



The City of South San Francisco

Office of the City Clerk
400 Grand Avenue
South San Francisco, CA 94080
(650) 877-8518

BOARDS AND COMMISSIONS APPLICATION

APPLYING FOR *(more than one may be selected)*

<input type="checkbox"/>	Bicycle and Pedestrian Advisory Committee* <i>*Must be a resident of or employed in South San Francisco</i>
<input type="checkbox"/>	Conference Center Authority -Business Representative <i>*Must represent a Business in South San Francisco</i> Business Name: _____
<input type="checkbox"/>	Conference Center Authority -Community Representative
<input type="checkbox"/>	Conference Center Authority -Hotel Representative* <i>*Must represent a Hotel in South San Francisco</i> Hotel Name: _____
<input type="checkbox"/>	Cultural Arts Commission
<input type="checkbox"/>	Equity and Public Safety Commission
<input checked="" type="checkbox"/>	Housing Authority
<input checked="" type="checkbox"/>	Housing Authority Tenant Commission* <i>*Must be a resident of the Housing Authority</i>
<input type="checkbox"/>	Library Board
<input type="checkbox"/>	Measure W Citizens' Oversight Committee
<input type="checkbox"/>	Parking Place Commission
<input type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Traffic Safety Commission

APPLICANT INFORMATION

Full Name: de Guzman, Edmund B.
Last First M.I.

Address: [REDACTED] **District: 4**
Street Address (Select One)

San Francisco CA 94080
City State ZIP Code

Telephone: [REDACTED] Email: [REDACTED]



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SUPPLEMENTAL QUESTIONNAIRE

Why are you interested in serving as a Boards and Commissions member? What do you feel you could contribute?

I am deeply interested in contributing my financial and regulatory expertise to the City of South San Francisco. With a strong background in financial analysis, reporting, and regulatory compliance from my roles at Kaiser Permanente Insurance Company, California Public Utilities Commission, and the Department of Insurance, I can offer valuable insights into financial oversight and prudent resource management. My recent experience as a Program Technician II at the California Department of Public Health, where I processed data for health facilities and managed regulatory information, has further honed my understanding of public service and compliance. Additionally, my service on the Measure W Citizens' Oversight Committee has given me direct experience with City operations, independent audits, and ensuring funds are spent in accordance with community expectations. I am confident that my analytical skills, dedication to public service, and understanding of regulatory frameworks would be a significant asset to the Housing Authority and Housing Authority Tenant Commission.

What qualifies you for this appointment?

My qualifications for these appointments stem from over two decades of professional experience in financial management, regulatory compliance, and public service. As a Senior Accountant and Financial Analyst in the insurance industry, I prepared statutory financial statements, ensured regulatory compliance, and performed in-depth financial analysis. My time at the California Public Utilities Commission involved reviewing applications for community programs, conducting economic analyses, and implementing rules for adopted policies, which gave me direct experience with programs impacting community well-being. Furthermore, my previous role as a Senior Insurance Examiner for the Department of Insurance involved ensuring the financial stability of insurance companies and protecting consumers' interests through meticulous analysis of financial statements and the application of relevant statutes. This diverse background has equipped me with a strong understanding of financial oversight, regulatory frameworks, and the importance of accountability, all of which are crucial for the Housing Authority and Housing Authority Tenant Commission. My vision for growth in South San Francisco centers on fostering sustainable development that benefits all residents. This includes ensuring equitable access to housing resources, promoting fiscal responsibility within city programs, and enhancing transparency in decision-making to build a thriving and inclusive community.

What is your vision for growth in South San Francisco?

My vision for growth in South San Francisco is one that is both sustainable and equitable, prioritizing the well-being of its diverse community. Given my background in financial analysis and regulatory compliance, particularly with housing and community programs, I believe that responsible fiscal management is paramount to achieving this. I envision growth that strategically addresses housing needs: Ensuring that development includes a range of affordable housing options to accommodate residents at all income levels, fostering a vibrant and inclusive community. My experience with financial statements and regulatory requirements, as seen in my roles at Kaiser Permanente and the Department of Insurance, equips me to understand the financial implications and sustainability of such initiatives.

