



## House Office of Diversity & Inclusion – Activity Report: August 2022

### August 2022 Monthly Report

The Office of Diversity & Inclusion Monthly Report includes the following:

- Summary of Office activities.
- Statement of expenses for the month and year to date.
- List of Staff employees, Job titles and salaries.

This report is available to the Members of the Committee for examination.

## House Office of Diversity & Inclusion – Activity Report: August 2022

### **OFFICE ACTIVITIES**

- Onboarded three new office staff, August 29, 2022: Jr. Professional Staffer; Majority and Minority; Jr. Research & Data Analyst

### **STAKEHOLDER ENGAGEMENT**

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
  - 10 Member Offices
  - 1 Committee (facilitated session)
- Meetings with outside stakeholders coordinating DNI efforts:
  - The White House
  - APAICS
  - DOE
  - DOJ
  - WCSA
  - CHCI
  - CBCF
  - OPM
  - College to Congress
  - The Smithsonian Institute
  - National Urban League
  - Thurgood Marshall College Fund
- Meetings with Colleges and Universities:
  - Pennsylvania State University (World Campus)
  - Morgan State University
  - Virginia State University
  - Howard University
- Participated in Virtual Panels/Events hosted by:
  - WCSA
  - College to Congress
  - CHCI

### **CANDIDATE PREPARATION FOR JOB SEARCH**

- Met with 76 job seekers
- Conducted 16 mock interviews

### **MEMBER AND COMMITTEE OFFICE SERVICES**

Responded to resume requests from 38 offices

## House Office of Diversity & Inclusion – Activity Report: August 2022

### ODI HOSTED EVENTS

- College to Congress-Career on the Hill- August 25, 2022, at 10AM ET
  - 5 Participants
- Implicit Bias in the Workplace – August 30, 2022, at 1:00PM ET
  - 11 Participants
- CHCI Fall Orientation – August 31, 2022, at 1:30PM ET
  - 40 Participants

### AUGUST 2022 SOCIAL MEDIA METRICS

- Instagram:
  - 2 new posts; 7 new stories
  - 36 new followers (1,284 total followers)
  - 1K accounts reached
  - 108 content interactions
- Twitter:
  - 7 new tweets
  - 14 new followers
  - 1.4K profile visits
  - 3.5K impressions
- Facebook:
  - 8 new posts
  - 1K page reach
- Email Marketing
  - 4 emails (August 4, 11, 17 and 25)
  - 3% average CTR
  - 48% average open rate
- LinkedIn:
  - 1K search appearances
  - 129 unique visitors
  - 220 new followers
  - 14.6K post impressions
  - 8 custom button clicks

## Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022  
 Fund: 13222:Salaries Officers & Employees Month: August 2022

### Budget to Actual

Program Object Class	YTD Budget Original	YTD Budget Adjustment	YTD Budget Revised	YTD Committed	YTD Obligated	YTD Received	YTD Disbursed	YTD Total Actual	YTD Total Available
-- Appropriation	923,000.00	(19,000.00)	904,000.00	0.00	0.00	0.00	0.00	0.00	904,000.00
21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	23,355.85	23,355.85	(23,355.85)
23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	7,294.12	7,294.12	(7,294.12)
24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	4,233.17	4,233.17	(4,233.17)
25 Other Services	0.00	0.00	0.00	0.00	199,958.01	0.00	145,401.00	345,359.01	(345,359.01)
26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	17,490.16	17,490.16	(17,490.16)
31 Equipment	0.00	0.00	0.00	0.00	6,124.56	0.00	16,392.61	22,517.17	(22,517.17)
<b>Total</b>	<b>923,000.00</b>	<b>(19,000.00)</b>	<b>904,000.00</b>	<b>0.00</b>	<b>206,082.57</b>	<b>0.00</b>	<b>214,166.91</b>	<b>420,249.48</b>	<b>483,750.52</b>
-- Appropriation	1,077,000.00	19,000.00	1,096,000.00	0.00	0.00	0.00	0.00	0.00	1,096,000.00
11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	740,301.70	740,301.70	(740,301.70)
26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	158.98	158.98	(158.98)
<b>Total</b>	<b>1,077,000.00</b>	<b>19,000.00</b>	<b>1,096,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>740,460.68</b>	<b>740,460.68</b>	<b>355,539.32</b>
<b>Total</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>206,082.57</b>	<b>0.00</b>	<b>954,627.59</b>	<b>1,160,710.16</b>	<b>839,289.84</b>

Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION  
 Fund: 13222:Salaries Officers & Employees

Budget Year: 2022  
 Month: August 2022

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
21 Travel		2101 Airline Commercial Transport	1,704.60	2,292.40
		2105 Lodging	15,082.00	17,865.20
		2110 Meals	373.96	1,409.77
		2130 Private Auto Mileage	0.00	21.73
		2135 Taxi/Ride Share	1,283.35	1,766.75
		<b>Total</b>	<b>18,443.91</b>	<b>23,355.85</b>
23 Rent, Communications, Utilities		2310 Franchise Telecom/Teletowhall	0.00	78.34
		2320 DC Telecom Equip (TRANSFER)	12.00	216.00
		2321 DC Telecom Serv (TRANSFER)	100.75	829.25
		2322 DC Telecom Tolls (TRANSFER)	746.83	4,447.03
		2335 HER Graphics (TRANSFER)	23.50	1,723.50
		<b>Total</b>	<b>883.08</b>	<b>7,294.12</b>
24 Printing and Reproduction		2401 Franchise Printing & Reprod	0.00	475.80
		2402 Non-Franchise Printing & Repro	453.00	3,727.69
		2405 Advertisements	29.68	29.68
		<b>Total</b>	<b>482.68</b>	<b>4,233.17</b>
25 Other Services		2502 Non-Technology Service Contr	0.00	80,260.00
		2503 Consultant Contract Service	0.00	10,000.00
		2527 Training	18,222.00	51,291.00
		<b>Total</b>	<b>18,222.00</b>	<b>3,850.00</b>
26 Supplies and Materials		2603 Food & Beverage	84.00	2,439.98
		2610 Habitation Expense	0.00	57.96
		2620 Office Supplies (Outside)	1,634.86	9,652.07
		2621 Office Supply (TRANSFER)	832.20	1,652.76
		2623 Software < \$500	1,002.00	1,656.29
		<b>Total</b>	<b>3,649.97</b>	<b>2,031.10</b>
31 Equipment		3112 Computer Hardw Purch <\$25,000	12,858.61	16,392.61

Ill. House of Representatives

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022  
 Fund: 13222:Salaries Officers & Employees Month: August 2022

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
ADMIN Admin and Ops	31 Equipment	Total	12,858.61	16,392.61
	Total		54,540.25	214,166.91
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	131,020.82	728,606.49
		1104 Accrued Leave	0.00	11,695.21
	Total	Total	131,020.82	740,301.70
	26 Supplies and Materials	2602 Water	39.86	158.98
	Total	Total	39.86	158.98
Total			131,060.68	740,460.68
			185,600.93	954,927.59

