

Application Form

Profile

Roosevelt _____ Gipson Jr. _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address
 SACRAMENTO CA 95833
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

N/A - Out of County

EHSD Volunteer and _____ Program Specialist _____
 Employer Job Title

Length of Employment

1 yrr

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 4

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

11 yrs

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Advisory Council on Equal Employment Opportunity: Submitted

Seat Name

Education Seat-Renewal

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?

Current Member 2022

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

MBA

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Davis

Degree Type / Course of Study / Major

BS/Admin In Health Care

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Metro Education

Degree Type / Course of Study / Major

Adult Credential

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Health IT

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.

Renewal of Education Seat

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

Community College Credential Business and Industrial Management Adult Credential 30 day
Emergency Credential August 2005 AUTOCAD/MATH INSTRUCTOR /(De Anza College/ Job
Corps) - Instructed Trainees in AutoCAD and Basic Applied Mathematics (Technical
Calculations) in the evening program. - Recruited trainees to the evening program -
Promoted the college program to Job Corps trainees September 2001 GED INSTRUCTOR
(TREASURE ISLAND JOB CORPS) May 2009 Duties: -Perform an assessment of at- risk
students to determine readiness in Writing literature, social studies, math, and science
components of the GED. -Diagnose student needs and provides professional instruction to
students enrolled in GED. - Provide reasonable accommodation for those students identified
to have special needs as recommended by the Disability Coordinator. - Staff Trainer (Career
Success Standards)

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:

ACEEO

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.

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.

ROOSEVELT GIPSON, JR.
[REDACTED]
SACRAMENTO, CALIFORNIA 95833

RESUME OF QUALIFICATIONS
TELEPHONE [REDACTED]
TELEPHONE [REDACTED]

PROFESSIONAL

DIRECTION: Utilization of administrative, managerial, analytical, and instructional skills as it relates to the Volunteer Emergency Services Program Specialist position.

October 2017
To Present

**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

December 2014
November 2016

EXCHANGE CUSTOMER SERVICE AGENT (CONTRA COSTA COUNTY)

Duties:

- 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

October 2011
September 2018

U.S. SMALL BUSINESS ADMINISTRATION (Disaster Assistance)

- Respond to a variety of customer inquires 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.

ROOSEVELT GIPSON, JR.
PAGE TWO

- 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.
- August 2005 **AUTOCAD/MATH INSTRUCTOR /(De Anza College/ Job Corps)**
- Instructed Trainees in AutoCAD and Basic Applied Mathematics (Technical Calculations) in the evening program.
 - Recruited trainees to the evening program
 - Promoted the college program to Job Corps trainees
-
- September 2001 **GED INSTRUCTOR (TREASURE ISLAND JOB CORPS)**
May 2009
- Duties:
- Perform an assessment of at- risk students to determine readiness in Writing literature, social studies, math, and science components of the GED.
 - Diagnose student needs and provides professional instruction to students enrolled in GED.
 - Provide reasonable accomadtion for those students identified to have special needs as recommended by the Disability Coordinator.
 - Staff Trainer (Career Success Standards)
-
- July 1996 **PAROLE AGENT I (SACRAMENTO NORTH UNIT)**
December 1997
- Duties:
- Supervised and monitored behavior of parolees in both the office and in the field.
 - Established and maintained contacts with employers, family, and friends to augment knowledge of parolees and their behavior patterns.
 - Developed community resources
 - referred and counseled parolees to assist them in locating needed services (employment services, housing, substance abuse treatment, and etc).
 - Investigated parole violations and recommend appropriate action.
 - Prepared reports to the Board Of Prison Terms (Violation, Discharge Review, Parolee At Large and etc).
 - Attended parole revocation hearings
 - Apprehended and arrested parolees in violation of parole.
-
- April 1994 **PAROLE AGENT I (INTERSTATE PAROLE UNIT)**
July 1996
- Duties:
- Monitor parolees accepted by states that participate in the Interstate Compact (The agreement by which all 50 states, the District of Columbia, the Virgin Islands and Puerto Rico function cooperatively in the supervision of probationers and parolees).

