

Name: Reginald G. Angquico

Company/Agency

County of San Diego/Sheriff's Department

Address

9621 Ridgehaven Court

San Diego, CA 92123

Phone

(858) 974-2290

Website

<https://www.sdsheriff.gov/>

Position

Administrative Analyst III

Dates

February 2021 – October 2021

Supervisor

Chrys Flor, Principal Administrative Analyst

Duties Summary

- Research; compiles, tracts, and analyzes data.
- Assists in administration activities.
- Coordinates grant activities with other Federal, State, and County departments.
- Assists in budget preparation and review/analysis of expenditures and requisitions for purchases.
- Maintains inventory control.
- Assists in administration activities.
- Drafts, reviews, and finalizes correspondence, contracts, grants, and board letters for the department head's signature.
- Attend meetings with managers and executives to explain data, resolve problems, and prepare budget and financial documents.

Company/Agency

County of San Diego/Department of Public Works

Address

5510 Overland Avenue, Suite 410, Room 470

San Diego, CA 92123

Phone

(858) 694-3893

Website

<http://www.sdcounty.ca.gov/dpw>

Position

Administrative Analyst II

Dates

September 2012 – April 2021

Supervisor

Derek Gade, Public Works Assistant Director

Duties Summary

- Perform various tasks in support of the Roads Administration, Field Engineering, Field Operations and Traffic Engineering, a total of 24 ORGS.
- Procurement Card Approver
- Update Services and Supplies projections in Performance Budgeting (PB) system.
- Research, analyze, calculate, and project Salaries and Benefits during quarterly fund balance using Oracle reports and Budget Unit Labor Cost (BULC) reports.
- Research, analyze, monitor, and calculate cost projections for Services and Supplies using Oracle reports.
- Research, analyze, and calculate Information Technology (IT) cost using iTrack and Oracle reports.
- Process IT related requests through online Service Now request by completing Computer Service Request Forms (CSRF), Install/Move and Remove (IMAR) and ordering IT equipment and software through online catalogue.
- Create General IT Managers Letters and A87 Exemption Letter for Software purchases and renewals
- Research, analyze, and calculate cost for Federal and State calamity claims using LUEG Enterprise Asset Management System (LEAMS) and Oracle reports.
- Research, analyze, and calculate cost projections for Managers "Needs Assessments" using Oracle and LEAMS reports.
- Process Deposit, Accounts Receivables, Reallocation, Transfers (DART) to pay other County Departments and transfer cost to other ORGS.
- Review and approve Accounts Payable batches, Requisitions and Releases in Oracle.
- Monitor and update Oracle's Inventory Module for road materials stored and or mined at 14 locations.
- Monitor and update Minor Equipment and Capital Assets list for 24 ORGS.
- Coordinate and process property disposal.
- Perform Minor Equipment, Supplies and Materials Inventory and Reporting during Fiscal Year Ending and Biennial Inventory for Minor Equipment and Capital Assets.
- Kronos Approver and process labor corrections when needed.

- Calculate Consumer Price Index annually on lease agreements with other departments.
- Process checks received for bank deposit.
- Initiate, fund, and monitor Internal Agreements (IA).
- Administer and update LEAMS used for recording Task, Labor, Equipment and Material cost.
- Assist Insurance Companies and County Departments in investigating road/traffic property damage for cost recovery purposes and create invoices using Oracle and LEAMS reports.
- Update Road Station Crews Org Chart monthly using Alpha Roster from Human Resources.
- Train and monitor the fiscal work responsibility of one Staff Accountant, one Administrative Analyst, one Administrative Secretary II, two Accounting Technicians and two Account Clerk Specialist in Oracle Accounting System.