## Monthly Financial Statement by Budget Fiscal Year

<b>Office:</b> 90DI000 DIVERSITY & INCLUSION	<b>Budget Year:</b> 2022
<b>Fund:</b> 13222:Salaries Officers & Employees	<b>Month:</b> August 2022

### Disbursed Detail

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed	
SOEXP	Salaries, Officers & Employees	11 Personnel Compensation	1101	8/31/2022	INT_PAY	PR22083100	7994				AGADA, ENJUMALE M.	Acting Director	05/01/2022 to 05/31/2022		6,925.67
							7995				AGADA, ENJUMALE M.	Acting Director	07/01/2022 to 07/31/2022		833.33
							7996				AGADA, ENJUMALE M.	Acting Director	08/01/2022 to 08/31/2022		7,490.99
							9151				ALEKSANDER, KRISTINA	Communications Manager	07/01/2022 to 07/31/2022		833.33
							9152				ALEKSANDER, KRISTINA	Communications Manager	08/01/2022 to 08/31/2022		11,666.67
							7492				CASTRO, JEBEN J.	Deputy Director	06/01/2022 to 06/30/2022		7,283.33
							7493				CASTRO, JEBEN J.	Deputy Director	07/01/2022 to 07/31/2022		1,666.67
							7494				CASTRO, JEBEN J.	Deputy Director	08/01/2022 to 08/31/2022		16,883.34
							8688				DUBIN, RACHEL D.	Research Analyst	07/01/2022 to 07/31/2022		833.33
							8689				DUBIN, RACHEL D.	Research Analyst	08/01/2022 to 08/31/2022		16,916.67
11878				MOCIN, SESHIA J.	Director	08/01/2022 to 08/31/2022		16,975.00							
7803				OSHIMA, KATRINA T.	Professional Staff Member	07/01/2022 to 07/31/2022		833.33							
7804				OSHIMA, KATRINA T.	Professional Staff Member	08/01/2022 to 08/31/2022		13,750.00							

## Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION  
Fund: 13222:Salaries Officers & Employees

Budget Year: 2022  
Month: August 2022

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed						
SOEXP	11 Personnel Compensation	1101	8/31/2022	INT_PAY	PR22083100	1010				SAINVAL, EDNISE	Operations Manager	07/01/2022 to 07/31/2022		833.33						
						1														
						1010								SAINVAL, EDNISE	Operations Manager	08/01/2022 to 08/31/2022		10,833.33		
						2														
						863								STEVENS, KIMBERLY	Shared Employee	08/01/2022 to 08/31/2022		1,879.17		
						4160								ZAMBRANO, DIEGO R.	Professional Staff Member	07/01/2022 to 07/31/2022		833.33		
						4161								ZAMBRANO, DIEGO R.	Professional Staff Member	08/01/2022 to 08/31/2022		13,750.00		
						<b>Total</b>													<b>131,020.8</b>	
						<b>Total</b>														<b>131,020.8</b>
							26 Supplies and Materials	2602	8/31/2022	VCH_CBI	01592651	407		7/31/2022	20220731	READYREF	Bw 5287495203 07/31/2022	07/31/2022 to 07/31/2022	3175624	19.93
409		6/30/2022	20220630	READYREF	Bw 5278481980 06/30/2022							06/30/2022 to 06/30/2022	3168839	19.93						
<b>Total</b>																		<b>39.86</b>		
<b>Total</b>																			<b>39.86</b>	
1		7/28/2022	*****3 45930-2207-01585450	CITIBANK	United 0162424116 876							07/27/2022 to 07/29/2022	3170212	1,599.60						
1		7/26/2022	D1000726221 1SAINVAL	SAINVAL, EDNISE	Airfare Commercial TransportL							07/25/2022 to 07/29/2022	645585	115.00						
ADMIN	21 Travel		<b>Total</b>											<b>1,704.50</b>						
						1		7/18/2022	46398	SALAMAND ER RESORT AND SPA	Lodging	09/06/2022 to 09/07/2022	3169973	7,541.00						
						1		7/18/2022	46399	SALAMAND ER RESORT AND SPA	Lodging	09/06/2022 to 09/07/2022	3169974	7,541.00						
						<b>Total</b>										<b>15,082.00</b>				





## Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022  
 Fund: 13222:Salaries Officers & Employees Month: August 2022

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT #	MTD Disbursed
		2321	8/25/2022	INT_EMS	EM22082500	757					Dc Telecom Serv (transfer)	07/01/2022 to 07/31/2022		100.75
			<b>Total</b>											<b>100.75</b>
		2322	8/25/2022	INT_EMS	EM22082500	1758					Dc Telecom Tolls (transfer)	07/01/2022 to 07/31/2022		0.22
						1759					Dc Telecom Tolls (transfer)	07/01/2022 to 07/31/2022		0.74
						1760					Dc Telecom Tolls (transfer)	07/01/2022 to 07/31/2022		306.23
						1761					Dc Telecom Tolls (transfer)	07/01/2022 to 07/31/2022		425.00
						1762					Dc Telecom Tolls (transfer)	07/01/2022 to 07/31/2022		14.64
			<b>Total</b>											<b>746.83</b>
						32					13265	08/23/2022 to 08/23/2022		0.50
		2335	8/25/2022	INT_MED	MS22082500	33					13250	08/19/2022 to 08/19/2022		3.00
						34					13143	08/05/2022 to 08/05/2022		20.00
			<b>Total</b>											<b>23.50</b>
			<b>Total</b>											<b>883.08</b>
		2402	8/17/2022	VCH_EVC	01585740	1		7/14/2022	230578	ACCURATE WORD	Non-Frankable Printing & Repro	07/14/2022 to 07/14/2022	3173121	453.00
			<b>Total</b>											<b>453.00</b>
		2405	8/11/2022	VCH_EVC	01585305	6		7/28/2022	*****40 78583-2207-01585305	CITIBANK	Advertisemen ts	06/30/2022 to 07/06/2022	3170710	29.68

## Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION      Budget Year: 2022  
 Fund: 13222:Salaries Officers & Employees      Month: August 2022

