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EXPERIENCE

CITY OF OAKLAND

Principal Financial Analyst, Finance & Management Agency

Oakland, California

June 2005 – Present

Under direction of the Controller, provide high level financial analysis to the City's Finance and Management Agency.

Specific responsibilities include:

- Coordinate, direct and perform complex policy, managerial, operational and budgetary analysis.
- Calculation of the annual Fringe and Benefit loading rates.
- Review of the Indirect Cost Rates and management of the consultant contract if a re-calculation is warranted.
- Supervise the City's Mail Room and Central Warehouse staffs, including recruiting, hiring, and terminating as needed; setting performance expectations, checking on assignments, conducting performance reviews and following up with appropriate managerial actions, etc.
- Assist with the development of the City's two-year Policy Budget and status reports to the City Council.
- Coordinate, direct and perform complex policy, managerial, operational and budgetary analysis.
- Conduct and Coordinate the calculation of the General Services, Lake Merritt Tidelands Trust, Special Services and Direct Services billings to the Port of Oakland.
- Represent the Controller's Office in a highly professional capacity at various meetings and events.
- Act on behalf of the Controller in his absence

EDUCATION

CALIFORNIA STATE UNIVERSITY, HAYWARD

Masters in Public Administration

Hayward, California

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

Bachelor of Arts in Political Science / Public Administration

San Luis Obispo, California