

**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 (CSR), 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

**Address**

5510 Overland Avenue, Suite 410, Room 470

San Diego, CA 92123

**Phone** (858) 694-3893

**Website**

<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.sdcountry.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.

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San Diego County/Public Works - Airports

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El Cajon, CA 92020

**Phone**

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**Website**

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**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/documenting 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.