

## David A. Hubble

POSITION: President/Executive Director of Workforce Development Board of Solano County

### SUMMARY OF QUALIFICATIONS

Workforce Development Specialist, Contracting Officer Representative (COR Level III), Engagement Outreach, Retired Army Officer, Market Analyst, Events Planner, Partnership Development, Fluent in American Sign Language (ASL), Policy Development, Army Congressional Affairs, Public Speaker, Excellent Writing Skills, Communication, Qualitative and Quantitative Research, Staff Management, Networking, Public Affairs

### EDUCATION

Public Policy, Master of Arts, New England College, Henniker, New Hampshire  
Social Science, Bachelor of Arts, Thomas Edison State University, Trenton, New Jersey

### TRAINING

2023 Foundations in Public Service Leadership, Department of Labor, Employment and Training Administration  
2021 Contracting Officer's Representative (COR) Level III Certification (JAN 2021), Department of Labor  
2015 USAREC Guidance Counselor Course  
2011 USAREC Recruiting Company Commander's Course (Distinguished Honor Graduate)  
2009 United States Army Military Intelligence Captain's Career Course  
2006 United States Army Military Intelligence Officer Basic Course, Fort Huachuca, Arizona

### EMPLOYMENT HISTORY

October 2020 – Present Workforce Development Specialist (and Contracting Officer's Representative), Department of Labor, Education and Training Administration, National Office of Job Corps, Division of Educational Services, Career and Technical Training (CTT) Unit, Washington, DC. Provides CTT program support for 121 Job Corps Centers nationwide. Provides guidance and recommendations on Workforce Innovation and Opportunity Act (WIOA) federally compliant CTT programs for Job Corps students learning skills and earning certifications leading to placements in Registered Apprenticeship Programs (RAPs), employment and/or the military. Serves in various working groups to improve external business partnerships that results in Job Corps graduate job placements. Serves as Contracting Officer Representative Level III for National Office of Job Corps contracts worth more than \$300 million. Prepares and reviews procurement/acquisition packets for solicitation, to include Performance Works Statements (PWS), Statements of Work (SOW), and Independent Government Cost Estimates (IGCE). Participates in and/or chairs Source Selection Evaluation Boards (SSEB). Prepares requisitions for contract modifications. Monitors acquisition/contractor performance using Quality Assurance Surveillance Plans (QASP) in order to track tasks and deliverables in accordance to regulations, policy and the contract Statement of Work. Writes Contract Performance Assessment Reports (CPARS), monitors contract budget, reviews and pays invoices. Meets regularly with contracting officer, contracting specialists, finance officers, and program leads to assess status of mission requirements. Participates in kick-off meetings and weekly status updates with contractors. Briefs senior leaders and program leads on contract status.

4 August 2019 to October 2020 Conference Services Specialist, National Institute of Allergies and Infectious Diseases (NIAID), Rockville, MD. Responsible for developing Workplace Connect process that will facilitate client service requests throughout Fishers Lane facility. Oversees and tracks contractors opening service tickets for facility needs and seeing the tickets to completion. Oversees service functions, monitors problem areas, and acts if function is not handled correctly. Assists with data analysis to support business decisions. Serves as conference services specialist facilitating and scheduling scientific meetings, events and conferences at 5601 Fishers Lane.

16 October 2017 to 3 August 2019 Marketing Manager (organization moved to Chicago per order of the Secretary of the Army), United States Army Marketing and Research Group, Outreach Specialist, Washington, DC/Crystal City, VA. Served as Executive Assistant/XO to SES/Director of the organization while the position was vacant, managed the Director's calendar, prepared briefing materials, tracked documents, prioritized the Director's task orders, and worked with branch chiefs to provide all necessary information to keep the Director informed. Was given exceptional praise from Chief of Staff for my work as the executive officer/assistant. Responsible for supporting Education Outreach and Events, developing, executing and evaluating advertising and marketing campaigns, developing contracting task orders to produce