- Arrange extradition proceedings for California parolee ordered returned by the Parole Hearings Division (PHD)
- Makes appropriate transportation arrangements upon being advised of a parolee's availability for return from outside of California.
- Provide technical assistance to Parole Regions on Interstate matters.
- Arrange emergency Reporting Instructions based on criteria set forth in the Interstate Compact Agreement.
- Complete all tasks needed to supervise behavior of parolees in the receiving state.
- Perform other related duties as assigned.

ROOSEVLT GIPSON, JR.
PAGE THREE

December 1992
April 1994

California State Prison Sacramento

CORRECTIONAL COUNSELOR I

Duties:

- Interviewed inmates to gather information
- Read, evaluated, reviewed, and summarized reports from a variety of sources to assist in classification on an inmate.
- Assisted in the development or modification of the inmate's program.
- Wrote and prepared board reports to the Board of Prison Terms summarizing all data on the inmate while making a prognosis for parole suitability.
- Gathered, verified and evaluated information in regards to enemy or gang

- affiliations between inmates, incidents, and requests made by the courts.
- Interpreted and evaluated the inmate's central file for partners of positive or negative behavior.
- Performed Peace Officer duties as required.
- Assisted custodial staff during emergency situations.

March 1992
October 1992

P&CSD, Parole Automation Team

PAROLE AGENT I, AUTOMATION TRAINER

Duties:

- Completed Training for Trainers course
- Co-instructed a class to train P&CSD staff on a segment of the CMIS system which will integrate the functions of DDPS, OBIS, Parole Tracking System to enable access and utilization of information between headquarters, institutions and parole regions.

ROOSEVLT GIPSON, JR.
PAGE FOUR

- Utilized written course material, Microsoft Windows, Microsoft Word for Windows, and Newwave.

November 1989
November 1992

California Department of Corrections

PAROLE AGENT I

Duties:

- Supervised and monitored behavior of parolees in both the office and in the field.
- Established and maintained contacts with employers, family, and friends to augment knowledge of parolees and their behavior patterns.
- Developed community resources
- Referred and counseled parolees to assist them in locating needed services (employment services, housing, substance abuse treatment, and etc).
- Investigated parole violations and recommend appropriate action.
- Prepared reports to the Board Of Prison Terms (Violation, Discharge Review, Parolee At Large and etc).
- Attended parole revocation hearings
- Apprehended and arrested parolees in violation of parole.
- Provided AIDS information to the parole unit.

February 1989
November 1989

California Department of Corrections

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Duties:

- Developed systems for monitoring the flow of cases through the re-entry program.
 - Analyzed the impact upon occupancy levels and population turnover, of screening procedures, transportation logistics, classification disciplinary action, and facility /program availability.
 - Prepared Request for Proposal (RFP) packages and assists in their administration.
 - Prepared Budget Change proposals
 - Formulated program policy and procedural recommendations
 - Prepared contracts
 - Prepared closing reports and evaluations on contract performance
-
- Audited re-entry programs and facilities for compliance to program requirements.
 - Monitored statewide procurement of equipment, supplies, forms, and office space.
 - Assisted in the planning of new re-entry facilities.
 - Provided technical assistance to the parole regions in servicing contracts

October 1987
February 1989

State Controller's Office

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Duties:

- Developed Request for Proposal (RFP)
- Developed user requirements
- Developed Magnetic Tape survey document
- Participated in various management studies to improve the personnel payroll process.

ROOSEVLT GIPSON, JR.
PAGE FIVE

February 1987
March 1987

California State Lottery Commission

STAFF SERVICES MANAGER I (Acting)

Duties:

- Supervised staff that was responsible for examining fraudulent lottery tickets.
- Wrote investigative procedures pertaining to the use of informants (whose confidentiality or name is maintained) and operators (where identities are public knowledge) to do undercover investigations.
- Supervised staff that developed the division budget and tracked expenditures.
- Reviewed questionable tickets to determine whether or not altered tickets were fraudulent.

