



The City of South San Francisco

Office of the City Clerk
400 Grand Avenue
South San Francisco, CA 94080
(650) 877-8518 (fax) (650) 829-6641

Application for Boards and Commissions

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

Bicycle and Pedestrian Advisory Committee	Colma Creek Flood Zone Advisory Committee*	Conference Center Authority Business Representative	Conference Center Authority Community Representative
Conference Center Authority Hotel Representative	Cultural Arts Commission	<u>Housing Authority</u>	Housing Authority Tenant Commission
Library Board	Measure W Citizens' Oversight Committee	Parking Place Commission	<u>Parks & Recreation Commission</u>
Personnel Board	Planning Commission	San Mateo County Mosquito And Vector Control District*	Traffic Safety Commission

*County Boards and Commissions

Are you interested in participating in the Citizen's Academy? Yes No

PERSONAL INFORMATION

De Paz Fernandez, Luis Alberto
Name (last, first, middle)

Address (number, street, and apartment number) _____ City, State and Zip Code _____

Telephone number _____ Cell phone/alternative contact number _____ E-mail address _____

How many years have you been a resident of South San Francisco? 16

Have you attended any meetings of the commission/board for which you are applying? Yes No

If yes, which one(s)? _____

Why are you seeking this appointment? I would love to contribute to my community. Both of these commissions have an impact on our residents. Growing up I benefited from the beautiful parks as well.

What qualifies you for this appointment? Not only my many years living in the city but my masters in public administration as well.

Additional information/qualifications that support your application: Community Outreach experience.

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, Commissions, Boards, and Committees or otherwise employed by the City of South San Francisco? Yes No If yes, _____

Name	Position	Relationship
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For official use only	Accepted	Not Accepted	Initials	Date
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EDUCATION - Please include additional information on separate sheet.

San Francisco State University	2012-2015 & 2017-2019
Name and location of college/university/technical or trade school	Dates attended
B.A. Latina/Latino Studies & International Relations, Masters Public Adm. BA & MPA	Degrees received
Major subjects	
Skyline College	2009-2012
Name and location of college/university/technical or trade school	Dates attended
Interdisciplinary Studies	A.A.
Major subjects	Degrees received

CIVIC ACTIVITIES, CLUBS, ASSOCIATIONS - Please include additional information on separate sheet.

* See Resume attached

MISCELLANEOUS - Please include additional information on separate sheet or attach resume.

Military Service: Dates and branch	CA driver's license number
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WORK EXPERIENCE - Please include additional information on separate sheet or attach resume.

2018 - Current	San Francisco State University	Administrative Support
Dates employed	Employer	Position
Office of the President, responsible for event planning, day-to-day operations & student engagement.		
Duties		
2016 - 2018	San Francisco State University	Outreach Specialist
Dates employed	Employer	Position
Responsible for outreach & recruitment of prospective students in San Mateo & San Francisco county.		
Duties		

I certify that, to the best of my knowledge, all statements in this application are complete and true. I agree and understand that any misstatement 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.

	01-17-2020
Signature	Date

The interest of the City is served best by actual and regular participation by Board and Commission members. Thus, upon the second absence from a regular meeting within any rolling twelve-month period, a member shall receive a written communication from the Mayor requesting that the member respond to the Mayor with an explanation for said absences within one week of the member's receipt of the written communication. The Mayor shall report to the City Council the reasons provided for the member's absences. If the City Council determines that the absences occurred for legitimate reasons, the City Council may excuse both or one of the absences. Members are also encouraged to give advanced notice of their absence from meetings.

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).

PRINT AND MAIL TO:
CITY OF SOUTH SAN FRANCISCO
Office of the City Clerk
400 Grand Avenue, South San Francisco, CA 94080
For more information, call (650) 877-8518

Luis Alberto De Paz Fernandez

EXPERIENCE

San Francisco State University, Office of the President

June 2018 -- Present

Confidential Administrative Support

- Responsible for administrative support to the First Lady and President's Deputy Chief of Staff.
- Supports and acts as a liaison between the President's Office and SFSU campus departments.
- Organize catering and events for President's Office including annual President's Office events.
- Assess incoming documents and determine appropriateness of inclusion with permanent files; research permanent files to determine past university practice and prepare reports.
- Supports President's Office activities which include compose, draft, proofread and edit correspondences and transcribe notes.

San Francisco State University, Student Outreach Services

June 2016 – June 2018

College Readiness & Outreach Specialist, San Francisco, Calif.

- Provide direct pre-admissions assistance and follow up for students interested in SF State.
- Conduct school visitations and attend college fairs, transfer days, and CSU Counselor Conferences providing outreach services and procedural assistance.
- Maintain a thorough and comprehensive knowledge of admissions practices for special populations, programs and services.
- Responsible to coordinate specific outreach events to interact with SF State student groups, community based organizations and other perspective students.
- Lead the on-campus, college readiness collaboration between Student Outreach Services, Undergraduate Admissions, Office of Developmental Studies, the Early Assessment Program and the Early Start Program.

Office of Congressman Raúl M. Grijalva

August 2015 -- June 2016

Legislative Fellow, Washington, D.C.

- Collaborate with policy staff to research, track, and manage housing, labor, telecommunication, education, science, and technology legislation.
- Meet with advocates, non-profit organizations, and stakeholders to discuss current legislation that would affect constituents in Arizona's District 03.
- Write weekly sponsorship reports to inform staff on legislation the Congressman has co-sponsored or supported.

San Francisco State University, Office of Financial Aid

January 2015 -- May 2015

AB 540 Student Assistant, San Francisco, Calif.

- Maintained and organized essential documents for A.B. 540 financial aid counselors for their use in outreach and presentations.
- Advised the A.B. 540/ Undocumented Student Educational Equity taskforce in order to provide feedback to develop a proposal for a Dream Student Center.
- Marketed financial aid opportunities in English and Spanish for students, particularly A.B. 540 and undocumented students through social media, email, and student panels.

Associated Students Inc.

May 2014--April 2015

Vice-President of Finance, San Francisco, Calif.

- Represented approximately 30,000 students before the San Francisco State University faculty, staff, and college community during weekly meetings.
- Oversaw a \$3 million dollar budget and provided financial management for the Board of Directors of the Associated Students to ensure all the programs receive the necessary funding.
- Provided the Board with an accurate accounting of account balances of reserves and allowances at each meeting.

EDUCATION

- **San Francisco State University**
Master's in Public Administration

August 2017 – Jan 2020

- **San Francisco State University**
Bachelors of Arts, Latino/Latina Studies
Minor International Relations

August 2012-- May 2015

- **Skyline Community College**, San Bruno, Calif.
Associate in Arts, Letters & Science with Honors

June 2009-- May 2012

AWARDS & RECOGNITIONS

Dream Lead Fellow

August 2018 – August 2019

Congressional Hispanic Caucus Institute Public Policy Fellow

August 2015--June 2016

San Francisco State University Dean's List

Spring 2013-- Spring 2014

EXTRACURRICULAR

City of South San Francisco Measure W Oversight Committee

October 2016 -- Present

Raza Faculty & Staff Association Board Member

November 2016-- Present

SF State Undocumented/AB 540 Educational Equity Task Force

July 2016 – August 2018

City of South San Francisco Beautification Committee

March 2017 – June 2018

San Francisco State University, Emerging Leaders Cohort

November 2016 – May 2018

SKILLS

- Fluent in Spanish.
- Microsoft Office Word, Power Point, Outlook and Excel proficiency

