions, interview clients, prepare tax returns, interpret IRS notices, open and close office including reconciling daily points of sales. Travel to other offices to assist with staffing needs. Assist manager in daily activities as needed. My role changed from Office Leader to Office Manager while maintaining tax associate status as a tax writer in addition to tax office roles. Learn various databases to monitor office revenue and each tax associates progress and product sales.

2007-2019 Consultant – Kirkland & Associates

- Typing and legal document preparer. Work directly public interview clients, analyze financial documents & expenditures, prepare simple to complex forms. Calculate & invoice for form preparation, resolve complaints with various agencies. Perform administrative activities: maintain confidential files, process paperwork, type correspondence, complete government forms, maintain appointment calendar, interpret information, maintain office equipment, order supplies.

2012-2012 Community Service Bureau Asst. Manager – Contra Costa County (Temp Assignment)

- Review/interview client documents for State/Federal head start program. Determine program eligibility. Complete monthly reports; supervise employees' work and compliance with State regulations. Prepare monthly reports, assist with program reports and monitoring such as the Program Review Instrument and Systems Management (PRISM), attendance and Program Information Report (PIR) Assists in the coordination and facilitation of training for staff, parents and clients. In conjunction with appropriate staff, identifies funding sources, assists in the preparation of funding applications and budgets, and ensures proper maintenance of required records associated with Community Services Bureau program services

2002-2010 Administrative Assistant /Loan Consultant- Delta Bay Mortgage, Pittsburg, CA

- General office operations, interview clients, review financial documents for approvals, run credit.
- Explain various loan programs, loan and word-processing, answer multiple phone lines.
- Data entry, loan processing, develop client database, maintain tickler files, outlook.
- Purchase office equipment, maintain office supplies, cash custodian, loan origination.
- Prepare business tax excel worksheets, maintain invoices, facilitate meetings.
- Assist with managing new hires in training, conduct interview, complete broker packages, Notary Public.
- Research various software, type memos, correspondence, audit files for code compliance under DRE regulations, and compile budget information. Work independently in two departments. (Real estate sales assistant office manager.)

1992-2000 Administrative Assistant I (Housing Rehabilitation) City of Pittsburg, CA

- Public service reception duties, interview clients, application intake, typing, mail run.
- Maintain confidential & legal files, run & approve credit, data entry, recertify clients, set up loan folders.
- Format construction work write-ups, research property info. interpret housing laws.
- Process escrow payments & purchase requisitions, compile financial data for reports, filing.
- Process mail, create marketing materials, notary signing, maintain office equipment, order supplies.
- Process insurance endorsements, record payoffs, re-conveyances, deeds of trust, promissory notes.