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT #	MTD Disbursed
	24 Printing and Reproduction	2405	Total											29.68
		Total												482.68
	25 Other Services	2527	8/9/2022	VCH_EVC	01583425	1		7/26/2022	JNSHS33962	SOCIETY FOR HUMAN RESOURCE MANAGEM ENT	Training	10/24/2022 to 10/26/2022	3170105	7,972.00
			8/5/2022	VCH_EVC	01582205	1		7/19/2022	HKSEED03150	HARVARD KENNEDY SCHOOL EXEC ED	Training	01/22/2023 to 01/27/2023	3169508	10,250.00
		Total												18,222.00
		Total												18,222.00
ADMIN	Admin and Ops	2603	8/9/2022	VCH_EVC	01585302	6		7/28/2022	*****0 78583-2207-01585302	CITIBANK	Food & Beverage	06/16/2022 to 06/16/2022	3170200	84.00
		Total												84.00
						1		7/28/2022	*****0 78583-2207-01585386	CITIBANK	Office Supplies (outside)	07/17/2022 to 07/17/2022	3173441	247.20
			8/18/2022	VCH_EVC	01585386	2		7/28/2022	*****0 78583-2207-01585386	CITIBANK	Office Supplies (outside)	07/17/2022 to 07/17/2022	3173441	65.65
	26 Supplies and Materials					3		7/28/2022	*****0 78583-2207-01585386	CITIBANK	Office Supplies (outside)	07/23/2022 to 07/23/2022	3170710	(49.99)
		2620				5		7/28/2022	*****0 78583-2207-01585305	CITIBANK	Office Supplies (outside)	07/08/2022 to 07/08/2022	3170710	179.56
			8/11/2022	VCH_EVC	01585305	8		7/28/2022	*****0 78583-2207-01585305	CITIBANK	Office Supplies (outside)	07/19/2022 to 07/19/2022	3170710	104.74
						10		7/28/2022	*****0 78583-2207-01585305	CITIBANK	Office Supplies (outside)	07/20/2022 to 07/20/2022	3170710	158.95

U.S. House of Representatives

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022  
 Fund: 13222-Salaries Officers & Employees Month: August 2022

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
						11		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Office Supplies (outside)	07/23/2022 to 07/23/2022	3170710	23.98
			8/11/2022	VCH_EVC	01585305	12		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Office Supplies (outside)	07/23/2022 to 07/23/2022	3170710	155.98
						13		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Office Supplies (outside)	07/23/2022 to 07/23/2022	3170710	25.98
						2		7/28/2022	*****0 78583-2207- 01585302	CITIBANK	Office Supplies (outside)	06/16/2022 to 06/16/2022	3170200	196.00
		2620				3		7/28/2022	*****0 78583-2207- 01585302	CITIBANK	Office Supplies (outside)	06/16/2022 to 06/16/2022	3170200	80.97
						4		7/28/2022	*****0 78583-2207- 01585302	CITIBANK	Office Supplies (outside)	06/16/2022 to 06/16/2022	3170200	62.93
ADMIN	Admin and Ops		8/9/2022	VCH_EVC	01585302	5		7/28/2022	*****0 78583-2207- 01585302	CITIBANK	Office Supplies (outside)	06/16/2022 to 06/16/2022	3170200	28.90
						7		7/28/2022	*****0 78583-2207- 01585302	CITIBANK	Office Supplies (outside)	06/27/2022 to 06/27/2022	3170200	219.01
						8		7/28/2022	*****0 78583-2207- 01585302	CITIBANK	Office Supplies (outside)	06/27/2022 to 06/27/2022	3170200	135.00
			Total											1,634.85
		2621	8/31/2022	INT_RMS	RM22083100	60					Office Supply (transfer)	08/01/2022 to 08/31/2022		832.20
			Total											832.20
		2623	8/11/2022	VCH_EVC	01585305	9		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Software < \$500	07/20/2022 to 07/19/2023	3170710	954.00

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022  
 Fund: 1322:Salaries Officers & Employees Month: August 2022

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
		2623	8/9/2022	VCH_EVC	01585302	1		7/28/2022	*****0 78583-2207- 01585302	CITIBANK	Software < \$500	06/02/2022 to 06/01/2023	3170200	48.00
			<b>Total</b>											<b>1,002.00</b>
	26 Supplies and Materials	2630				1		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Publications/ Reference Mat'l	05/08/2022 to 05/08/2022	3170710	14.99
						2		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Publications/ Reference Mat'l	05/08/2022 to 05/08/2022	3170710	(14.99)
			8/11/2022	VCH_EVC	01585305	3		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Publications/ Reference Mat'l	06/30/2022 to 06/30/2022	3170710	18.75
						4		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Publications/ Reference Mat'l	06/30/2022 to 06/30/2022	3170710	78.16
			<b>Total</b>											<b>96.91</b>
ADMIN	Admin and Ops													<b>3,649.97</b>
			8/31/2022	INT_RMS	RM22083100	512					Computer Hardw Purch <\$25,000	08/01/2022 to 08/31/2022		12,350.87
	31 Equipment	3112	8/11/2022	VCH_EVC	01585305	14		7/28/2022	*****0 78583-2207- 01585305	CITIBANK	Computer Hardw Purch <\$25,000	07/26/2022 to 07/26/2022	3170710	507.74
			<b>Total</b>											<b>12,858.61</b>
<b>Total</b>														<b>12,858.61</b>
														<b>185,400.9</b>

**U.S. House of Representatives**  
**PAYROLL CERTIFICATION - FINAL**

08/01/2022 to 08/31/2022

Process Level: D000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90D000

**SALARIES O&E - PERSONNEL**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>	<b>Remarks</b>	<b>Employee No.</b>
AGADA, ENJMALE MARGARET ACTING DIRECTOR	89,891.88	15,249.99	08/01/2022 to 08/31/2022	P/R CHANGE 08/01/22	
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	140,000.00	12,500.00	08/01/2022 to 08/31/2022	P/R CHANGE 08/01/22	
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	202,600.04	25,833.34	08/01/2022 to 08/31/2022	P/R CHANGE 08/01/22	
DUBIN, RACHEL D RESEARCH ANALYST	203,000.00	17,750.00	08/01/2022 to 08/31/2022	P/R CHANGE 08/01/22	
MOON, SESA J DIRECTOR	203,700.00	16,975.00	08/01/2022 to 08/31/2022		
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	165,000.00	14,583.33	08/01/2022 to 08/31/2022	P/R CHANGE 08/01/22	
SAINVAL, EDNISE OPERATIONS MANAGER	130,000.00	11,666.66	08/01/2022 to 08/31/2022	P/R CHANGE 08/01/22	
STEVENS, KIMBERLY SHARED EMPLOYEE	22,550.00	1,879.17	08/01/2022 to 08/31/2022		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	165,000.00	14,583.33	08/01/2022 to 08/31/2022	P/R CHANGE 08/01/22	

**U.S. House of Representatives**  
**PAYROLL CERTIFICATION - FINAL**

08/01/2022 to 08/31/2022

Process Level: D1000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90D1000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	131,020.82	9	9
<b>Total</b>	<b>131,020.82</b>	<b>9</b>	<b>9</b>

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX) .....

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.



