

**CITY OF SAN PABLO  
APPLICATION  
POSITION SOUGHT: CITY CLERK**



CITY OF SAN PABLO  
*City of New Directions*

ALL APPLICANTS MUST BE RESIDENTS AND REGISTERED VOTERS WITHIN THE CITY OF SAN PABLO.  
THE APPOINTED CITY CLERK IS REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974.

*"Please note that this form is a public record that may be subject to disclosure upon request."*

Applications must be received by 6:00 pm on Monday, January 4, 2021 Via Email: <a href="mailto:CityClerk@SanPabloca.gov">CityClerk@SanPabloca.gov</a>	For questions, please call (510) 215-3000
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Name: Rascon, Omar J. Home Phone: [REDACTED]

Home Address: [REDACTED] Years resided at address: 12

Have you lived at any other address in San Pablo:  Yes  No

If yes, give previous address: \_\_\_\_\_

Employer: Lyft, Inc.

Employer Address: [REDACTED] Employer Phone: [REDACTED]

Occupation: Executive Business Partner for Growth Engineering How Long: 1 year

Education (Highest Grade Completed): Master's in Public Administration

Licenses or special certificates held: \_\_\_\_\_

Name, location of Colleges/Universities Attended	Major	Degree	Last Year Attended
California State University, East Bay	MPA	Masters	2018
UC Davis	Sociology	Bachelors	2013
UC Davis	Spanish	Bachelors	2013

Have you ever been convicted of a felony?  
Yes  No  (If yes, please attach a separate sheet of explanation.)

Prior or Current Civic Experience (Include Membership in Professional, charitable or community organizations)	Office Held (if any)	Dates of Membership

I declare under penalty of perjury that all statements in this application and the attached responses are true and complete to the best of my knowledge and belief.

Date: 12/31/2020

[Signature]  
Signature of Applicant



CITY OF SAN PABLO  
City of New Directions

## CITY CLERK APPLICATION SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions about your background and qualifications for the City Clerk position. Answer the questions in the space provided. Please write legibly.

NAME: Omar J Rascon

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

1. Describe your work history (both inside and outside the home), your education and community activities which you believe are relevant to the purpose of being a City Clerk. (Your experience does not have to be only in San Pablo.)

August 2015 to December 2017: Worked for the Alameda County Public Health Department for a youth program

December 2017 - June 2019: Worked for the Alameda County's Health Care Administrator for services for the homeless.

Earned my Master's Degree in Public Administration with a focus on organizational design and policy.

Passionate about serving the public and finding ways to enhance access to resources to support upward attainment.

2. What type of community volunteer work, if any, are you affiliated with?

Volunteered for College is Real and mentored high school students from De Anza High School.

Currently volunteer at the Puente Program in Contra Costa College and share my college experience.

3. Why do you want to be considered for the position of City Clerk?

I am passionate about public service and have professional administrative experience to successfully conduct responsibilities required within the role. In addition, my experience in public administration has prepared me to success in this role and made a difference in the community.

4. What do you feel are the two most important talents or abilities you would bring as a City Clerk if you are appointed? Explain.

a) Streamline communication; one of my talents is my ability to find innovative ways to encourage civic involvement and collaboration with stakeholders by accommodating various modes of communication.

b) Establishing partnerships; my ability to establish partnerships to meet mutually agreed upon goals has made me successful in the public sector because it fosters an environment that is action-driven when serving the public.

c) \_\_\_\_\_

5. What do you believe is the role of the City Clerk?

My role will require me to maintain the accuracy when record keeping, maintain meeting materials, manage public inquiries, maintain all public records, and maintain board and committee appointments.

My experience with Alameda County's Health Care for the Homeless when supporting board and governing bodies has prepared me to successfully transition and excel in this role. In addition, my goal is to gain public trust.

**\*\*\*DEADLINE TO APPLY – 6:00 PM – MONDAY, JANUARY 4, 2021\*\*\***

<p><b>Please email the completed Application and Supplemental Questionnaire to:</b> <u><a href="mailto:CityClerk@SanPabloCA.gov">CityClerk@SanPabloCA.gov</a></u></p>	<p><b>For questions, please call:</b> <b>(510) 215-3000</b></p>
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# Omar J. Rascon, MPA

## MODERNIZE THRIVE INFLUENCE

**Entrepreneurial Mindset & People Experience Curator**, fueling growth within adjacent industries. Strategically connecting business and organizational management, designing transformational change, and establishing a competitive edge.

**Impacts resonating in growing company culture with high energy**, widespread acumen, building interpersonal rapport and grasping a vision to turn into reality. Blending company-centric goals, collaborative leadership, and dedication to streamlining corporate governance.

**Successfully drive business decisions that are immediate**, transform how business operates, achieve high-impact results and establish enterprise-wide cohesiveness.

## PROFESSIONAL EXPERIENCE

### **Executive Business Partner to the Head of Growth Engineering | Lyft | San Francisco, CA | 05.2020-Present**

- Provide high level support and project management to the Head of Growth Engineering and Engineering Directors.
- Plan and coordinate organization wide meetings to provide updates related to growth and business health.
- Adjust and modify projects based on regulatory updates and ensure that projects are delegated to Engineering Managers.
- Plan and facilitate recurring meetings to assess talent efficiency and identify staffing needs within organization.
- Implement team building sessions to address and improve employee morale in a remote working environment.

### **Executive Assistant to the CFO | Common Sense Media | San Francisco, CA | 07.2019-06.2020**

- Provide high level support and calendar management to plan meetings based on deadline and levels of urgency.
- Develop contract request process through Salesforce and manage consultant agreements across the organization.
- Reconcile expenses for offices under the direction of the CFO; People Ops (HR), IT, Finance, and Administration.
- Support vendor and event logistics for development events for fundraising and community outreach.
- Negotiate preferred rates with local vendors to control and reduce organizational operation expenses.

### **Executive Assistant | The County of Alameda, Health Care Services Agency | Oakland, CA | 12.2017-06.2019**

- Provided comprehensive executive level support and intensive calendar management to the Medical Director, Program Director, Quality Management Director, and Grants & Finance Management Team of Healthcare for the Homeless.
- Monitored funds from multiple cost centers with different expiration dates to recommend spend-down strategies.
- Analyzed patient data to provide support to leadership team with health care operational narratives and clinic effectiveness.
- Developed and maintained relationships with community stakeholders/governing bodies.

### **Program Administrative Support | The County of Alameda, Public Health Department | Oakland, CA | 08.2015-12.2017**

- Contributed high-level support to medical staff while providing treatment to at-risk youth.
- Managed referrals to link patients with community programs and coordinated logistics with the local county hospital to connect patients with continuum of medical care. Supported calendaring of Social Workers as needed.
- Facilitated planning of department outreach events to promote services available to the public.

### **Undergraduate Admissions Representative | Academy of Art University | San Francisco, CA | 02.2015-07.2015**

- Facilitated and supported the enrollment process for students interested in pursuing higher education in the art realm.
- Curated relationships with prospective students and addressed their families concerns.
- Collaborated to develop actions plans per student to feel empowered on their educational journey.

### **Technology Sales Consultant | AT&T | Berkeley, CA | 10.2006-05.2015**

- Achieved Top Customer Service and Top Sales awards.
- Developed training series for service representatives during merger of wireless/wireline sectors.
- Supported inventory management and coordinated with management team to complete quarterly audit.

## Education

M.A. Public Administration | California State University, East Bay | Hayward, CA | 08.2018

B.A. Dual Major: Sociology (Law & Society emphasis) & Spanish | University of California, Davis | Davis, CA | 05.2013