Company/Agency

County of San Diego/Department of Public Works

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5510 Overland Avenue, Suite 410, Room 470

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<http://www.sdcountry.ca.gov/dpw/index.html>

Position

Administrative Trainee

Dates

July 2011 - September 2012

Supervisor

Denbigh Dickson, Principal Administrative Analyst

Duties Summary

- Perform data entry in Oracle Accounting System with the following responsibilities: requisitioning for Purchase Order; process invoice payments through - Release and Receiving, Accounts Payable, Miscellaneous Transaction Batch Transfer, General Claims; generate inquiry reports - Purchasing, Accounts Payable, Projects/Grants, Inventory and General Ledger.
- Procurement Cardholder.

- Monitor and update Chargeback System, Hansen 7.7 System, Fixed Assets and Minor Equipment, storeroom purchases, gravel/sand/granite/asphalt inventory and IT/telecommunication equipment.
- Investigate traffic accidents involving damages to County property and submit subrogation demand to insurance companies, individual drivers and District Attorney's office.
- Process requisitions through computer service request forms and submits break-fix work orders for all IT/telecommunication related equipment.
- Process all checks received for bank deposit.
- Assist Principal Administrative Analyst in budget preparation, Salaries and Benefits projections, Brass entry and Internal Agreements.
- Monitor expenses, outstanding encumbrances and Internal Agreements.
- Submit general ledger reports of revenues and expenditures to managers for review and action.
- Evaluate, train and back-up Account Clerks and Storekeepers.

Company/Agency

County of San Diego/Auditor and Controllers Office

Address

1600 Pacific Highway

San Diego, CA 92101

Phone

(619) 531-5411

Website

<http://www.sdcounty.ca.gov/auditor/>

Position

Administrative Analyst I

Dates

January 2011 - July 2011

Supervisor

James Bryant, Manager

Duties Summary

- Perform data entry in Oracle Accounting System with the following responsibilities: requisitioning for Purchase Order; process invoice payments through - Release and Receiving, Accounts Payable, Miscellaneous Transaction Batch Transfer, General Claims; generate inquiry reports - Purchasing, Accounts Payable, Projects/Grants, Inventory and General Ledger; process Non-Travel and Out of County Travel invoices.

- Process new employees IT/telecommunication equipment needs. Submit break-fix request for IT/telecommunication problems.
- Assist Auditor and Controller Manager in budget preparation and monitoring of executive offices finances.
- Assist Account Technician and Senior Office Assistant in daily activities.

Company/Agency

San Diego County/Public Works - Airports

Address

1960 Joe Crosson Drive

El Cajon, CA 92020

Phone

(619) 956-4800

Website

<http://www.sdcounty.ca.gov/dpw/airports.html>

Position

Administrative Trainee

Dates

November 2007 - December 2010

Supervisor

Kathleen Bute, Principal Administrative Analyst

Duties Summary

- Perform data entry in Oracle Accounting Software with the following responsibilities: Requisitioning, Release and Receiving; Accounts Payable; Miscellaneous Transaction Batch Transfer; General Claims; Purchasing, Accounts Payable, Projects/Grants and General Ledger Inquiry; and process Non-Travel and Out of County Travel.
- Procurement Card holder
- Managed contracts and develop Statement of Work for consultants.
- Assist Principal Administrative Analyst and Airport Manager in budget projections.
- Monitor and update Fixed Assets and Minor Equipment Inventory.
- Maintain and reconcile petty cash.
- Process and oversees State of California Aid to Airports Program and U.S. Department of Transportation for Small Community Air Service Development Grants.
- Negotiated with airlines representative.
- Create ads and advertorial for marketing County Airports services.
- Process break-fix work orders for all IT/telecommunication related equipment.
- Administer record retention and destruction in Documentum System.

- Create and present Power Point presentations for advisory groups, business meetings and staff training.
- Adviser to KCBQ 1170 AM On-Air-Aviation radio program.