To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
David Zou	08/29/2022
Employee Social Security Number	Type of Action
Employing Office or Committee/Subcommittee	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business (Specify date))
Office of Diversity and Inclusion	
(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)	
Position Title*	Gross Annual Salary**
Junior Professional Staff	\$75,000.00

\*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.  
 \*\*If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

- Permanent
- Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
  - Part-Time Employee
  - †Paid Intern
  - †Temporary Employee
  - LWOP Employee
  - Shared Employee

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(Specify any other employing authority)

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....  
 If position transfer, previous position number..... Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 08/24/2022

  
 (Signature of Authorizing Official)

Dr. Seshaji Moon  
 (Type or print name of Authorizing Official)

.....  
 (Signature of Subcommittee Chairperson or Ranking Minority Member)

Director, Office of Diversity and Inclusion  
 (Title--If Member, District and State)

(Type or print name and title of above official)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity \$.....00)	Benefits.....
	as of .....	Payroll.....





**MEMORANDUM**

**TO:** The Honorable Zoe Lofgren *DLZC/SR*  
Chairperson, Committee on House Administration

**FROM:** Sesha Joi Moon, PhD  
Director, House Office of Diversity and Inclusion

**SUBJECT:** External Appointment – David Zou

**DATE:** August 8, 2022

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Please accept this memorandum as a request to the Committee on House Administration to approve the appointment of David Zou as a Junior Professional Staffer [Minority] within the House Office of Diversity and Inclusion at an annual salary of \$75,000.

The description and function of this position is in accordance with the current organizational structure as stated in Committee Resolution 116-21. The appropriate documentation, to include a payroll authorization form, is attached.

Should you have any questions regarding this personnel action, please contact me via email at [sesha.moon@mail.house.gov](mailto:sesha.moon@mail.house.gov) or phone at 202.384.3668. Thank you.



## POSITION DESCRIPTION

**Title:** Junior Professional Staffer [Minority]

**FLSA:**  
Exempt

**HS Grade Level:**  
N/A

**Supervisory Controls:** Reports to the Director, House Office of Diversity and inclusion

The Junior Professional Staffer [Minority] is primarily responsible for corresponding with and providing direct support to House employing offices in the areas of diversity, equity, and inclusion [DEI] training and applicant placement.

### Primary Duties and Responsibilities

- Establish effective relationships with House employing offices.
- Drive increased participation by internal House stakeholders and external groups in ODI programs and services.
- Assist in the creation and maintenance of DEI resource materials [e.g., handbook, best practice documents, etc.] and trainings for dissemination to House employing offices.
- Organize and maintain a database for candidate selection and placement.
- Conduct weekly meetings with job seekers, including resume reviews and coaching.
- Conduct weekly mock interviews with job seekers.
- Represent ODI at internal and external engagements as needed.
- Assist the programming team in planning and hosting monthly programs.
- Facilitate DEI trainings with Member and Committee offices.
- Use marketing sources to promote career opportunities for job seekers.
- Develop strategic relationships with external groups to help identify talent pipelines.
- Other tasks and duties as assigned.

### Qualifications

- Bachelor's degree and/or a combination of knowledge and experience in DEI issues in the public and/or private sectors.
- Experience with computers and a working knowledge of Microsoft Office Suite.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Keen attention to detail.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure.
- Ability and willingness to work extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Demonstrated ability to work collaboratively with a diverse cross section of stakeholders.



## ORGANIZATIONAL CHART



† The House Office of Diversity and Inclusion also maintains two [2] paid Internships on an ongoing basis, NTE 120 days, with incumbents serving as Diversity and Inclusion Fellows.

David Zou

**Education:** University of California, Berkeley, BA in Political Science August 2017-May 2021  
Cumulative GPA: 3.57  
Skills: Mandarin, Indigov, Fireside, IQ, Excel, Campaign Sidekick, Microsoft Suite

**Work Experience:**

Staff Assistant - Men's Health Network May 2022-Present Day  
Alexandria, Virginia

- Contacted state and local offices requesting proclamations recognizing June as Men's Health Month; processed and shipped packages with men's health brochures and merchandise to hospitals and health organizations across the country
- Prepared and distributed press releases highlighting June as Men's Health Month to local and state governments to increase public awareness of health issues that affect men and their families
- Successfully managed a team of interns and delegated responsibilities and tasks accordingly
- Managed and updated database of congressional cosponsors to improve advocacy for the passage of the Men's Health Awareness and Improvement Bill

Intern - U.S. House of Representatives, Congressman Steve Chabot (OH-1) Jan 2021-May 13, 2022  
Washington, DC

- Edited and drafted constituent response letters, 499s, and other correspondence
- Responsible for sorting and categorizing large volumes of phone calls, emails, and voicemails
- Assisted legislative team on conducting legislative research and drafting memos, resolutions, and bills
- Greeted and escorted constituents and official delegations including high ranking diplomats to the office

Intern - U.S. House of Representatives, Congressman Jay Obernolte (CA-08) Oct 2021-Dec 2021  
Washington, DC

- Assisted legislative team with cosponsor memos and letters on a variety of issue areas
- Supported communications team by editing and drafting several floor speeches
- Edited and drafted numerous constituent response letters and 499s on domestic and foreign issues

**Extracurricular Activities:**

Writer and Editor - The Rights Stuff Magazine Aug 2019-Dec 2019  
Berkeley, CA

- Collaborated with team members to pitch weekly article ideas and to improve marketing strategy
- Published magazine articles including China and Hong Kong at War, an op-ed piece that analyzed the human rights issues in Hong Kong
- Edited magazine articles to enhance readability and to ensure proper sourcing and citations

Safety and Equipment Officer - Berkeley Lightweight Rowing Aug 2020-May 2021  
Berkeley, CA

- Oversaw the maintenance and purchasing of club equipment including boats and oars
- Successfully developed and implemented Covid-19 response protocols to ensure team safety
- Responsible for administering health screening and annual swim test prior to competition registration

Volunteer, Lean on Me April 2021-May 2021  
Berkeley, CA

- Provided peer-to-peer text based confidential, non-crisis support to hundreds of students
- Led community discussions on mental health awareness and brainstormed outreach initiatives
- Answered hundreds of text messages and provided emotional support to distressed students

PAYROLL AUTHORIZATION FORM

U.S. HOUSE OF REPRESENTATIVES  
Washington, DC 20515

(Please use Typewriter  
or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Fariha Khalid	08/29/2022
Employee Social Security Number	Type of Action
Employing Office or Committee/Subcommittee	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business ) <small>(Specify date)</small>
Office of Diversity and Inclusion	
(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)	
Position Title*	Gross Annual Salary**
Junior Research and Data Analyst	\$95,000.00

\*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

\*\*If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

- Permanent  
 Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
- Part-Time Employee
  - †Paid Intern
  - †Temporary Employee
  - LWOP Employee
  - Shared Employee

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(Specify one other employing authority)

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....  
 If position transfer, previous position number..... Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 08/24/2022

  
 (Signature of Authorizing Official)

Dr. Seshaji Moon  
 (Type or print name of Authorizing Official)

.....  
 (Signature of Subcommittee Chairperson  
 or Ranking Minority Member)

Director, Office of Diversity and Inclusion  
 (Title--If Member, District and State)

.....  
 (Type or print name and title of above official)

Appropriation Code:	Office of Payroll & Benefits Use only	
	(Monthly Annuity \$.....00)	Benefits.....
	88 of .....	Payroll.....