advertising and marketing materials related to Army Education, developing detailed plans, goals, and objectives for the long-range implementation and administration of education programs. Plans, coordinates and executes events to promote the Army Brand with the national education market and key stake holders supporting U.S. Army interests. Conducted site selection with hotels and convention centers. Developed operation orders for events that defined personnel requirements, logistics, security, communication, and safety measures for national events for the National Parents and Teachers Association, Future Farmers of America, Kiwanis and Key Club International, DECA, HOSA, SkillsUSA, Infinite Scholarship Program, National Association of Secondary School Principals and the Association of Career and Technical Education. Manages partnerships and public relationships. Plans strategic engagement opportunities through operation orders and executes engagement events throughout the United States. Plans and executes workshops throughout the country. Works as a contracting officer's representative (COR) and ensures marketing agency deliverables are met according to contract. Prepares Statements of Work and Performance Work Statements. Approves creative social media and other digital content. Manages lead generation and monitors metrics to determine return on investment. Works collaboratively with AMRG marketing and brand managers that are responsible for Active, Reserve, Special Mission campaigns. Excellent written and oral communication skills with strong attention to detail.

1 July 2016 to 15 October 2017 Program Analyst, USAREC, United States Army Syracuse Recruiting Battalion. Primary analyst and advisor to the senior military commander in Upstate New York and Eastern Pennsylvania on operational-level market research, data collection, and information synthesis as it pertains to recruiting market, mission analysis, and mission assignment. Recommends manpower and personnel strength for 25 recruiting centers based on market data. Analyzes organization business practices to improve effectiveness and efficiency of recruiting operations. Collects, evaluates and analyzes data using JAMRS and business intelligence (BI) software to recommend informed business decisions. Manages projects and studies to help improve organization's recruiting production with targeted high school and college events, to include distributing and collecting qualitative and quantitative market research surveys from new enlistees to determine motivators, wants hopes and needs of new enlistees. Reviews MOAs, MOUs, and Support Agreements and conducts annual inspections of 25 recruiting centers to ensure recruiting programs follow USAREC manuals and regulations. Conducts annual command inspections of six recruiting companies to validate compliance to USAREC policies. Reviews and interprets latest USAREC policies with organizations Fusion Team, to help commander shape plans and goals for the recruiting year. Provides weekly, monthly, and annual graphical intelligence summaries to the entire organization to improve precision targeting efforts and maximize Return on Investment. Trained recruiting force on dealing with public.

8 September 2015 to 30 June 2016 Operations Analyst, USAREC, United States Army Syracuse Recruiting Battalion. First civilian government position – supporting Operations of recruiting battalion, processed enlistment paperwork of more than a thousand potential Army enlistments. Provided daily counsel to Battalion Operations Officer (a position I held while in uniform in 2009-2011) that helped supervisor succeed. Interviewed and selected to GS11-0343 Program Analyst position as soon as vacancy was announced.

3 February 2015 to 31 July 2015 Consultant, Community Solutions, Brooklyn, New York, Workforce Development Community Outreach and Engagement Advisor with a non-profit organization. Developed strategic and operational plan to provide disenfranchised, unemployed, and/or formerly incarcerated Brooklyn jobseekers a streamlined connection between workforce development agencies and employers. Supervised community engagement team. Developed understanding of political/community landscape. Understood community risks and opportunities and included these in outreach strategy. Developed relationships with Workforce One, Jobs Plus, Department of Labor, Vocational Rehabilitation (VR), and other workforce development agencies. Gave formal presentations to job seekers, employers, and funding stake holders. Critical thinker.

1 February 2013 to 24 November 2014 Battalion Intelligence Officer (S2), United States Army, 91<sup>st</sup> Military Police Battalion, Fort Drum, New York - Managed intelligence and personnel and physical security operations for over 800 personnel in a military police battalion. Updated commander and deploying military police units on enemy threat, foreign cultural awareness and social media awareness. Served as public affairs representative, supervising unit social media and facilitating articles prepared for publication.

