

Contra Costa County Boards & Commissions
Application Form

Submit Date: Aug 16, 2025

Attachment B

Profile

Natalya
First Name

Middle
Initial

Dunauskas
Last Name

Home Address

Suite or Apt

Pittsburg
City

CA
State

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 5

Rainin Group, LLC / Kenneth
Rainin Foundation
Employer

HR Generalist
Job Title

Length of Employment

19 years

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

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

5 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Juvenile Justice Coordinating Council: Submitted

Seat Name

Natalya Dunauskas

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 *

☒ None of the above

College/ University A

Name of College Attended

CSU East Bay

Degree Type / Course of Study / Major

B.S. in Business Administration with HR Management Concentration

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

Chabot College

Degree Type / Course of Study / Major

A.S. in Accounting

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

Resource Family Approval Certificate

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 have lived in Contra Costa County for over three years and have been a resource/foster parent for over three years. I am currently fostering a 15-year-old girl, and I am committed to the well-being of youth. I would like to be more engaged in my community and seek volunteering opportunities that promote positive youth development.

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

I have been a staff member for the Rainin Group, LLC / Kenneth Rainin Foundation, for 19 years. While working for a non-profit organization for many years, I would like to be more engaged in my own community in Contra Costa County, and I seek volunteering opportunities that promote positive youth development.

[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 a resource/foster parent.

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:

I receive a monthly stipend to help cover the costs of caring for a foster child.

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.

NATALYA V. DUNAUSKAS

Pittsburg, CA

Professional Summary

Dedicated HR Professional with a demonstrated history of working in the philanthropy industry, offering 10+ years of success in benefits administration, employee relations, and recruitment areas. Adept at learning new industry laws and standards, as well as incorporating relevant best practices into new planning and coordination.

Skills

- Benefit administration
- Employee relations
- State and federal labor laws
- Recruitment
- Onboarding
- HRIS (ADP Resource, Paycom)
- Organizational skills
- Customer service
- Critical thinking
- Attention to detail
- Confidentiality
- Flexibility
- MS Office & Adobe
- Technical expertise
- Quick learner

Work History

Rainin Group, LLC / Kenneth Rainin Foundation – Oakland, CA

HR Generalist

09/2022 to Current

Coordinate the day-to-day operations of the HR department across all functional areas, including, but not limited to, employee relations, employment policies and practices, HRIS, benefits administration, compensation, recruitment, performance management, training, and payroll. Provide necessary administrative and logistical support for the department.

HR/Benefits Coordinator

01/2015 to 9/2022

Provided day-to-day administrative and operational support to the HR department around benefits administration, recruitment, onboarding, offboarding, and payroll processing. Maintained employee records, coordinated training, and ensured compliance with HR policies and regulations. Responded to employee inquiries.

Office Coordinator

06/2013 to 01/2015

Managed general office activities, performed bookkeeping responsibilities, and assisted with HR tasks, including benefits administration, recruitment, and payroll. Provided administrative support to the CEO and other members of the C-Suite. Assisted the Finance Director with daily investment-related projects. Provided basic IT support for staff. Performed Public Notary duties.

Bookkeeper/Administrative Assistant

05/2006 to 06/2013

Provided assistance with general bookkeeping and administrative tasks. Maintained data entry in Investment Portfolio Software. Provided support with special projects to the Assistant to the President, Finance, and Accounting teams.

Monarch Studios, Inc – Oakland, CA

Office Assistant

06/2004 to 04/2006

Provided day-to-day office support for a manufacturing company. Responsibilities included, but were not limited to, daily order processing, ordering and scheduling merchandise for production, scheduling freight shipments, and collecting and processing deposits. Other responsibilities involved daily data entry into accounting software, monthly financial statements reconciliation, maintaining office supplies, organizing the office, conducting research, light traveling, and providing back-up to other positions as needed.

Education

B.S.B.A. in Human Resources Management & Organizational Behavior
California State University East Bay - Hayward, CA

12/2019

Associate of Science in Accounting
Chabot College - Hayward, CA

12/2013

Certifications

Human Resources Management Certificate, Executive Program
California State University East Bay (Extension) - Hayward, CA

01/2015

Application Form**Profile**

Jon _____ Green _____
First Name Middle Initial Last Name

Home Address Suite or Apt
CONCORD _____ CA _____
City State Postal Code

Primary Phone

Email Address

District Locator Tool**Resident of Supervisorial District:**

☒ District 4

Green Ties _____ President _____
Employer Job Title

Length of Employment

1

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

All

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

30+

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

☐ Yes ☒ No

Board and Interest**Which Boards would you like to apply for?**

Juvenile Justice Coordinating Council: Submitted

Seat Name

African American Holisitc Wellness and Resource Hub for Transitional Community Advisory Body TCAB

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?