Fosters a thriving local economy: Supporting existing businesses and attracting new ones that provide stable employment opportunities and contribute to the City's economic health, without compromising the quality of life for residents. My work at the California Public Utilities Commission, reviewing applications and conducting economic analyses for community programs, has given me insight into the factors that contribute to economic vitality.

Enhances community infrastructure and services: Investing in parks, transportation, and public safety to ensure South San Francisco remains a desirable place to live and work. As a member of the Measure W Citizens' Oversight Committee, I have direct experience in ensuring that city funds are spent appropriately on critical initiatives.

Promotes transparent and accountable governance: Ensuring that all growth initiatives are undertaken with public input and clear oversight, building trust between the city and its residents. My entire professional career, particularly my roles in financial oversight and compliance, emphasizes the importance of accountability and ethical practices.

Ultimately, I see South San Francisco growing as a city where progress is measured not just by economic indicators, but by the enhanced quality of life, opportunities, and sense of belonging for all its residents.



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What community activities are you presently involved in, or have been in the past?

I am currently serving as a member of the Public Citizen's Oversight Committee for Measure W, appointed by the City Council of South San Francisco in 2021 for a four-year term. In this role, I meet with the City's independent auditor to review the annual audit related to the collection and expenditure of revenue from the tax authorized by Measure W, and I contribute to the Committee's annual report verifying the independent auditor's findings on how funds are spent.

Are you currently receiving any form of compensation from the City for work performed? ☐ YES ☒ NO

If yes, please explain: _____

Do you have any relatives serving on Council, Boards, Commissions, or Committees or are otherwise employed by the City of South San Francisco? ☐ YES ☒ NO

Name: _____ Position: _____ Relationship: _____

WORK EXPERIENCE

Employer: California Department of Public Health City: Brisbane, CA

Job Title: Program Technician II - RA From: March 2024 To: Oct. 2024

Responsibilities: Utilized Aspen Central office systems to enter survey

renewal data, recorded complaints, maintained activity logs, processed survey for healthhealth facilities.

Employer: Kaiser Permanente Insurance Company City: Oakland, CA

Job Title: Senior Accountant From: Nov. 2028 To: May 2019

Responsibilities: Resolved complex accounting issues, implemented monthly financial

issues.

Prepared monthly management financial reporting package,



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EDUCATION

School: City College of San Francisco City: San Francisco, CA
From: 1982 To: 1984 Degree: Associate of Science - Accounting

School: San Francisco State University City: San Francisco, CA
From: 1984 To: 1986 Degree: Bachelor of Science - Accounting

DISCLAIMER AND SIGNATURE

Signature: [REDACTED] Date: 05/26/2024

I certify that, to the best of my knowledge, all statements in this application are complete and true. I agree and understand that any mis-statement of material fact will cause me to forfeit all rights to appointment to a Commission, Board, or Committee with the City of South San Francisco.

Applications are accepted on a continuous basis and will remain valid 1 year from the date of submission. If you are selected to serve on a Board or Commission, you may be required to file an Annual Statement of Economic Interest (FPPC Form 700) and bi-annual Ethics Training (AB1234).

OFFICIAL USE ONLY

Submission Date: 5/27/2025	Received By: JM
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Edmund de Guzman

South San Francisco, CA 94080

OBJECTIVES:

- Experienced accountant and financial analyst with a proven track record in the insurance industry, including statutory accounting, reporting, and regulatory compliance. Seeking a position that leverages expertise in GAAP/SAP, financial analysis, and problem-solving to contribute to a dynamic organization.

