



City of Rialto

APPLICATION TO SERVE ON THE CITY COUNCIL

Please submit the completed application to the City Clerk's Office on or before Thursday, January 2, 2025 at 6:00pm.

CITY OF RIALTO

2025 JAN -2 PM 4:31

RECEIVED
CITY CLERK

Personal Information

Full name: Jessica Justine Haro Date: January 2, 2025

Address: _____ Phone: _____

Street address

Apt/Unit #

Rialto

CA

92376

Email: _____

City

State

Zip Code

Are you registered to vote? Yes ☒ No ☐

Work Experience

Please list work experience for the past 10 years or please attach your resume.

Education

High school: California High School Proficiency Exam (CHSPE) **Address:** San Bernardino County

From: 2005 **To:** 2009 **Did you graduate?** Yes ☒ No ☐ **Diploma:** GED Equivalent

College: University of California, Berkeley **Address:** 110 Sproul Hall #5800 Berkeley, CA, 94720-5800

From: 2016 **To:** 2018 **Did you graduate?** Yes ☒ No ☐ **Degree:** Bachelor of Arts, College of Letters and Science, English

Other: Chaffey College **Address:** 5885 Haven Avenue Rancho Cucamonga, CA, 91737

From: 2014 **To:** 2015 **Did you graduate?** Yes ☒ No ☐ **Degree:** Associate in Arts for Transfer in English

References

Please list three references.

Full name: Kim Benson **Relationship:** Former Supervisor and Executive Director

Company: Berkeley Student Cooperative **Phone:**

Address: **Email:**

Full name: Cassandra Searcy **Relationship:** Current Supervisor and Deputy Director, Community Development Department

Company: City of San Bernardino **Phone:**

Address: **Email:**

Full name: Maricela Mejia **Relationship:** Assistant Human Resources/Risk Management Director, at Former Employer

Company: City of Eastvale **Phone:**

Address: **Email:**

Supplemental Questions

Please state the reason you want to be a Council Member.

Have you served or volunteered for other community services? If yes, please explain.

Can you think of any reason a conflict may arise that would prevent you from serving?

Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: Jessica J Haro

Date: 1-2-25

Management Analyst | Community Development Department

Versatile professional with expertise in serving the **highest quality** of analytical, programmatic, and budgetary skills. Passion for connecting governmental opportunities to constituents. Recognized for analytical prowess, leadership, and ability to perform complex analytical support to executive teams. Seeking to improve the quality of life for Rialto's community.

Qualifications

Municipal Government Operations | Principles of Research Analysis | Statistical and Report Preparation | Grant Writer | Versed in Federal/State/Local Regulations | Project Manager of Community Events/Programs | Abreast of New Trends | Budgetary Skills | Experience with Organizational Budgets | Grant/Contract Lifecycle | Objective/Goal Driven |

SOFTWARE EXPERIENCE: Oracle, New World, PrimeGov, Neighborly, PlantBids, Cayuse, Amplifund, RoadMatrix, OpenGov, Cityworks, Esri, Microsoft Office Suites, Google Workspace, Tableau, Notion, Canva, Adobe, DocuSign, Zoom, HTML

Employment History

City of San Bernardino, Community Development and Housing | Management Analyst June 2024 – Present

- Directly assists with CDBG, CDBG CV, HOME, ERAP, and other federal and state-funded grants.
- Support compiling grant management data, supporting documentation, and coordination data.
- Support for IDIS, CAPER, AAP, Consolidated Plan, and NEPA Environmental Reviews.
- Facilitate research by conducting and analyzing information to present to management.
- Grants experience, fiscal knowledge, data interpretation and analysis, and people skills.
- Required knowledge of New World, PrimeGov., IDIS, Adobe Suites, Canva, and Constant Contact.
- Proficient in ERP systems for financial reporting, account reconciliation, and project development.

City of Eastvale, Community Development Division | Management Analyst December 2021 – September 2023

- **City lead for all grants and related agreements, and the management of and execution of the full cycle.**
 - Congressman Ken Calvert Community Project Funding, SB2, Cal Fire Forestry, CCLGP.
- Public Works administrative lead housed under the Community Development Department.
 - Active Transportation Program, South Coast AQMD, CalRecycle Rubberized Pavement, BIP.
- Facilitated and organized policy and procedure for municipal grant functionalities.
- Pioneered the establishment of the **fiscal organization** relating to grants to decrease internal costs.
- Executed and **optimized budgets** related to scopes of work and funding gaps.
- Managed the solicitation and **implementation of grant management** software Amplifund and OpenGov.
- Key liaison between management and staff, ensuring organizational objectives were met.
- Conducted administrative, fiscal, and operational project activity; prepared and maintained records.
- Performed research and analysis regularly; prepared reports for presentations and staff reports.

