



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)*

<input checked="" type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)	<input type="checkbox"/> Conference Center Authority Business Representative	<input type="checkbox"/> Conference Center Authority Community Representative	<input type="checkbox"/> Conference Center Authority Hotel Representative
<input checked="" type="checkbox"/> Cultural Arts Commission	<input type="checkbox"/> Equity and Public Safety Commission	<input checked="" type="checkbox"/> Housing Authority	<input type="checkbox"/> Housing Authority Tenant Commission
<input checked="" type="checkbox"/> Library Board	<input type="checkbox"/> Measure W Citizens' Oversight Committee	<input checked="" type="checkbox"/> Parking Place Commission	<input checked="" type="checkbox"/> Parks & Recreation Commission
<input type="checkbox"/> Personnel Board	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> SSF General Plan 2040 Community Advisory Committee	<input checked="" type="checkbox"/> Traffic Safety Commission
<input type="checkbox"/> Youth Commission			

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

PERSONAL INFORMATION

Zelaya, Jose, Santos

Name (last, first, middle)

[REDACTED]

South San Francisco, CA 94080

Address (number, street, and apartment number)

City, State and Zip Code

[REDACTED]

[REDACTED]

[REDACTED]

Telephone number

Cell phone/alternative contact number

E-mail address

If you selected more than one Board/Commission/Committee of interest, please rank your preferences here, starting with your first choice.
1 Parking Place Commission, 2 Cultural Arts Commission, 3 Housing Authority, 4 Traffic Safety Commission, 5 Parks and Rec Commission, 6 BPAC, 7 Library Board

How many years have you been a resident of South San Francisco? 4

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

If yes, which one(s)? _____

BPAC

Are you a resident of South San Francisco? Yes ☒ No ☐

If no, are you employed in South San Francisco? Yes ☐ No ☒

Number of hours employed in South San Francisco: NA

Housing Authority Tenant Commission

Are you a resident of the Housing Authority? Yes ☐ No ☒

Youth Commission – (Ages 14 to 22)

If not a resident of South San Francisco, are you a student of SSFUSD? Yes ☐ No ☒

Current school: _____

Conference Center Authority Hotel Representative

Which hotel within the City of South San Francisco are you representing? N/A

South San Francisco General Plan 2040 Community Advisory Committee

What is your District of Residency? 5

Click [here](#) to locate your District.

Why do you want to be a member of a Board/Commission/Committee? What do you feel you could contribute? I am looking to support

my community and contribute to making our city and neighborhoods a better place for generations to come. As an educator and current employee of SMCCCD, I believe I can contribute a great perspective to our respective boards.

What qualifies you for this appointment? I was born and raised in South San Francisco my entire life. I feel it is important to have someone from the area represent their community. As an educator for 15 year I have always put the needs of my community first.

What is your vision for growth in South San Francisco? I envision SSF maintaining its growth as we redevelop housing, business and parks and recreation.

I want to make sure that we maintain the voices that have been apart of these neighborhoods and make sure they have a seat at the table. Making sure we keep our neighbors in mind who have been here for decades

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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EDUCATION - Please include additional information on separate sheet.

San Francisco State University	B.A.
Name and location of college/university/technical or trade school	Degrees received

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

None but would love an opportunity to start

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

Military Service: Dates and branch

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

Nov 2018 - Present	SMCCCD	Director of College for Working Adults
Dates employed	Employer	Position
Oversees instructional program and team that supports working adults completing their degrees or to transfer to 4 year institutions		
Duties		

Dates employed	Employer	Position
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 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.

[Redacted Signature]

08/05/22

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) and bi-annual Ethics Training (AB1234).

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

For official use only	Accepted	Not Accepted	Initials	Date
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JOSE ZELAYA

Daly City, CA | [REDACTED]

PROFESSIONAL EXPERIENCE

Cañada College

Project Director, College for Working Adults | March 2020 - Present

- Oversee program development, hiring, budget, outreach, marketing, training, compliance with rules and regulations and provide overall leadership and strategic direction of instructional program.
- Supervise a team of counselors, instructional aides, retention specialist and student assistants that support 200-300 students.
- Exchanges information with staff, students, business representatives, other educational institutions, funding and government and private sectors, community organizations and the general public regarding College for Working Adults, partnerships, grants and other funding resources, project goals and outcomes, program review, and strategic planning.
- Collaborates with staff, faculty and administrators to develop and modify program course schedules, collect and manage data for schedule forecasting.
- Responsible for tracking, monitoring, and following-up with students and faculty regarding student progress, registration, financial aid, class accommodations and overall wrap around support.

Cañada College

Counseling Retention Specialist | November 2017- March 2020

- Provides academic support and case management services for students experiencing academic difficulty, particularly students on probation and dismissal.
- Assists counselors in the development of student success plans to ensure retention support for students experiencing academic difficulty.
- Develops and delivers workshops, presentations and campaigns like, Student Success workshops, SEP campaign, and Proactive Registration.
- Collaborates with faculty and staff to collect and manage data for SSSP student groups
- Responsible for tracking, monitoring, and following-up with students and faculty regarding student progress and/or early alert notifications.

San Francisco Unified School District

SPED Instructional Aide | July 2009- 2017

- Assists in the direct delivery of special education and general education classroom instruction to students, in individual and group settings.
- Supports the development and implementation of student interventions as determined by an individualized education program (IEP) and student assessments.
- Develops and facilitates engaging educational and extracurricular programs with students to promote independence and confidence.

100 % College Prep Program

Coordinator and Leadership Facilitator | June-August 2015 and 2016

- Assisted in the development and coordination of the “Summer Success Program” for lowincome and underserved youth in San Francisco’s Bayview/Hunters Point.
- Supported the implementation of “My Brother’s Keeper” launched by President Obama in 2014.
- Recruited, trained, and supervised a cohort of youth workers hired to serve as mentors.

SOFTWARE SKILLS

Argos Data Dashboard, Banner 9, CaptionSync, Canvas, Microsoft Office Suite, Panopto, Pronto, Salesforce, SAP- Data Management Software, SARS Anywhere, Slack, Smartsheet, Zoom

EDUCATION

San Francisco State University

Bachelor of Arts in Liberal Studies, Emphasis: Ethnic Studies August 2017