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City of South San Francisco Boards and Commissions

This form may be used to apply for one or more Board/Commission positions.

Board/Commission of interest (select all that apply)

Library Board

Are you interested in participating in the Citizen's Academy?

No

Full Name

Alyssa Duri

Street Address

[REDACTED]

City, State Zip

South San Francisco CA 94080

Preferred Phone Number

[REDACTED]

Cell phone/alternative contact number

[REDACTED]

***Email**

[REDACTED]

***If you selected more than one Board/Commission of interest, please rank your preferences here, starting with your first choice.**

Library

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

25 years

***Have you attended any meetings of the commission/board for which you are applying? If so, which one(s)?**

no

BPAC

Are you a resident of South San Francisco?

Yes

If no, are you employed in South San Francisco?

Number of hours employed in South San Francisco:

****SKIPPED****

Housing Authority Tenant Commission

Are you a resident of the Housing Authority?

No

Youth Commission - (Ages 14 to 22)

If not a resident of South San Francisco, are you a student of SSFUSD?

Current School:

****SKIPPED****

Conference Center Authority Hotel Representative

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

****SKIPPED****

South San Francisco General Plan 2040 Community Advisory Committee

What is your District of Residency?

4

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

***Why do you want to be a member of a Board or Commission? What do you feel you could contribute to the Board or Commission?**

I have spent most of the past 25 years in public service positions. This is where I have always received the most personal reward and sense of accomplishment. This continuous dedication to listening, helping, and guiding others would be my way of giving back to the community.

***What qualifies you for this appointment?**

As you will glean from my resume, I have a very extensive education and work experience background that makes me well suited for this appointment. I have obtained a Master's Degree in Public Administration with a Bachelor's degree in Political Science and Criminal Justice. I later also obtain a Paralegal Studies Certificate, both of which I apply daily in my current employment at the San Mateo County Sheriff's Office. The Office as afforded me many different types of career experiences from working in Support Services to Patrol and Corrections. I have also had a lifelong love of books which South San Francisco's libraries helped me to pass on to both of my teenage children. As soon as they were ready, we attended toddler and young adult story times and joined the summer reading club every summer. I would love to give back to this part of our community.

***What is your vision for growth in South San Francisco?**

Preserving and enhancing our community simultaneously while still being fiscally responsible is my main vision for growth in this City. Our City is going through major changes in so many different ways that we need more engagement from the residents and visiting public. I can think I no better place than the library to get these conversations started. Library patrons digest information and then tell a friend, who tells a friend, etc.

***Are you currently receiving any form of compensation from the City of South San Francisco for work performed? If yes, please explain.**

None.

***Do you have any relatives serving on Council, Commissions, Boards, and Committees or otherwise employed by the City of South San Francisco? If yes, include name, position and relationship.**

None.

***EDUCATION - Please include name and location of college/university/technical or trade school with dates attended and major.**

Please see attached resume.

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

Various library events and SSF Mother's Club

MILITARY SERVICE - Please include dates and branch.

None.

***WORK EXPERIENCE - Please include dates employed, employer and position.**

Please see attached resume.

Attachment Resume

A. Duri Resume October 2021.pdf

Please list any other background information (business, education, personal) that might be useful in determining your eligibility.

None.

***By typing my name, 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 the appointment to a Commission, Board, or Committee.**

Alyssa A. Duri

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).

Once this form is submitted, you will receive a response from the Office of the City Clerk within three business days to provide you with information regarding the next steps. Please keep an eye out for this email. If you do not receive an email, please call us at (650) 877-8518.

THIS FORM IS A PUBLIC RECORD, DISCLOSABLE PURSUANT TO GOVT. CODE 6250 ET SEQ.

ALYSSA A. DURI

QUALIFICATIONS SUMMARY

Results oriented Management Analyst with over twenty years of progressively responsible experience in public administration in local, county and state government. Demonstrated proficiency in coordinating programs and interfacing with professionals of all levels; coupled with the strong ability to assess services and support, including human service programs and general information dissemination. Profound knowledge of the government policies pertaining to budgeting and accounting coupled with outstanding knowledge of personnel management and procedures as well as possessing strong conceptual knowledge of State and Federal laws and regulations.

PROFESSIONAL EXPERIENCE

Management Analyst – Corrections Division
SAN MATEO COUNTY SHERIFF'S OFFICE 2020-present
REDWOOD CITY, CA

- Corrections Analyst responsible for meeting reporting requirements to local, state and federal entities on weekly, monthly, quarterly and yearly basis. Reconcile billing statements to state entities and organize required and voluntary inspections by outside governmental agencies.