California State University, Fullerton | Research Grant Specialist July 2021 - November 2021

- Facilitated and supervised faculty in **fiscal planning and development** via public grant funding.
- Solicited funding opportunities, **wrote grant applications**, and submitted grants to funding sources.
- Ensured all supporting documents and **research analyses** were accurate for developed scopes of work.
- Coordinated and **monitored the progress** of submittals to ensure that a free-flowing transition occurred.

San Bernardino Community College District | Workforce Grant Assistant August 2019 – June 2021

- Executed **end-to-end marketing** and recruitment solicitation with trigger-based communications.
 - Prison 2 Employment, Caltrans Transitional Work Program, Employment Training Panel.
- **Audited program data** across CA Workforce Development Board software; implemented the following:
 - Onboarded new participants, ensuring that their qualifications and guidelines were followed.
- Built career development tools to stabilize participants and **reduce the state recidivism rate**.
- Worked with Economic Development/Corporate Training teams to create **revenue and program success**.
- **Provided recommendations** on community outreach; allowed for program regional pull.

Locatora Radio Productions | Grant Consultant December 2019 – December 2020

- Managed and monitored all grant applications and submittals, including budget development.
- **Wrote documentation and created a portfolio** for all new funding opportunities and processes.

Berkeley Student Cooperative | Vice President of Internal Affairs January 2016 – May 2018

- Supervisor and advocate for a diverse population battling the Bay Area housing crisis.
- Delegated and examined data collection for various reports needed for grants and fiscal budgets.
- **Increased** targeted demographic via vigorous recruitment strategies by 8% in one year.

Education: Bachelor of Arts (BA), College of Letters and Science, English – University of California, Berkeley

Council Vacancy Application Supplemental Questions: Jessica Justine Haro

1. I want to be a Council Member to serve the community of the well established City of Rialto. I have been a long time resident of the Inland Empire, but almost two years ago, I decided to plant my roots within the beautiful city limits of Rialto. I searched far and wide throughout the state of California and even went as far as looking to settle in other states such as Tennessee, New Orleans, Florida, and New York. Yet, all those different places could not compete with Rialto, CA. Genuinely, speaking—there are communities in all of those places, but for me, *home is here*. And, funny enough—it was the catchphrase of “Bridge to Progress” that first sold me on the sentiment that Rialto has to offer. Feelings of being seen resonated, and most importantly this phrase acknowledged the realities of the present and plans for the future. I have the hope to foster positive change amongst this community and I find value in not aiming to rattle plans and goals already set in place. It is in my nature to aid in seeing established plans and goals to the full capacity of completion. Effective governance is about working with others to find balanced, fair solutions to problems. I would have the utmost gratitude and honor in being able to collaborate with diverse stakeholders to implement and create policies that will benefit the well-being of the community. I find delight in the ability to serve on a shorter term and thank you for the opportunity and consideration for this Council Member opening.
2. I have not served or volunteered for other community services in recent years. However, growing up, I have always had an interest in local government and the community as a whole within the Inland Empire. I have a background in volunteering with senior citizens and children. I am a great listener and teacher; I enjoyed spending extracurricular time with those seeking a friend and helper. Whether it's helping on a grand scale or solely one person, both have fulfilled me and have had positive impacts on the community and shaping of myself.
3. I do not think there is any reason or conflict that may arise that would prevent me from serving as a Council Member for the City of Rialto. I am not sure about the policies and procedures that surround working for another municipality. As I currently am employed with the City of San Bernardino as a Management Analyst. However, if given the opportunity to serve on this Council, I would consider foregoing my current employment for this opportunity. If this City Council Vacancy does not work out, please feel free to recruit me for other opportunities within the City of Rialto. I am so excited for all that Rialto has coming in the future with its economic development and vigorously believe that this is a great City to raise a family. Thank you once again for reviewing my application and regardless of the outcome, I am here in support of the City of Rialto.