Company/Agency

San Diego County/Public Works - Airports

Address

1960 Joe Crosson Drive

El Cajon, CA 92020

Phone

(619) 956-4800

Website

<http://www.sdcounty.ca.gov/dpw/airports.html>

Position

Office Support Specialist

Dates

July 2004 - November 2007

Supervisor

Jennifer Kaylor, Administrative Secretary II

Duties Summary

- Receive incoming calls, noise complaints and information requests regarding County Airports and direct them to the appropriate Airport Staff.
- Create and present Power Point presentations for advisory groups, business meetings and staff training.
- Process requisitions and submits break-fix work orders for all IT/telecommunication related equipment.
- Document aircraft accidents, analyze data and routinely complete research assignments for Airports Director.
- Prepare and provide staff training.
- Perform Oracle data entry.
- Procurement Card holder.
- Webmaster for Airport's web page, updating and maintaining information.
- Coordinate advertising and community outreach program through submission of business articles for publication and design large scale newspaper and magazine ads.

Company/Agency

San Diego County/Probation Department

Address

21077 Lyons Valley Rd

Alpine, CA 91901

Phone

(619) 401-4900

Website

<http://www.sdcounty.ca.gov/probation/>

Position

Storekeeper II

Dates

June 2002 - July 2004

Supervisor

Jack Wilson, Director

Duties Summary

- Responsible for warehouse operation, which include supervising and training Storekeeper I, Stock Clerk and laundry worker for Operation Support of Adult and Juvenile Institutions.
- Supervised adult and juvenile inmates in restocking, inventory control, issuing supplies, washing and distributing laundry.
- Assist Administrative Analyst II in budget preparation and maintaining expenditures within budget.
- Procurement Card holder.

Company/Agency

Survival Insurance Company

Address

6755 Mira Mesa #219

San Diego, CA 92121

Phone

(858) 202-1100

Website

<http://www.survivalinsurance.com/index.jsp>

Dates

December 2001 - May 2002

Supervisor

Bill Devine, Manager

Duties Summary

- Received calls from clients and provided quotes.
- Assessed client auto insurance needs, recommended coverage, investigated claims and prepared reports.
- Coordinate with underwriters before binding insurance contracts with clients and provided customer service.

Company/Agency

Horace Mann Insurance Company

Address

10393 San Diego Road

San Diego, CA 92108

Phone

(619) 280-9841

Position

Field Underwriter - Account Representative

Dates

July 2001 - November 2001

Supervisor

Ray Pruett, Manager

Duties Summary

- Assessed client's insurance needs and offered auto, home, health, long term care, life, disability, retirement and umbrella policies.
- Reviewed and processed client's retirement portfolio and made asset allocation recommendations.

Company/Agency

San Diego County Probation Department

Address

21077 Lyons Valley Rd.

Alpine, CA 91901

Phone

(619) 401-4900

Website

<http://www.sdcounty.ca.gov/probation/>

Position

Correctional Deputy Probation Officer II

Dates

April 1988 - July 2001

Supervisor

Peter Beres, Supervising Probation Officer

Duties Summary

- Perform care, custody and control of adults and juvenile inmates.
- Perform administrative duties, sentence computations, inmate counseling; investigated/documentated incidents and violations. In charge of the following operations: commissary, inmate personal property, supplies, laundry and print shop.
- Rotated responsibility as Transportation Officer, Training Office and Shift Leader in both Adult and Juvenile Institutions.

Company/Agency

United States Air Force

Address

HQ USAF/REII 1150 Air Force Pentagon

Washington DC, DC 20330

Phone

(703) 614-5746

Website

<http://www.af.mil/>

Position

Security Specialist

Dates

January 1983 - May 1987

Supervisor

Richard Smith, Base Consolidate Armory Superintendent

Duties Summary

- Supervised armory personnel in issuing weapons and supplies for base security and missions.
- First Responder on Flight line and facilities on the Airport.
- Prepared reports, staff performance evaluations, work schedules and other administrative duties.
- Provided advice and recommendation to the Superintendent as Flight Chief.
- Enforced all operational procedures as ordered by headquarters.
- Served as area supervisor and responded to emergencies on base.
- Inspected personnel on assigned post and maintained security of priority resources and restricted areas.
- Served as Security Controller and dispatched patrols and personnel.
- Maintained classified documents and served as courier.