**MEMORANDUM**

**TO:** The Honorable Zoe Lofgren *SL ZL /JP*  
Chairperson, Committee on House Administration

**FROM:** Sesha Joi Moon, PhD  
Director, House Office of Diversity and Inclusion

**SUBJECT:** External Appointment – Fariha Khalid

**DATE:** August 8, 2022

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Please accept this memorandum as a request to the Committee on House Administration to approve the appointment of Fariha Khalid as a Junior Research and Data Analyst within the House Office of Diversity and Inclusion at an annual salary of \$95,000.

The description and function of this position is in accordance with the revised organizational structure as stated in Committee Resolution 116-21. The appropriate documentation, to include a payroll authorization form, is attached.

Should you have any questions regarding this personnel action, please contact me via email at [sesha.moon@mail.house.gov](mailto:sesha.moon@mail.house.gov) or phone at 202.384.3668. Thank you.



## POSITION DESCRIPTION

**Title:** Junior Research and Data Analyst

**FLSA:**  
Exempt

**HS Grade Level:**  
N/A

**Supervisory Controls:** Reports to the Director, House Office of Diversity and inclusion

The Junior Research and Data Analyst is primarily responsible for assisting the Senior Research and Data Analyst in data collection and analysis for ODI. This individual assists in developing required reports and maintaining key metrics and key performance indicators for the office. This individual will also assist in performing qualitative and quantitative analyses under the supervision of ODI's Senior Research and Data Analyst.

### Primary Duties and Responsibilities

- Assist in the translation of research findings into materials that ODI can effectively utilize in their engagements with Member offices and Committees.
- Provide research support on diversity, equity, and inclusion [DEI] studies, techniques, and tools.
- Design and lead focus groups, surveys, and interviews.
- Assist in researching and studying best practices for retention and growth in House employing offices.
- Assist in data tracking, analysis, and reporting.
- Assist in preparing regular updates and briefing documents on research that is relevant to House employing offices.
- Other tasks and duties as assigned.

### Qualifications

- Master's degree in social or behavioral sciences or related field, or equivalent level of experience providing technical assistance, data collection, and/or research.
- Knowledge, interest, and experience in DEI efforts.
- Strong and demonstrated quantitative and qualitative research and evaluation skills.
- Demonstrated proficiency in conducting interviews, running focus groups/surveys, and developing survey instruments.
- Proficiency in detailed and accurate notetaking.
- Proficiency in Microsoft Office Suite and NVivo.
- Expertise using Tableau and producing data visualizations.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Keen attention to detail.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure.
- Ability and willingness to work extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.



- Extensive computer skills, including data input.
- Ability to handle large datasets and clean data.
- Ability to perform literature reviews.
- Proficiency in statistical packages [e.g., SPSS, Stata, SAS, etc.] is optional.





## ORGANIZATIONAL CHART



† The House Office of Diversity and Inclusion also maintains two [2] paid internships on an ongoing basis, NTE 120 days, with incumbents serving as Diversity and Inclusion Fellows.

## Fariha Khalid

### EDUCATION

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<b>Ph.D., Public Policy</b> University of Maryland Baltimore County, Baltimore, MD <i>Specialization: Evaluation and Analytical Methods</i> <i>NOAA EPP/MSI CESSRST Graduate Fellow, Cohort V</i>	2024 (Expected)
<b>M.P.S., Community Leadership</b> University of Maryland Baltimore County, Baltimore, MD <i>Track: Public and Non-Profit Organizations</i>	2024 (Expected)
<b>M.A., Applied Sociology</b> University of Maryland Baltimore County, Baltimore, MD <i>Master's Thesis: The Premedical Deficit: Premedical Students' Perceptions of Social Determinants of Health</i> <i>Chair: Dr. Dena Smith (UMBC)</i>	2020 Alpha Kappa Delta Phi Kappa Phi Derek Gill Memorial Award PKP Love of Learning Award
<b>B.A., Sociology, Minor: Political Science</b> University of Maryland Baltimore County, Baltimore, MD	2017 Magna Cum Laude
<b>A.A., Business Administration</b> Community College of Baltimore County, Baltimore, MD	2015 Magna Cum Laude

### POST-BACCALAUREATE CERTIFICATES

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Post-Baccalaureate Certificate in Applied Social Research Methods, UMBC, Baltimore, MD  
Post-Baccalaureate Certificate in Social Dimensions of Health, UMBC, Baltimore, MD  
Post-Baccalaureate Certificate in Nonprofit Sector, UMBC, Baltimore, MD

### PROFESSIONAL EXPERIENCE

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#### **NOAA EPP/MSI CESSRST Graduate Fellow, U.S. House of Representatives, Democratic Staff of Rep. Raul Grijalva, Washington DC (May 2022 – August 2022)**

- Support committee priorities related to climate, environmental justice, social vulnerability, and natural resources including water, oceans, and wildlife
- Communicate committee legislative priorities to internal and external stakeholders
- Support congressional hearings and assist in drafting bills
- Draft letters on behalf of Committee members
- Arrange briefings with federal agencies and other external stakeholders
- Contribute to ongoing Committee oversight issues and projects (e.g., research, hearings, meetings, memos, one-pagers, reports etc.)
- Assist with shepherding legislation through the Committee process

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Khalid

**NOAA EPP/MSI CESSRST Graduate Fellow, NOAA Office of Legislative and Intergovernmental Affairs (OLIA), Washington, DC (April 2022 – August 2022)**

- Research agenda: examine social vulnerabilities of communities at the frontlines of environmental injustices; focus on historical and political processes that have contributed to increased exposure to natural and anthropogenic hazards diminishing resilience and restoration for marginalized communities.

**Lecturer, Department of Sociology, UMD, College Park, MD (Aug 2021 – Present) | Adjunct Instructor, Department of Sociology, Anthropology, and Public Health, UMBC, Baltimore, MD (Jan 2021 – Present)**

Course Titles: *Basic Concepts in Sociology (SOCY 101), Introduction to Sociology (SOCY 100)*

- Teach introductory sociology courses that familiarizes students with the theories and concepts in sociology and prepares them to utilize social research methods and sociological imagination.
- Supervise an instructional team of graduate teaching assistants and undergraduate peer mentors to deliver course objectives and support students' advancement.

**Orientation Advisor, Office of Academic and Pre-Professional Advising, UMBC, Baltimore MD (Dec 2017 – Present)**

- Support incoming students through in-person and virtual advising. Awarded Certificate of Outstanding Advisor Winter 2020.
- Guide new and transfer students in planning their semesters and introduce them to the university's academic and extra-curricular aspects.
- Connect students with advisors and faculty in relevant departments and offices.

