

Colleen Hampsey
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Summary

Public policy research, legislative analysis, and database management for Jacksonville City Council. Background in education, survey research, and human resources.

Education

MPA – Master of Public Administration: Public Policy University of North Florida 2016

BA – Sociology: Social Welfare, Psychology Minor (summa cum laude) University of North Florida 2014

Educators Preparation Institute- University of North Florida 2010

BA – History (honors) University of Florida 1998

Experience

City of Jacksonville, FL - Jacksonville City Council, Research Division: Research Assistant

(January 2017-Current)

- Public policy research and analysis on a wide variety of topics as requested by the City Council, committee, or individual Council Members.
- Manager of City Council Boards and Commissions appointment process from beginning to end, to include tracking vacancies, intake of applications, vetting for conflicts of interest, background checks, drafting appointment legislation, maintaining boards database.
- Manager of the City Council public notice webpage for all council related public notices, minutes, and accompanying documents.
- Minutes taken at regular and special meetings of City Council and committees; preservation of official municipal records.
- Drafting of bill summaries, analysis and synthesis of complex public policy documents, City Council legislation, state and federal legislation, legal documents with minimal supervision.
- Resolutions and certificates.
- Document maintenance: update the Council Rules and Ordinance Code Supplements documents as needed to reflect legislative changes.
- Committee examples: Opioid epidemic, mental health, safety and crime reduction, affordable housing, homelessness, healthcare access, government transparency, tourism, parks, social justice, downtown development, Rules, Land Use and Zoning.

Public Opinion Research Laboratory at the University of North Florida: Research Coordinator

(June 2014 –December 2016)

- Survey Research: Data collection and analysis for clients in the academic, public and private sectors. Management of large datasets, creation of tables and graphs, data entry/coding, literature reviews, background research, survey design, grant writing, report writing, editing, press releases, collaboration with diverse team and the management of multiple projects simultaneously.

- Human resource management: staffing, scheduling, logistics, communication, productivity analysis and data management for 60+ employees.
- Strategic planning, project budgets, Institutional Review Board submissions.
- Project examples: gender and housing policy, tourism economic impact survey, politics/public policy and elections, civic engagement, sex education in schools, election exit polls, transportation, oyster restoration.

Jacksonville Teacher Residency Program, UNF College of Education & Human Services: Data Assistant

(January 2016- June 2016)

- Designed performance measures and managed database to track and report student attendance and achievement data for an Americorps sponsored teacher residency program.

Delores Barr Weaver Policy Center: Development Externship

(May-August 2014)

- Grant research, editing and writing. Created a database for prospect management, assisted with program evaluation and event planning.

Delores Barr Weaver Policy Center: Program Internship – “Girl Matters It’s Elementary”

(January-May 2014)

- Extensive trauma informed, specialized, gender-responsive training in juvenile justice intervention program
- Case management for five students at George Washington Carver Elementary School. Mentoring, case note documentation, qualitative data collection, and facilitating focus groups.

The Foundation Academy June 2010-August 2011 Teacher, Grades 5-8

Douglas Anderson School of the Arts October 2009-June 2010 Teacher, 10th grade World History

Technology, Training and Awards

- SPSS and Microsoft Office (Excel, Word, PowerPoint, Access), Qualtrics, WinCati, Municode, Tableau, OnBase, Granicus, Adobe
- The National Institutes of Health Office of Extramural Research, “Protecting Human Research Participants” 2014 Collaborative Institutional Training Initiative (CITI) “Human Subjects Research” 2014
- 2014-16 Madison-Mullis-Deming Endowed Scholarship, Phi Alpha Theta Honor Society
- Sunshine Law and Ethics training 2017-2023; COJ City Driver Certification 2023

References

Jeff Clements, Chief of Research - City Council JEFFC@coj.net (904) 255-5137

Yvonne Mitchell, Chief of Administrative Services - City Council YMITCH@coj.net (904) 255-5171

Michael Binder, UNF Professor, Faculty Director, Public Opinion Research Lab m.binder@unf.edu (904) 620-1205