October 1986
October 1987

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Duties:

- Reviewed criminal investigations involving retailers conducted by Lottery Agents for the purpose of recommending appropriate administrative action against retailers.
- Prepared written recommendations to the Director and/or the Retail Support Division.
- Developed written directives, policies, and procedures involving security operations in retail sales.
- Prepared and monitored contracts with the following agencies: Department of Justice; Department of General Services; Department of Personnel Administration; and the Department of Alcoholic Beverage Control.
- Maintained liaison with allied law enforcement agencies; i.e. Department of Alcoholic Beverage Control, Department of Justice, and Department of Motor Vehicles to ensure mutual sharing of intelligence and coordination of law enforcement efforts.
- Supported other Security personnel in assisting with security at drawings.
- Assisted Agents in investigation of criminal acts committed against the lottery.
- Evaluated Invitation for Bids (IFBs) to select a vendor to provide maintenance on the Lottery's statewide security system.
- Developed an issue memo to amend the Lottery Act of 1984 to allow the Lottery to conduct both pre-employment and post employment investigations on employees including arrests and convictions.
- Reviewed and analyzed legislation to advise management on the potential impact on the Lottery.
- Developed the Security Division's statewide training budget.

May 1985
October 1986

State of California, Board of Control

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Duties:

- Reviewed and analyzed victim of violent crime reports for completion and adherence to statutory and regulatory requirements and determined that all required information was received and presented in compliance with statute, Administrative Code regulations
- Prepared summary of victim claims.
- Selected and presented appropriate data to the Board of Control.
- Assisted the Claimant and claimant's counsel in the presentation of the claim to the Board.
- Recommended to the Board the disposition of claims based on a thorough knowledge of programs such as public assistance, Medi-Cal, Medicare, Social Security, veterans benefits, unemployment insurance, and state and federal tax computations.
- Maintained liaison between local programs, other state and federal agencies as well as the legislative staff.
- Prepared a report to the Joint Legislative Budget Committee on the success of steps taken to reduce and streamline the victims claim processing procedures.

January 1985
May 1985

State of California, Department of Health Services

STAFF SERVICES ANALYST

Duties:

- Analyzed the Medicare Buy-In system, identified problems and developed solutions.
- Monitored the Federal Government's Social Security Administration accretions of Supplemental Security Income Recipients for Buy-In as per the Buy-In agreement and section 254 of the Social Security Administration and State Buy-In Manual.
- Developed system improvements on the state-operated computer system, county welfare identification files and the department's Eligibility History File.
- Prepared analysis of work flow and other periodic reports for use by management.
- Utilized microcomputer (IBM-XT), and various software packages (i.e. Lotus 1-2-3, R Base 4000, and WordStar) in completion of complex assignments.

December 1982
December 1984

State of California, Office of Statewide Health Planning & Development

HEALTH PLANNING ANALYST

Duties:

- Directed the activities of subordinate staff, and performed other health planning activities as required.
- Coordinated and maintained liaison with Federal, State and local health planning groups department managers, and staff, professional organizations, universities, citizens committees, and others participating in regional and statewide health planning studies.
- Coordinated matching and placement activities for Southern California region.

- Assisted in the development of vacancies, for potential placement of National Health Service Corps physicians.
- Reviewed appropriate health manpower shortage area designations.
- Assessed distribution and availability of primary care resources in health manpower shortage areas.
- Monitored and provided technical assistance to 40 private practice option placements and 24 National Health Service placements.
- Worked directly with the Rural Health Division to provide education on health promotion, health prevention & monitored program for performance.

ROOSEVELT GIPSON, JR.
PAGE SEVEN

January 1982
December 1982

**University of California, Davis
School of Medicine**

SENIOR PROGRAM COORDINATOR

Duties:

- Supervised activities of student assistants.
- Coordinated and implemented Federal Health Resources Development Program for the School of Medicine.

- Implemented educational agreements at five Northern California Junior and Senior college campuses.
- Recruited and counseled undergraduate minority pre-med students for the School of Medicine.
- Coordinated other tasks, projects as directed by Project Manager.
- Developed the retention component of the program.