**Graduate Teaching Assistant, Department of Sociology, Anthropology, and Public Health UMBC, Baltimore, MD (Jan 2018 – Dec 2020)**

Course Titles: *Qualitative Methods in Social Research (SOCY 619), Methodology of Social Research (SOCY 300), and Basic Concepts in Sociology (SOCY 101)*

- Facilitated faculty in developing course material, preparing in-class lectures and activities, and planning take-home assignments.
- Delivered full and partial lectures to class sizes ranging from 15 to 150 students.
- Independently lectured SOCY 300 topics for the second half of the semester.
- Graded student assignments, exams, and research papers.
- Advised students by discussing content and requirements of courses during office hours.
- Supervised undergraduate peer mentors in organizing and managing course material.
- Led campus-wide and departmental graduate assistants' orientations.

**Program Coordinator, Retriever Essentials Food Access Initiative, UMBC, Baltimore, MD (July 2019 – Aug 2020)**

Service Project: *Campus-Compact Mid-Atlantic AmeriCorps VISTA*

- Collaborated with the advisory board and campus administration to foster food security among students, faculty, and staff members.
- Leveraged community resources to create a new program in partnership with a local cafe. The program expands service capacity from nonperishable food to perishable food.
- Promoted Retriever Essentials through email campaigns, events, conference presentations, and guest speaking. Built and managed social media platforms.

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Khalid

- Planned and hosted in-person and virtual workshops, meetings, and events focusing on food access, food literacy, housing security, community engagement, and service work.
- Led campus-wide fund-raising campaigns for the UMBC Annual Giving Day.
- Co-founded the Retriever Essentials Action Committee Hub to gather various stakeholders on campus on food and housing issues.
- Supervised interns and student volunteers with on-site and virtual service work. Mentored the interns in their final research projects/portfolios on the topics of housing insecurity among college students and food insecurity during the COVID-19 pandemic.

**Research and Marketing Coordinator, Lee and Associates Chesapeake Region, Columbia, MD (Sept 2017 – March 2019)**

- Created and edited research and marketing materials such as press releases, weekly newsletters, lease and sale proposals, property brochures, floor plans, and stacking plans for external and internal use.
- Assisted brokers in commercial real estate projects and site showings.
- Generated lease and sale comparable reports and maintained CRM databases

**RESEARCH EXPERIENCE**

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**Graduate Research Assistant, Social Vulnerability and Resilience Lab (SOLVER) Research Lab, UMBC, Baltimore, MD (August 2021 – Present)**

*Research Suite: [Energy Inequality in the Wake of Disasters: Building Optimal Disaster Resource Allocation Approaches through Assessments of Social Vulnerability](#)*

*Research Title: [Social Vulnerability Indices and Natural Hazards: A Systematic Scoping Review](#)*  
*Principal Investigators: Dr. Fernando Tormos-Aponte (University of Pittsburgh) and Dr. Sameer Shah (University of Pittsburgh)*

*Funding: NOAA EPP/MSI CESSRST and NSF NCAR Early Career Faculty Innovator Program*

- Serve as a co-author on a research paper focusing on how Social Vulnerability Indices have been developed, adapted, and implemented in hazard/disaster research.
- Support grant writing efforts aimed at building disaster resilience and organizational capacity in underserved communities.

**Research Coordinator, Retriever Essentials Food Access Initiative, UMBC, Baltimore, MD (Aug 2020 – Present)**

*Research Title: [Hungry for Food Justice: Improving Basic Needs Security for Students at UMBC](#)*

*Principal Investigator: Fariha Khalid*

*Funding: UMBC BreakingGround*

- Serve as the Principal Investigator on IRB-approved research on food and housing insecurity in higher education by leading an interdisciplinary team graduate and undergraduate students.
- Develop grant proposals to expand Retriever Essentials' operational capacity and outreach.

**Research Assistant, Department of Sociology, Anthropology, and Public Health UMBC, Baltimore, MD (June 2019 – Dec 2020)**

*Research Title: [Development and Evaluation of a Supplemental Hands-on Social Statistics Training Materials Using the Open-Source Application – R Commander](#)*

*Principal Investigator: Dr. Takashi Yamashita*

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Khalid

*Funding: President Hrabowski Fund Innovation Award*

- Assist the PI in conducting literature review and collecting, cleaning, and analyzing data to assess students' learning outcomes and attitudes towards statistics.

**Research Collaborator, Department of Sociology, Anthropology, and Public Health UMBC, Baltimore, MD (August 2020 – Dec 2020)**

*Research Title: Participatory Action Research in Brooklyn/Curtis Bay, Baltimore, MD*

*Principal Investigator: Dr. John Schumacher and Dr. Marina Adler*

*Funding: UMBC BreakingGround Grant*

- Identified assets, issues, and stakeholders' perceptions & concerns
- Administered surveys/interviews & evaluation of residents' perception and views
- Collaborated in GIS mapping of 311/911 call data

**CONFERENCE PRESENTATIONS**

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- 2022 "Climate Change, Social Vulnerability, and Public Policy." *6<sup>th</sup> NOAA EPP/MSI CESSRST Annual Meeting* (Virtual).
- 2022 "Critically Assessing Social Vulnerability Indices (SoVIs) in Hazard and Disaster Contexts: A Systematic Scoping Review." *NOAA EPP/MSI 10th Biennial Education and Science Forum*, Tallahassee, FL (Hybrid).
- 2021 "The Premedical Deficit: Premedical Students' Perceptions about Social Determinants of Health." *Sixteenth International Conference on Interdisciplinary Social Sciences*, Oxford Brookes University, Oxford, UK (Virtual).
- 2021 "Improving Basic Needs Access on College Campuses." *2021 Civic Learning and Democratic Engagement Meeting Organized by ADP and NASPA* (Virtual).
- 2020 "The Struggle for Success: Food Insecurity among College Students." *2020 Environmental Conference*, Towson, MD (Cancelled Due to COVID-19).
- 2020 "The Struggle for Success: Food Insecurity among College Students." *Southern Sociological Society Annual Meeting*, Jacksonville, FL (Cancelled Due to COVID-19).
- 2020 "The Importance of Sociology to Premed Students at University of Maryland Baltimore County." *Southern Sociological Society Annual Meeting*, Jacksonville, FL (Cancelled Due to COVID-19).
- 2020 "Efforts to Integrate Behavioral and Social Components of Health into the Premedical Curriculum: A Review of the Existing Research and Literature." *Southern Sociological Society Annual Meeting*, Jacksonville, FL (Cancelled Due to COVID-19).
- 2020 "Incorporating the Discipline of Sociology into Medical Curriculum; Reviewing Existing Theories and Interventions." *Southern Sociological Society Annual Meeting*, Jacksonville, FL (Cancelled Due to COVID-19).
- 2020 "The Importance of Sociology to Premed Students at University of Maryland Baltimore County." *Society for the Study of Social Problems Annual Meeting*, San Francisco, CA (Cancelled Due to COVID-19).
- 2020 "The Struggle for Success: Food Insecurity among College Students." *Eastern Sociological Society Annual Meeting*, Philadelphia, PA.
- 2019 "The Struggle for Success: Food Insecurity among College Students." *Sociologists for Women in Society Summer Meeting*, New York, NY.