Professional Experience:

California Department of Public Health, Program Technician II - RA (March 2024 – October 2024)

- Utilize the ASPEN Central Office System to enter survey renewal data into the Federal Computer Network, Aspen Central Office Systems (ACO), and Aspen Complaint Tracking Systems (ACTS).
- Record complaints, address changes, and other information received from various sources.
- Maintain activity logs and troubleshoot software issues, contacting agencies for resolution.
- Process surveys for diverse health facilities, entering federal deficiencies and state regulations into ASPEN and ACO.
- Manage document processing, including cover letters, scanning, redacting, and mailing.
- Prepare complaint and survey packets for ACO and initial licensing/certification applications, coordinating with the Center for Medicare and Medicaid Services (CMS) and Provider Certification Section.
- Establish files for licensed/unlicensed facilities in Electronic Licensing Management Systems (ELMS), assigning ID numbers.
- Produce reports for Licensing and Certification (L&C) and other agencies, including Facility Profiles and Citation Reports.
- Generate facility reports for surveys and update facility files with weekly and monthly regional activity data.
- Set up certification records in the ASPEN system and input certification renewal information.

Kaiser Permanente Insurance Company, Senior Accountant (November 2018 - May 2019)

Kaiser Permanente Insurance Company, Senior Accountant - Temporary Contract - Mastech Agency (January 2015 - May 2015)

- Maintained statutory quarterly and annual financial statements, footnote disclosures, and management discussion and analysis, including all supporting schedules.
- Generated and maintained Excel spreadsheets for tracking the trial balance and general ledger to prepare financial statements.
- Prepared financial analysis on major accounts of the balance sheet and income statements, including changes between years, for presentation to the Board of Directors.
- Prepared evidentiary matters for CPA audits to substantiate the assertions in the statutory financial statements.
- Maintained policies and procedures for statutory accounting and reporting.
- Assisted in validating the production and test results in upgrading the company's accounting system.

• **Arch Mortgage Insurance Company, Senior Accountant - Independent Contractor - Springlake Consulting Agency (January 2014 - May 2014)**

- Prepared and maintained quarterly and annual financial statements and footnote disclosures for insurance companies, including all supporting schedules.
- Generated and maintained Excel spreadsheets for tracking the general ledger and trial balance, translating GAAP accounts to SAP financial statements.
- Possessed a strong knowledge of statutory rules and regulations for insurance companies.
- Prepared management discussion and analysis reports for presentation to regulatory agencies, addressing financial statement variances and future risk assessments.
- Assisted the company in interpreting insurance rules and regulations impacting financial reporting and compliance.

• **Surplus Lines Association of California, Assistant Manager/Financial Analysis (May 2002 - May 2013)**

- Supervised the department staff's performance and development, including developing quality standards and conducting performance evaluations.
- Supervised the collection and processing of company regulatory filings, ensuring appropriate procedures were documented and applied.
- Provided technical advice, guidance, training, and assistance to department staff regarding the analysis and evaluation of the financial condition of surplus line companies.
- Assisted with the planning, evaluation, implementation, and supervision of the department's functions and special projects.

- Commented and analyzed financial forecasts and business plans for viability and practicality.
 - Evaluated examination, risk-based capital, and auditor's reports to determine a course of action to prevent insolvency and protect policyholders' interests or claims.
 - Reviewed applications for mergers, acquisitions, establishment of new insurers, acceptance in California, and other actions. Evaluated examination results to determine an insurer's financial stability and recommended suitability to do business in the state.
 - Ensured the financial stability of insurance companies and protected consumers from claim denials through meticulous analysis of statutory financial statements and the application of relevant insurance statutes. Successfully identified fraudulent activities that threatened both company assets and consumer rights.
- **Department of Army and Air Force, Operations Specialist (November 1985 - May 1986)**
 - Performed on-site audits of retail operations at various Army and Air Force bases in the Western Region of the United States.
 - Acted as an inventory inspector for year-end inventory of merchandise.
 - Visited retail base exchange activities to conduct fiscal reviews and address other financial management matters.
 - Provided training to base personnel on reporting accounting transactions in their computer-operated systems.
- **General Services Administration, Accounting Technician (May 1985 - November 1985)**
 - Recorded fixed asset accounts in the general ledger, subsidiary ledger, and an independent inventory system for the agency.
 - Verified and investigated that sales, purchases, and dispositions of capital assets were properly reflected in the agency's books.

Education:

- Bachelor of Science Degree in Accounting, San Francisco State University
- Associate of Science Degree in Accounting, City College of San Francisco