1

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

N/A

Degree Type / Course of Study / Major

N/A

Degree Awarded?

☐ Yes ☒ No

College/ University B

Name of College Attended

N/A

Degree Type / Course of Study / Major

N/A

Degree Awarded?

☐ Yes ☒ No

College/ University C

Name of College Attended

N/A

Degree Type / Course of Study / Major

N/A

Degree Awarded?

☐ Yes ☒ No

Other Trainings & Occupational Licenses

Other Training A

N/A

Certificate Awarded for Training?

☐ Yes ☒ No

Other Training B

N/A

Certificate Awarded for Training?

☐ Yes ☒ No

Occupational Licenses Completed:

Mandated Reporter

Qualifications and Volunteer Experience

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

I love my community and I love what Dr. Kirby stands for and what she is trying to do.

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

I'm President & Founder of Green Ties, a 501c3 nonprofit teaching Traditional Values for Modern Times. We are hyper-focused on our young men, especially of at-risk young men of color. This position truly aligns with my true passion for helping our underserved community because this is where I came from

[Upload a Resume](#)

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

No boards yet. I have provided a number of free workshops and one-on-ones with various youths and young men. Green Ties has partnerships with the Boys and Girls Club in Martinez, as well as new partnership with La Concordia, a mental health center in Concord.

Conflict of Interest and Certification

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If Yes, please identify the nature of the relationship:

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Jonathan B. Green

Seasoned salesman with years of superb customer service and results in high end sales. Possess a strong, versatile background in Sales & Marketing.

Skillset

Proficient in Microsoft Excel & Office	SOP Creator and Sales Trainer
SharePoint Administrator Experience	Eloquent Speaker, Skilled Writer
Skilled in LMS and Pipeline	Exceptional Customer Service

Experience:

Utility Trailer Sales of Utah - Las Vegas, NV (8/2022 - Current)

Outside Parts Salesman

- Deepen the relationship with our customers to drive lifetime loyalty and spending.
- Drive business through being committed to ensuring every customer is taken care of.
- Demonstrate our company values every day to ensure we Keep America trucking, exceed expectations and deliver smiles.

Tiffany & Co - Las Vegas, NV & Salt Lake City, UT (8/2019 - 6/2022)

2019 Top TEI 94%

2019 VOC Recipient

Client Sales Advisor

- Consistently achieve or exceed monthly, quarterly, and annual store sales plan. Capture customer data.
- Cultivate new and existing customer relationships.
- Deliver a significant portion of sales through repeat client business.
- Drive business through key product pillars.
- Elevate in store experience by consistently delivering memorable moments to every customer.
- Demonstrate passion as a Tiffany brand ambassador during every selling ceremony using the Tiffany Touch, your personal touch.
- Demonstrate Customer Experience Behaviors identified within the TEI program (Voice of Customer Survey) and with Tiffany customer experience vision.
- Execute best practices by optimizing hospitality and store amenities to create unique experiences and act on TEI performance and client feedback.

Golden Nugget Hotel & Casino - Las Vegas, NV (10/2017 - 8/2019)

Administrative Assistant (11/2018 - 8/2019)

- Worked closely under the *Director of Housekeeping* to complete various assigned projects and reports within the deadline
- Employee Scheduling
- Assisted with the revamping of several departmental SOP's
- Assisted in all duties and requests of the *Director of Housekeeping*

Night Auditor (4/2018 - 11/2018)

- Reconcile and complete all daily front desk agents' work.

- Responsible to balance cash transactions from previous shift
- Checks front office accounting records for accuracy and compiles information for the hotel's financial records.
- Tracks room revenues, occupancy percentages, and other front office operating statistics.
- Prepares summary of cash, check, and credit card activities, reflecting the hotel's financial performance for the day.
- Posts room charges and room taxes to guest accounts. Processes guest charge vouchers and Credit card vouchers.
- Verifies all account postings and balances.
- Summarizes results of operations and prepares reports for management.
- Performs duties of the front desk agent

Front Desk Agent (10/2017 – 4/2018)

- Assist guests with check in and check out processes (verifying registration, address and credit information, balancing bank, posting charges). Go above and beyond to provide assistance, i.e. assist with luggage, coffee, directions, wake up calls, future reservations, etc.
- Provide information to guest and visitor inquiries; coordinates all guest requests for special arrangement of services, courteously and efficiently informs guests of hotel services, features and room amenities.
- Follow operational policies and procedures, including those for cash and credit card handling, safety and security and all other policies, procedures and standards to ensure we can consistently exceed the guests' expectations.

References

Are available upon request