José C. Henríquez, MPPA

6000 J Street • Sacramento, CA 95819

(916) 351-5724 • (916) 337-0529 • j\_henriquez@comcast.net

# SKILLS

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| * Excellent analytical skills
 | * Adept at multiple project management
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| * Employs thorough research methods
 | * Detail oriented
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| * Proactive and innovative strategic analysis
 | * Effective written and oral communication skills
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| * Fluent in Spanish, written and spoken
 | * Able to set priorities and direction
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| * Direct supervisory experience
 | * Proficiency in successful mediation
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| * Exceptional organizational skills
 | * Extensive facilitation practice
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**EMPLOYMENT**

**Executive Officer**, Sacramento Local Agency Formation Commission

* Primary advisor to a panel of locally-elected Commissioners on matters relating to:
	+ The logical formation of local government agency boundaries that affect growth and development patterns;
	+ The efficient delivery of urban services; and
	+ The protection of agricultural land and open space resources
* Provide overall leadership, strategic direction and management of agency, including:
	+ Policy development;
	+ Pending legislation;
	+ Budget creation and oversight;
	+ Fiscal management; and
	+ Program planning and implementation
* Responsible for the assessment and evaluation of agency program, protocols, activities and procedures and for the identification of constituency needs
* Have primary oversight of reports detailing service provision, service extension and the overall fiscal, governance and structural health of local agencies
* Serve as the primary representative of the agency and the main contact for the general public, media and other governmental agencies and maintain productive relationships with representatives at the Federal, State and local government organizations
* Research and present policy options to Commission and local governments on institutional, structure and fiscal issues
* Responsible for staff recruitment, development, management and coordination
* *Previously employed in a similar capacity at the El Dorado Local Agency Formation Commision*

**Lecturer, Sacramento State University**

* Responsible for developing the curriculum for the educational portion of the California Executive Fellows Program administered by the Center for California Studies
* Teaches two courses during the Fellowship including the topics of California State government, policy analysis and organizational theory.
* Planned and prepared instructional materials to students relating to the new course
* Review applications and interview candidates for the fellowship program
* Coordinate speaking engagements and seminar-style presentations

**Adjunct Faculty**, Sacramento City College

* Developed curriculum and guidelines for a new class, “Introduction to Public Administration”
* Planned and prepared instructional materials to students relating to the new course
* Taught and presented academic course under the supervision of the Division Dean
* Maintained thorough and up-to-date knowledge in the field of public administration

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**Policy Analyst**, Yolo County Local Agency Formation Commission

* Developed and administered reports and studies to the Commission regarding matters that fall under LAFCO jurisdiction
* Prepared and made presentations to Commission, applicants and other agencies regarding the LAFCO process and policy
* Answered questions by constituents regarding changes in law and LAFCO policies

**Project Manager**, Sprint Communications Corp. LTD

* Led, coordinated and managed inter-departmental teams to ensure the timely completion of special projects and the timely execution of contract pricing
* Interfaced with key customers to identify and resolve unmet needs prior to the start of the contract implementation process or special project
* Analyzed process turnaround time, communicate with internal customers and identify potential issues or risks which may deter the project timeline

**California State Assembly Fellow** - Jesse Marvin Unruh Assembly Fellowship

* Researched, developed and presented higher education, trading and economic proposals to Assembly legislators and constituents
* Monitored five policy committees on behalf of former Assembly Floor Leader Tom Hannigan, including the Assembly Higher Education, the Assembly Human Services and Housing and Urban Development Committees and assisted with the higher education budget during the 1994 Budget Conference Committee

# PROFESSIONAL AFFILIATIONS & COMMUNITY INVOLVEMENT

* Board of Directors, Chicano Latino Youth Leadership Project, Inc.: Vice-President of Alumni Relations (2019-Present); Volunteer - Sacramento Leadership Conference: Conference Coordinator (2016-2018); Assistant Conference Coordinator (2015); Facilitator (2008-14);
* Board of Directors, Child Advocates of El Dorado County (fdba CASA El Dorado): President (2012-13); Vice President (2011-12); Board member, (2009-2019);
* Selection Committee, Timothy A. Hodson, PhD Memorial Scholarship Fund (administered through CSUS Sacramento): Reviewed scholarship applications and participated in the selection process for student awards (2012-13)
* Alumni Advisory Board, Department of Political Science, California Polytechnic State University, San Luis Obispo (2007-13)
* Chair, California Association of Local Agency Formation Commissions (CALAFCO) Workshop Planning Committee (2004-06); member, CALAFCO Workshop Planning Committee (2008, 2010-11, 2013-14, 2018); member, CALAFCO Conference Planning Committee (2012-17)
* Alternate Member, CALAFCO Legislative Committee (2005-2009)
* President, Alumni Association for the Department of Public Policy and Administration, Sacramento State University (2002-2005)

# EDUCATION

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| California Polytechnic State University, San Luis Obispo |
| Bachelor of Arts in Political Science Degree Conferred Cum Laude June, 1993 |
| Sacramento State University |
| Master's Degree in Public Policy and Administration Conferred August, 2002 |
| University of California, Davis  |
| Executive Leadership Certificate, Conferred May, 2019 |