April 1981
January 1982

**University of California, Los Angeles
School of Medicine, Area Health Education Center**

PROGRAM COORDINATOR

Duties:

- Supervised activities of the part-time recruiters and counselors.
- Developed and coordinated the Health Professions Resource Center Recruitment Program.
- Established pre-health clubs.
- Established and maintained close working relationships at targeted Area Health Education Centers, colleges, universities, and health centers.
- Developed and presented recruitment presentations.
- Advised students; provided student support information to the Program Director.
- Coordinated annual calendars; designed and developed recruitment publications; maintained statistical data; analyzed and evaluated program.
- Assisted in planning, preparation of health care conferences and attended health related conferences.
- Coordinated the early outreach component to motivate high school students (grades 9-12) into the health sciences.
- Maintained strategic partnerships with academic programs, communities, and professional organizations.
- Worked with many clinics in the community to enhance access to quality health care, particularly primary and preventive care, by improving the supply and distribution of healthcare profession as well as develop & distribute Health Information

September 1980
January 1981

**University of California, San Francisco
Student Services, Personnel Department**

FINANCIAL AID ADVISOR

Duties:

- Analyzed and determined student's eligibility for financial aid in accordance with established criteria.
- Conducted in-depth interviews with students, reviewed application, explained financial aid policies.
- Coordinated the Guaranteed Student Loan and other outside loan program data; kept abreast of legislation, federal mandates, and lender policies.
- Maintained continuous contact with primary lenders.
- Specialized skills included the analysis of complex federal and university financial aid policies and programs.

ROOSEVELT GIPSON, JR.
PAGE EIGHT

August 1978
February 1979

Liberty Mutual Insurance Company

CLAIMS ADJUSTER

Duties:

- Investigated and settled workers compensation and liability claims.
- Conducted field investigations, reporting, cost analysis, and negotiations.
- Directly interfaced with policyholders and insurance management, often in a problem solving capacity.

October 1975
June 1978

University of California, Davis

PEER ADVISOR AND COUNSELOR

Duties:

- Maintained liaison between students, coordinators, and the director Peer Advisor and Counselor Program.
- Provided counseling to a case load of 150 students on academic and financial matters which entailed needs analysis and review, interviewing, and serving as a referral and informational sources.
- Practical experience in the outreach area often serving as a "dropin" advisor.
- Experienced in conducting workshops and seminars.

EDUCATIONAL BACKGROUND

California Community College Credential

(Lifetime)

Designated Subjects Adult Credential
(July 2005)

Business & Industrial Management

Business Management Elementary & Secondary Basic Skills
Metropolitan Education
San Jose, California

M.B.A.
(June 1980)

Health Services Management
Golden Gate University
San Francisco, California

B.S.
(June 1978)

Administration and Human Behavior in Health Care
University of California
Davis, California

ROOSEVELT GIPSON, JR.
PAGE NINE

PRACTICAL EXPERIENCE:

FOOD SERVICES MANAGER: UNIVERSITY OF CALIFORNIA, DAVIS

October 1974
May 1975

- Provided direct supervision to 8 food service personnel.
- Developed management experience in the administration of food services, purchasing operations, safety, sanitation, and food handling.

-Developed practical skills in financial management, equipment planning and evaluation of alternative systems.

**HEALTH
SERVICES
PRACTICUM**

WOODLAND MEMORIAL HOSPITAL, WOODLAND, CALIFORNIA

-Completed an internship at this private hospital rotating through all departments including radiology, laboratory, medical records, physical plant and storage areas.

-Gained knowledge of the functional and organizational structure, management and operation of a hospital, as a business and social institution.

-Learned role relationships of the governing board, administration, and medical staff

as they relate to the internal and external forces which affect the administrative process.

-Provided written analysis/recommendation regarding problem areas.

PERSONAL HEALTH DEPARTMENT, Sacramento, California

-Experienced in the planning of patient-care programs faced with issues dealing with public accountability for health services.

-Formulated policy to provide greater accessibility and quality of care.

-Gained practical knowledge of main office operations in support of six Sacramento Clinics with specialized experience in the "Take-Care Project" for the Elderly.

-Frequented clinics to review facility utilization and services.

AFFILIATIONS:

Advisory Council on Equal Employment Opportunity (ACEEO)

AHIMA

HIMSS

California Health Information Association

Association of MBA Executives, Inc.

Cal Aggie Alumni Association

Golden Gate University Alumni Association