



APPLICATION FOR COUNTY OF ORANGE
BOARD, COMMISSION OR COMMITTEE

Return to: Clerk of the Board of Supervisors
400 W. Civic Center Dr., 6th Floor
Santa Ana, California 92701
Email: response@ocgov.com
Website: <https://cob.ocgov.com/>

Attachment B

(FOR COUNTY USE ONLY)

Instructions: Please complete each section below. Be sure to enter the title of the Board, Commission or Committee for which you desire consideration and attach a resume. For information or assistance, please contact the Clerk of the Board of Supervisor's Office at (714) 834-2206. Please print in ink or type.

NAME OF BOARD, COMMISSION, OR COMMITTEE TO WHICH YOU ARE APPLYING FOR MEMBERSHIP. SEE LIST AT <https://cob.ocgov.com/boards-commissions-committees/bcc-name-list-and-contact-information>

Orange County Planning Council

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: ☐ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

APPLICANT NAME AND RESIDENCE ADDRESS:

Jessica

Diaz

First Name

Middle Name (Optional)

Last Name

Street Address

City

State

Zip Code

Home Phone Number

Cell Phone Number

Email Address

CURRENT EMPLOYER:

OCCUPATION/JOB TITLE:

BUSINESS ADDRESS:

BUSINESS PHONE NUMBER:

☐ **EMPLOYMENT HISTORY:** Please attach a resume to this application and provide any information that would be helpful in evaluating your application. **A RESUME MUST BE ATTACHED TO YOUR APPLICATION.**

ARE YOU A CITIZEN OF THE UNITED STATES: ☒ YES ☐ NO

IF NO, NAME OF COUNTRY OF CITIZENSHIP:

ARE YOU A REGISTERED VOTER? ☒ YES ☐ NO

IF YES, NAME COUNTY YOU ARE REGISTERED IN: Orange County

LIST ALL CURRENT PROFESSIONAL OR COMMUNITY ORGANIZATIONS AND SOCIETIES OF WHICH YOU ARE A MEMBER.

ORGANIZATION/SOCIETY	FROM (MO./YR.)	TO (MO./YR.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

WITHIN THE LAST FIVE YEARS, HAVE YOU BEEN AFFILIATED WITH ANY BUSINESS OR NONPROFIT AGENCY(IES)? ☐ YES ☒ NO

DO YOU OWN REAL OR PERSONAL PROPERTY OR HAVE FINANCIAL HOLDING WHICH MIGHT PRESENT A POTENTIAL CONFLICT OF INTEREST? ☐ YES ☒ NO

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR CRIME SINCE YOUR 18TH BIRTHDAY? YOU ARE NOT REQUIRED TO DISCLOSE ANY OF THE FOLLOWING: ARRESTS OR DETENTIONS THAT DID NOT RESULT IN A CONVICTION; CONVICTIONS THAT HAVE BEEN JUDICIALLY DISMISSED, EXPUNGED OR ORDERED SEALED; INFORMATION CONCERNING REFERRAL TO AND PARTICIPATION IN ANY PRETRIAL OR POSTTRIAL DIVERSION PROGRAM; AND CERTAIN DRUG RELATED CONVICTIONS THAT ARE OLDER THAN TWO YEARS, AS LISTED IN CALIFORNIA LABOR CODE § 432.8 (INCLUDING VIOLATIONS OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 11357(B) AND (C), 11360(C) 11364, 11365 AND 11550 – AS THEY RELATE TO MARIJUANA)?

☐ YES ☒ NO

IF YES, PLEASE EXPLAIN AND ATTACH ADDITIONAL SHEETS, IF NECESSARY.

PLEASE BRIEFLY EXPLAIN WHY YOU WISH TO SERVE ON THIS BOARD, COMMITTEE, OR COMMISSION. ATTACH ADDITIONAL SHEETS, IF NECESSARY.

I would like to serve on this board because I currently am
the contract administrator for HOPWA funding for the County.

DATE: 6/1/2026

APPLICANT'S SIGNATURE:

Jessica Diaz

CLERK OF THE BOARD OF SUPERVISORS USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received: _____ Received by: _____ Deputy Clerk of the Board of Supervisors
Date referred: _____
To: ☐ BOS District 1 ☐ BOS District 2 ☐ BOS District 3 ☐ BOS District 4 ☐ BOS District 5
☐ All BOS ☐ BCC Contact Person Name _____

JESSICA DIAZ

OBJECTIVE

Seeking growth where I utilize my proven abilities in housing coordination, administrative support, effective organization, customer service, payroll, and completing team orientated projects.