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Khalid

2019 "The Struggle for Success: Food Insecurity among College Students." *Service Learning and Civic Engagement Conference*. College Park, MD.

### **RESEARCH AND PROFESSIONAL DEVELOPMENT GRANTS**

#### *UMBC BreakingGround Grant (2020)*

Project Title: Hungry for Food Justice – A Project by Retriever Essentials  
Faculty Advisor: Dr. Fernando Tormos-Aponte (UMBC)  
Role: Principal Investigator  
Funding: \$2,280

#### *UMBC Graduate Student Association Research Grant (2019 – 2020)*

Project Title: The Premedical Deficit: Premedical Students' Perceptions of Social Determinants of Health  
Chair: Dr. Dena Smith (UMBC)  
Role: Principal Investigator (master's thesis)  
Funding: \$400

#### *UMBC Graduate Student Association Professional Development Grant (2019 - 2020)*

Events: Eastern Sociological Society Annual Meetings  
American Sociological Association Annual Meeting  
Sociologists for Women in Society Summer Meeting  
Role: Presenter and Presider at a roundtable  
Funding: \$1,400

### **MEDIA PUBLICATIONS**

2019 "[15 Facts about Poverty in Afghanistan](#)." The Borgen Project.  
2018 "[Tourism in Pakistan](#)." The Borgen Project.  
2018 "[Improving and Strengthening Girls' Education in Jordan](#)." The Borgen Project.

### **AWARDS**

Professional Program Award; Division of Professional Services, UMBC (2020)  
Marilyn E. Demorest Love of Learning Award; Phi Kappa Phi Chapter 22 UM-UMBC (2020)  
Derek Gill Memorial Award; Sociology, Anthropology and Public Health, UMBC (2019)

### **MEMBERSHIPS**

Advisory Board and Grants Committee Member at Retriever Essentials (2019 – Present)  
Founding Committee Member, Retriever Essentials Action Committee Hub (2020 – Present)  
Member of UMBC Delegation, Civic Learning and Democratic Engagement hosted by American Democracy Project and NASPA (2020 and 2021)  
Committee Member, UMBC Financial Literacy and Education Committee (2019 – 2020)  
President, Sociology Graduate Student Organization (2019)

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Khalid

Vice President, Sociology Graduate Student Organization (2018, 2020)  
Applied Sociology Program Senator, Graduate Student Association (GSA) (2018 – 2020)  
Committee Member, Legislative Concerns Committee at GSA (2018)

#### **CERTIFICATION AND TRAINING**

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Introduction to Data Science and Modeling – NOAA CESSRST and CUNY  
Introduction to Remote Sensing – NOAA CESSRST and CUNY  
Statistics for Data Analysis Using R – Udemy (Instructor: Sandeep Kumar)  
Qualitative Data Analysis with NVivo – Udemy (Instructor: Dr. Jaroslaw Kriukow)  
Mental Health First Aid USA Certificate – National Council for Behavioral Health  
Human Research: Research with Data or Laboratory Specimens Certificate – CITI Program  
Researchers Conducting No More than Minimal Risk Research Certificate – CITI Program  
Social and Behavioral Responsible Conduct of Research Course 1 – CITI Program  
Physical Science Responsible Conduct of Research Course 1 – CITI Program  
Office of Equity and Inclusion Graduate Student Training – Safe Colleges Training  
Transitioning to a Remote Workforce and Reopening Your Organization – Safe Colleges Training

#### **SOFTWARE SKILLS**

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**Quantitative Data Analysis:** R, SAS, SPSS  
**Qualitative Data Analysis:** NVivo, Dedoose  
**Data Visualization and GIS Mapping:** ArcGIS Pro, QGIS, StoryMaps  
**Data Collection:** Qualtrics, Type Form, Survey Monkey, Transcribe Wreally, oTranscribe  
**Remote Work:** Webex Meetings/Teams, Microsoft Teams, Zoom, Panopto, Google Meet  
**Other Programs:** MS Office, Blackboard, Adobe Photoshop, Adobe Illustrator, Google Apps, Constant Contacts, Canva, WordPress, Buildout, CoStar, Sales Genie

PAYROLL AUTHORIZATION FORM

U.S. HOUSE OF REPRESENTATIVES  
Washington, DC 20515

(Please use Typewriter  
or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Marina Sangit	08/29/2022
Employee Social Security Number	Type of Action
Employing Office or Committee/Subcommittee	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business ) <small>(Specify date)</small>
Office of Diversity and Inclusion	
(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)	
Position Title*	Gross Annual Salary**
Junior Professional Staff	\$75,000.00

\*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

\*\*If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

- Permanent
- Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
  - Part-Time Employee
  - †Paid Intern
  - †Temporary Employee
  - LWOP Employee
  - Shared Employee

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(Specify one other employing authority)

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....  
 If position transfer, previous position number..... Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 08/24/2022

  
 (Signature of Authorizing Official)

.....  
 (Signature of Subcommittee Chairperson  
 or Ranking Minority Member)

Dr. Sessa Jai Moon  
 (Type or print name of Authorizing Official)

.....  
 (Type or print name and title of above official)

Director, Office of Diversity and Inclusion  
 (Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only
(Monthly Annuity \$.....00)	Benefits.....
as of .....	Payroll.....





**MEMORANDUM**

**TO:** The Honorable Zoe Lofgren *oh zc/SP*  
Chairperson, Committee on House Administration

**FROM:** Sesha Joi Moon, PhD  
Director, House Office of Diversity and Inclusion

**SUBJECT:** Internal Appointment – Marina Sangit

**DATE:** August 8, 2022

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Please accept this memorandum as a request to the Committee on House Administration to approve the appointment of Marina Sangit as a Junior Professional Staffer [Majority] within the House Office of Diversity and Inclusion at an annual salary of \$75,000.

The description and function of this position is in accordance with the current organizational structure as stated in Committee Resolution 116-21. The appropriate documentation, to include a payroll authorization form, is attached.

Should you have any questions regarding this personnel action, please contact me via email at [sesha.moon@mail.house.gov](mailto:sesha.moon@mail.house.gov) or phone at 202.384.3668. Thank you.



## POSITION DESCRIPTION

**Title:** Junior Professional Staffer [Majority]

**FLSA:**  
Exempt

**HS Grade Level:**  
N/A

**Supervisory Controls:** Reports to the Director, House Office of Diversity and inclusion

The Junior Professional Staffer [Majority] is primarily responsible for corresponding with and providing direct support to House employing offices in the areas of diversity, equity, and inclusion [DEI] training and applicant placement.