15 June 2011 to 31 January 2013 Company Commander, United States Army, Captain, Brooklyn (South) Recruiting Company, Fort Hamilton, New York - Director of Army recruiting company supervising six recruiting stations, 43 noncommissioned officers and over 700 Army recruits. Top performing company out of six recruiting companies in NYC and Long Island in 2011 and 2012. Spearheaded Community Outreach – face of the U.S. Army in Brooklyn, NY. Worked with local government and provided my company personnel for humanitarian aid after Hurricane Sandy, awarded

Humanitarian Service Medal. Conducted daily demographic market analysis. Established company policies for recruiting operations. Developed and managed recruiting events with local educators, industry, sports and government leaders in Brooklyn. Responsible for marketing Army Brand. Developed community outreach plans. Developed and executed Army partnership with Double AA Brooklyn Cyclones sponsoring 20 local games. Routinely gave public speeches to community groups large and small representing the U.S. Army in Brooklyn, NY. Demonstrated effective decision making.

8 November 2009 to 14 June 2011 Battalion Operations Officer (S3), United States Army, Captain, New York City Recruiting Battalion, Fort Hamilton, New York – organization of 400 people. Made operational decisions and prioritized staff work on behalf of the commander/director, prepared briefing materials for director/commander updates and briefs to lower and higher echelons. Prepared operation orders prioritizing the Director's intent across the organization. Managed current and future operations; community outreach; facilitated NYC Army Community Advisory Board, which consisted of public, private and non-profit partnerships that opened doors for 325 military recruiters and civilian support throughout the city. Developed operation orders and executed high profile Military Appreciation Day programs with NY Mets, National Hockey League, NY Islanders and New Jersey Nets. Engaged and conducted outreach with government leaders to sustain partnerships and promote Army interests in the city. Prepared and distributed organization's operation orders tasking subordinate units. Supervised 22 staff personnel.

1 August 2006 to 9 May 2009 Troop Executive Officer, Platoon Leader, Intelligence Officer United States Army, 2-1 Cavalry Regiment, Fort Lewis, Washington – from May 2008 – May 2009 served as advisor and executive assistant for reconnaissance troop commander. Prioritized executive issues and coordinated between different platoons. Led staff meetings, prepared briefing materials for the commander/company director. Managed the company director calendar. Also led team of 32 personnel in Unmanned Aerial Vehicle Operations. Aug 2006 – April 2008 Tactical Intelligence Officer, United States Army; 1-38 Infantry Battalion, Fort Lewis Washington - Supported intelligence operations for 758-man infantry battalion, which included a 15-month combat deployment to Operation Iraqi Freedom known as The Surge. Utilized all facets of intelligence assets for intelligence collection, to include human, open source and special source collection methods. Expert on Shia/Sunni/Kurd insurgent militia groups. Prepared and briefed daily intelligence summaries and provided senior leaders with an understanding and predictive analysis of most likely and most dangerous courses of action.

1 March 1999 to 31 October 2005 Administrative Assistant, United States Army, Sergeant, Office of the Chief of Legislative Liaison, Pentagon - Maintained Secretary of the Army's Congressional Representation Funds, facilitated congressional and military correspondence between the Pentagon and Capitol Hill. Deployed seven months to Operation Iraqi Freedom with a combat security team for the Multi-National Security Transition Command-Iraq. Squad Leader, United States Army, Sergeant, 3<sup>rd</sup> U.S. Infantry (The Old Guard), Fort Myer, Virginia - Participated in over 700 high-profile military ceremonies in the National Capitol Region, involved in September 11, 2001 recovery at the Pentagon Operation Nobel Eagle.

Additional Information: Involved in the Deaf Community for more than 32 years. Married to Deaf spouse (Lisa Sorace Hubble). Served as part-time freelance American Sign Language interpreter since 1993.