EXPERIENCE

PART-TIME MANAGEMENT ASSISTANT I

(December 2024 to Present)

- Maintains accurate and up-to-date policies and procedures for Encampment Resolution Funding.
- Interpret and explain regulations, policies, and procedures to prospective and existing subrecipients.
- Interpret and apply pertinent provisions of program rules and regulations and counsel subrecipients accordingly.
- Draft and complete Consultant Service Agreements, CSA, for fully executed agreements.
- Process Grant invoices for the Community Development Block Grant Covid, Encampment Resolution Funding, Proposition 47, Housing Opportunities for Persons with AIDS, and Homeless Housing, Assistance and Prevention Program equating a budget ranging from \$1,000.00 to \$3,100,000.00 by using Neighborly and Laserfiche software.
- Create case files for recently awarded State and Federal subrecipients on Neighborly to allow subrecipients to upload their invoices.
- Stay abreast of City laws by watching City Council meetings.
- Relieve management staff of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
- Participate in planning, coordinating, implementing, promoting, and overseeing assigned programs, projects, and initiatives; participate in the development and implementation of program goals, objectives, policies, procedures, and priorities.
- Participate in monitoring project success using appropriate tracking and feedback systems.
- Assist in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others; prepare specifications

CONTACT



and bid packages; review bids and recommend vendor selection for equipment and services; participate in the preparation of contracts; ensure work is performed in compliance with contracts and agreements.

- Assist with the budget development process and budget monitoring activities; provide assistance in the development of assigned budget; collect and analyze financial data; review and analyze budget requests and budget changes; make recommendations and obtain final approval for changes; create data tracking and reporting systems; monitor monthly status.
- Maintain and monitor assigned accounts; determine appropriate expense allocations; resolve billing payment and reporting discrepancies.
- Lead the Homeless Collaborative Meeting monthly.
- Create Request for Application for Housing Opportunities for Persons with AIDS, HOPWA, and submit the application on OpenGov.
- Review and interview applications for HOPWA funding, award applicants, and create subrecipient agreements.

PART-TIME HOUSING SPECIALIST I

(October 2020 to December 2024)

- Implemented Anaheim COVID-19 Emergency Rental and Utility Assistance Program budget of \$47.6 million across 1,093 households.
- Conducted initial interviews with hundreds of clients; determine initial and ongoing eligibility for rental assistance and other housing programs.
- Managed an assigned caseload of 50 cases per week.
- Developed and maintains accurate and up-to-date manual and automated case files.
- Conducted briefing sessions for qualified applicants from different socio-economic backgrounds.
- Interpreted and explained regulations, policies, and procedures to prospective and existing program applicants.
- Interpreted and applied pertinent provisions of program rules and regulations and counsel applicants and program participants accordingly.
- Stayed informed on new rental assistance guidelines and up to date of changes in existing Emergency Rental Assistance rules, regulations, policies, and procedures.
- Calculated gross household income and adjusted annual income to determine total tenant payment.
- Ran payment extract weekly and create memos for Deputy Director's approval.
- Audited consultants' assignments for program compliance and resolve audit finding as needed.
- Utilized GIS Planning Info to review demographic household eligibility.
- Conducted screening for an array of older adults to determine client eligibility for the Senior Safety Net Program equating to a budget of \$1.5 million.

- Completed monthly self-sufficiency interviews for Senior Safety Net Program.
- Participated in Community Engagement to compute outreach at community events, community walks, flash night walks; and via phone email, and in-person.
- Knowledge of Neighborly software used to accept subrecipient invoices.
- Awareness knowledge of compliance for the following federal and state grants, Community Development Block Grant, Home Investment Partnerships Grant, and Emergency Solution Grant.
- Stayed abreast of City laws by watching City Council meetings.
- Entry level experience processing Grant invoices for the Community Development Block Grant, Emergency Solutions Grant, Home Investment Partnerships Program, and Homeless Housing, Assistance and Prevention Program equating a budget ranging from \$1,000.00 to \$125,000.00 by using Neighborly and Laserfiche software.
- Utilized Laserfiche when reviewing grant invoices to ensure subrecipients charge allowable items per the master agreement.
- Assisted in drafting and completing Consultant Service Agreements, CSA, for fully executed agreements.
- Assisted in creating case files for recently awarded State and Federal subrecipients on Neighborly to allow subrecipients to upload their invoices.
- Reviewed request for proposals for the Encampment Resolution Funding of a \$3 million budget.
- Created a tracker to communicate with service provider to track a person experiencing homelessness.
- Assisted with the training of new on boarding staff to ensure education on department programs.
- Stayed up to date on the latest policies and procedures for Homeless Initiatives.
- Processed 9,087 of Anaheim Anytime requests to support the City's response to addressing homelessness.
- Processed 100 applications for the Housing Authority Project Based Vouchers and Housing Choice Vouchers.
- Reviewed regulations, policies, and procedures for the Housing Authority.
- Archived 400 Small's Business Relief Grant documentation.