### Primary Duties and Responsibilities

- Establish effective relationships with House employing offices.
- Drive increased participation by internal House stakeholders and external groups in ODI programs and services.
- Assist in the creation and maintenance of DEI resource materials [e.g., handbook, best practice documents, etc.] and trainings for dissemination to House employing offices.
- Organize and maintain a database for candidate selection and placement.
- Conduct weekly meetings with job seekers, including resume reviews and coaching.
- Conduct weekly mock interviews with job seekers.
- Represent ODI at internal and external engagements as needed.
- Assist the programming team in planning and hosting monthly programs.
- Facilitate DEI trainings with Member and Committee offices.
- Use marketing sources to promote career opportunities for job seekers.
- Develop strategic relationships with external groups to help identify talent pipelines.
- Other tasks and duties as assigned.

### Qualifications

- Bachelor's degree and/or a combination of knowledge and experience in DEI issues in the public and/or private sectors.
- Experience with computers and a working knowledge of Microsoft Office Suite.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Keen attention to detail.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure.
- Ability and willingness to work extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Demonstrated ability to work collaboratively with a diverse cross section of stakeholders.



## ORGANIZATIONAL CHART



† The House Office of Diversity and Inclusion also maintains two [2] paid internships on an ongoing basis, NTE 120 days, with incumbents serving as Diversity and Inclusion Fellows.

## Marina Sangit

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### EDUCATION

<b>Pepperdine University</b> <i>Master of Public Policy, Specialization in State &amp; Local Policy and American Policy and Politics</i>	April 2020
<b>University of California, Riverside</b> <i>Bachelors, Public Policy, Gender &amp; Sexuality Studies</i>	September 2018

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### PROFESSIONAL EXPERIENCE

<b>Congressional Hispanic Caucus (CHC)</b> <i>Policy Coordinator and Senate Liaison</i>	Washington, D.C. January 2022—present
<ul style="list-style-type: none"><li>• Writing and developing a range of high-quality written materials, including policy reports and policy memos</li><li>• Leading the higher education, women's issues, family and children, technology, and science policy portfolios</li><li>• Creation and maintenance of the CHC's internship and fellowship program including outreach, hiring, onboarding, and development</li><li>• Advocating for Caucus legislative priorities across the House, the Senate, the White House, and relevant federal agencies</li></ul>	
<i>Policy Assistant</i>	October 2021—January 2022
<ul style="list-style-type: none"><li>• Coordinated racial justice briefings including an Afro-Latinx panel and Spanish-language misinformation briefing for Members</li><li>• Represented CHC at meetings with stakeholders and advocates to communicate policy priorities for senior staff and members</li><li>• Maintained relationships with all 36 Members of the CHC and their staff to build coalition around caucus priorities</li><li>• Managed special and policy projects at the request of the CHC Chair and Executive Director</li></ul>	
<b>Office of U.S. Senator Alex Padilla</b> <i>Legislative Correspondent</i>	Washington, D.C. May 2021—October 2021
<ul style="list-style-type: none"><li>• Represented the Senator in constituent and stakeholder meetings on education, childcare, and housing issues</li><li>• Managed mail program, responding to thousands of constituents per week</li><li>• Recommended bill co-sponsorships on childcare, education and mental health, housing, workforce development, and Latino issues</li></ul>	
<b>U.S. Senate Committee on Finance</b> <i>Congressional Hispanic Caucus Institute Child Welfare Graduate Fellow</i>	Washington, D.C. January 2021—April 2021
<ul style="list-style-type: none"><li>• Researched and identified equity and inclusion gaps in federal early learning and childcare policies</li><li>• Drafted a legislative outline focused on financial independence for aging out and transitioning foster youth</li><li>• Edited and wrote talking points and briefing memos for the Chairman for floor and committee hearings, and stakeholder meetings</li></ul>	
<b>Congressional Hispanic Caucus (CHC)</b> <i>Congressional Hispanic Caucus Institute Child Welfare Graduate Fellow</i>	Washington, D.C. August 2020—December 2020
<ul style="list-style-type: none"><li>• Produced a report providing an analysis of over 200 qualitative surveys for the Tri-Caucus Witness Diversity Initiative</li><li>• Wrote briefing memos on Latina unemployment, child welfare, and the impact of COVID-19 on the Latinx community</li><li>• Developed social media toolkits for Members of the CHC that included graphics, pre-drafted tweets, and relevant news articles</li></ul>	
<b>Pepperdine University, Seaver College</b> <i>Health, Wellness, &amp; Resilience Consultant</i>	Malibu, CA May 2020—July 2020
<ul style="list-style-type: none"><li>• Supervised returning student employees during team meetings and led peer-to-peer interviews</li><li>• Fiscally analyzed the \$70,000 Health, Wellness, &amp; Resilience budget and secured additional funding by showcasing program efficacy</li><li>• Adapted program planning so that it was compliant with COVID-19 public health mandates for the upcoming academic year</li></ul>	
<i>Health, Wellness, &amp; Resilience Intern</i>	August 2019—May 2020
<ul style="list-style-type: none"><li>• Co-supervised a team of 10 paid student employees on the Student Wellness Advisory Board</li><li>• Wrote and delivered 36 prevention education presentations on behalf of 4 partner departments</li><li>• Served as a speaker on a variety of panels discussing domestic violence, resilience, first generation, educating over 2,000 students</li></ul>	
<b>All-Saints Healthcare</b> <i>LGBT Staff Educator</i>	North Hollywood, CA July 2018 – August 2018
<ul style="list-style-type: none"><li>• Developed an in-person LGBT competency training program compliant with the California Department of Health's training policies</li><li>• Educated approximately 300 patient providers using the training program that was developed</li></ul>	
<b>Campus Advocacy, Resources, and Education</b> <i>Student Program Assistant</i>	Riverside, CA September 2015-June 2018
<ul style="list-style-type: none"><li>• Supervised and trained two cohorts of Sexual Assault and Violence Education peer educators and a team of volunteers</li><li>• Presented to over 7,000 students on consent, bystander intervention, unhealthy relationships, and how to help a friend in crisis</li><li>• Established tailored prevention education programming for high-risk communities (Greek Life, Student Housing, Ethnic Minorities)</li></ul>	

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### VOLUNTEER EXPERIENCE

*Organizations, Congressional Hispanic Caucus Institute Alumni, Congressional Hispanic Staff Association, Congressional Asian Pacific American Staff Association Leadership Programs, Planned Parenthood Metropolitan Washington DC, Developing Leaders Program, EMILY's List Ignite Change Fellowship*

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### PUBLICATIONS

Harvard Journal of Hispanic Policy "Mitigating the Impacts of Domestic Violence on Latino Children in California", Pepperdine Policy Review Journal "Working Paper: Domestic Violence Prevention Education for Middle School and High School Students in California"