Management Analyst – Support Services Division
SAN MATEO COUNTY SHERIFF'S OFFICE 2018-2020
REDWOOD CITY, CA

- Background Investigator duties such as conduct and compile personal and professional background investigations for various public safety candidates by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidates' family and personal references; prepares reports on findings; and makes recommendations as to background findings.
- Human Resource Manager duties such as recruiting and staffing; employee onboarding; policy development and documentation; organization development; and employment and compliance with regulatory concerns regarding employees.

Management Analyst – Patrol Division
SAN MATEO COUNTY SHERIFF'S OFFICE 2013-2018
SAN CARLOS, CA

- Coordinate administrative support to 32 members of the San Carlos Bureau by providing budget, fiscal, contract and procurement management. Act as a liaison between other departments in the County of San Mateo and/or the City of San Carlos.

- Prepare monthly, quarterly, and annual financial, procedural and operational reports for the Sheriff's Office, County Manager's Office and various other city agencies throughout San Mateo County.
- Produce drafts, reports and a variety of critical documents from limited instructions, printed materials and/or researched information.
- Track critical information, ensure timely responses, and keep informed of departmental changes and activities.

Paralegal

SAN MATEO COUNTY DISTRICT ATTORNEY'S OFFICE 2000-2005
REDWOOD CITY, CA

- Provided administrative, investigative and legal support to 2 attorneys and 2 investigators in the Insurance Fraud department.
- Drafted annual grant applications and presentations to the California Department of Insurance.
- Improved office efficiency by implementing an automated filing system, statistical tracking spreadsheet resulting in a more efficient intake process.
- Maintained multiple court appearance calendars and logistical schedules.
- Organized case documents, preparing a timeline of the pertinent events and case presentation for attorney review.
- Filed documents and presentations with the county clerk's office for in advance of court appearances.
- Enhanced communication between outside public and private agencies and within the department, fostering teamwork and collaboration.

Legal Office Specialist

SAN MATEO COUNTY SHERIFF'S OFFICE 1999-2000
REDWOOD CITY, CA

- Processed holding commitments and determined inmate sentencing credits.
- Processed self-surrender paperwork and maintained inmate appointment calendars.
- Routed and logged inmate action forms and filing.

VOLUNTEER EXPERIENCE

Math Tutor, November 2019 to March 2020 (COVID) | Fr. Sauer Academy | SAN FRANCISCO, CA

- Provide 6th, 7th, and 8th grade students with assistance in completing their core educational assignments in Math.
- Varied classroom assistance as needed.

Room Parent, 2010 to 2012 | ST. ANDREW'S PRESCHOOL AND ST. VERONICA SCHOOL
| SAN BRUNO AND SOUTH SAN FRANCISCO, CA

- Facilitated parties, fundraisers, field trips and special projects.
- Varied classroom assistance as needed.

Newsletter Editor, 2009 | SOUTH SAN FRANCISCO MOTHERS' CLUB (NON-PROFIT) |
SOUTH SAN FRANCISCO, CA

- Compiled information for the monthly publication and provided weekly website updates.
- Initiated the change in distribution of the monthly publication from postal to electronic delivery to its members terminating associated organizational costs.

Treasurer, 2008 to 2009 | SOUTH SAN FRANCISCO MOTHERS' CLUB (NON-PROFIT) |
SOUTH SAN FRANCISCO, CA

- Prepared monthly budget reports, projected yearly expenses and implemented an electronic bill pay and collection system to streamline.
- Ensured accurate reconciliation of accounts with the website, bank, and other financial institutions monthly.
- Prepared the annual co-sponsorship applications with the City of South San Francisco and presented to the Parks and Recreation Commission.

EDUCATION

Master of Arts in Public Administration with a Management Option

California State East Bay University – Hayward, CA

2001 – 2004

Paralegal Certificate

California State East Bay University – Hayward, CA

1996 – 1998

Bachelor's Degree in Political Science and Criminal Justice w/a minor in Business Administration

California State East Bay University – Hayward, CA

1988 – 1994

PROFESSIONAL AFFILIATIONS

- Certified Notary (Commission expires October 13, 2022) and Member of the National Notary Association

HONORS AND CERTIFICATES

- 2018 Graduate of the Redwood City Chamber of Commerce Leadership Academy
- P.O.S.T. Background Investigator Course (Completed 2018)
- 2019 Graduate of the County Leadership Academy with the Regional Training and Development Consortium for Public Agencies
- 2019 Graduate of the Essential Supervisory Skills Academy with the County of San Mateo
- 2020 Management Development Program with the County of San Mateo (graduate December 2020 – postponed due to COVID restrictions)
- P.O.S.T. Background Investigator Update Course (Completed 2020)