PART-TIME OFFICE SPECIALIST/PAYROLL

(May 2019 to -October 2020)

- Presented as needed Park Service's Superintendents, Supervisor, and Coordinators on facility reservations and other facility events.
- Processed 2 invoices per Community Services Department Master Agreements guidelines.
- Processed Orkin invoices through a Master Agreement in CGI.
- Received and provided account payable account number invoices for Finance to send payment to the vendor.
- Maintained and updated monthly activity calendar, yearly maps, and facility brochures as needed.

- Input 300 timesheets in CGI and audited timesheets using Info Advantage for the Community Services Department.
- Audited payroll reports using Info Advantage and check against timesheets for accuracy, meet strict deadlines, exercise discretion, and maintain confidentiality.
- Ran budget reports for worked employee hours per supervisor request.
- Created timesheet payroll binder reports for record keeping.
- Reviewed employee credit card statement reports as a Scoped Accountant.
- Revised the correct accounts to charge for employee credit card transactions on the Bank of America website.
- Processed and collected General Ledgers and Daily Balances reports on Civic Rec transactions to take to Collections.
- Assisted Office Supervisor with special projects and report audited payroll for discrepancies.
- Trained 5 staff in modern office and accounting procedures.
- Purchased office supplies for the Community Services Department.
- Managed multiple phone lines to assist patrons with class registration and picnic shelter reservations.

SENIOR RECREATION LEADER

(July 2018 to May 2019)

- Reviewed and reported any payroll-related problems to the Office Supervisor for further action.
- Audited payroll reports and checked reports against timesheets for accuracy, met strict deadlines, exercised discretion, and maintained confidentiality.
- Purchased office supplies for the Recreation, Human & Neighborhood Services Division.
- Processed Civic Rec registration, payments, picnic shelters, and instructor payments.
- Assisted with inputting and correcting class information in Class software and Rec1 website.
- Registered customers for classes and facility rentals and resolved enrollment and facility rental issues.
- Assisted with proofreading of the class registration book.
- Assisted with reviewing and approving youth scholarships and processing payments.
- Processed and collected General Ledgers and Daily Balances reports on Civic Rec transactions to take to Collections.
- Answered questions and concerns regarding City of Anaheim recreation programs and services and facility rentals.
- Assisted with ordering office supplies and restocking.
- Assisted Office Supervisor with special projects as required.
- Assisted with planning, organizing, implementing, and leading recreation programs as directed by supervisor.
- Provided exceptional customer service while answering and directing customer calls to correct internal and external departments for resolution.

- Communicated with the public via email, phone, and in person to assist customers registering for classes, picnic shelter reservations, and address citizen concerns about City of Anaheim parks.

RECREATION LEADER

(July 2013 to July 2018)

- Assisted with planning, organizing, implementing, and leading recreation programs as directed by supervisor.
- Assisted with setting up wedding rentals at Oak Canyon Nature Center.
- Supervised 15-30 children for the summer camp program.
- Assisted Office Supervisor with special projects as required.
- Answered questions and concerns regarding City of Anaheim recreation programs and services and facility rentals.

SKILLS

- Effective problem solving and adaptability
- Effective time management
- Critical thinking
- Resourceful
- Effective Communication, Organization, and Team Building
- Fluent in both verbal and written forms of Spanish

SOFTWARE SKILLS

- Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- COVID-19 Emergency Rental and Utility Assistance Program Portal
- Civic Rec
- CGI Advantage and AMS InfoAdvantage
- Elite, City of Anaheim Housing Authority software
- Canva and GIS- Planning Info
- enQuesta, City of Anaheim Public Utilities software
- Laserfiche
- Neighborly
- Bank of America, Works
- Community Planning and Development Grant Portal
- HUD Environmental Review Online System

CERTIFICATIONS

- Grant Writing USA Certificate
- Homeless Training Presentation Certificate
- HOME Certificates, TBRA, IDIS
- CPR Certificate
- Staff Report Writing Certificate

EDUCATION

California State University, Fullerton
Biological Science