

Brian Johnny Salazar Zamora Curriculum Vitae

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8421 Piney Point Ct.
Manassas, VA 20110

EDUCATION

Graduate Certificate Local Government Mgmt. Virginia Polytechnic Institute and State University Blacksburg, Virginia	Current
B.A in Modern & Classical Languages & Literature in Spanish Christopher Newport University Newport News, Virginia	2014
Minor in International Culture and Business Christopher Newport University Newport News, Virginia	2014
Minor in Business Administration Christopher Newport University Newport News, Virginia	2014
High School Diploma Falls Church High School Falls Church, Virginia	2010

CAREER AND RESEARCH EXPERIENCE

Federal Reimbursement Unit
FRU/CSA Parental Contribution Analyst **2018-current**
Virginia Polytechnic Institute and State University, School of Public and International Affairs, Virginia Tech Institute for Policy and Governance, Federal Reimbursement Unit (FRU)
Fairfax County, VA

Establish and maintain excellent communications with Fairfax/Falls Church County partner organizations, including management and staff from the Fairfax/Falls Church Children's Services Act (CSA), Dept. of Family Services (DFS), Fairfax County Juvenile & Domestic Relations District Court (JDRDC), Fairfax Community Service Board (CSB), and Fairfax County and City of Falls Church Public School staff.

Support the CSA program by performing tasks to include management of the state-required Parental Contribution process.

Brian Johnny Salazar Zamora Curriculum Vitae

Maintain accurate interpretation and implementation of Fairfax County agency policies and guidelines regarding the CSA parental contribution process.

Analyze multiple CSA Parental Contribution Assessment, Reduction or Waiver documents, performing required activities related to approving CSA Parental Contribution assessments for CSA supported agencies and verify financial responsibility to Fairfax County for services youth and families receive.

Work closely with agency management and staff of the Fairfax County Foster Care and Adoptions Program (FC&A), Child Protective Services Program (CPS) and CSA to provide technical assistance and expertise in assuring appropriate governmental support (CSA funds) for eligible youth and their families.

Work closely with DFS Finance Dept team members regarding the receipt of CSA Parental Contributions; documenting them into extensive data management systems for new or continued service decisions.

Enter appropriate case management information into relevant data management systems and update as case information changes.

Upon authorizing the CSA parental contribution assessment and waiver or reduction, prepare and distribute the CSA Welcome Letter Packet to the case managers and parents.

Analyze monthly CSA Charges Report, documenting monthly parental contribution amounts to be invoiced to the family.

Perform multiple activities to support the CSA program in tracking and reducing accounts with delinquent balances.

Utilize expert knowledge of the Fairfax/Falls Church CSA parental contribution policy related to assessments, billing, collections, waivers, and reductions.

As per CSA program policy, prepare correspondence for case managers and parents notifying them of their delinquent account, providing information for making payments.

Researching the monthly parental contribution invoices received from the DFS Finance Dept in analyzing multiple documents, collaborating, and communicating relevant information with multiple stakeholders.

As needed working in collaboration with parents/guardians to resolve monthly statement issues, involving the FRU Project Director, CSA program manager, DFS Finance Dept management and staff.

As CSA program requirements evolve, work collaboratively with CSA management and staff to creating/modifying and implementing changes to the parental contribution process.

Brian Johnny Salazar Zamora Curriculum Vitae

Provide relevant documentation/information to County partner organizations by representing the FRU in meetings, training workshops, and other related venues. This includes preparing oral and written correspondence or communication on all facets of the CSA Parental Contribution activities.

Educating CSA supporting agency management and staff on all aspects of the parental contribution process for youth receiving CSA services; serve as a formal and informal trainer.

Research, analyze, and prepare statistics and information to assist the FRU Project Director with contract deliverables as necessary.

Provide Project Director and relevant CSA management and staff with data and assistance for specific projects.

Analyze and evaluate workflow obstacles, participate in activities, and recommend alternatives to increase efficiency for FRU and selected CSA management and appropriate personnel.

Provide ad hoc research, reports, and project statistics related to contract deliverables to meet the university's contractual obligations as requested.

Create or modify desktop documents describing work processes.

Federal Reimbursement Unit **2016-2018**
FRU/CSA CANVaS/CANS Case Analyst
Virginia Polytechnic and State University, School of Public and International Affairs,
Virginia Tech Institute for Policy and Governance, Federal Reimbursement Unit
(FRU)
Fairfax County, VA

Process, and entry of VA uniform assessment instrument (CANS) by certified local raters into State and County data information management systems.

Analyzes the CANS document for accurate completion. If an area(s) is not complete, contact the agency rater.

Communicate as needed with designated CSA management and staff to resolve issues with CANS to ensure program audit compliance.

Research the CANS data information management system to obtain the rating's algorithm and enter it along with selected CANS information into applicable State and County databases.

Brian Johnny Salazar Zamora Curriculum Vitae

Maintain knowledge of relevant state law, local regulations and the CSA programs processes and procedures.

Created new or use existing spreadsheets and databases or modify data management systems to collect, interpret, and organize data and information.

Produce reports as requested for use by the FRU Project Director and relevant partners.

Create or modify desktop documents describing work processes.

Wason Center for Public Policy
Call Center Interviewer
Christopher Newport University
Newport News, VA

2013-2014

Call and complete surveys concerning current public policy issues to include road tolls and statewide elections.

Enter data simultaneously while on call with interviewee.

Ensure data is completed correctly for each call.

Providing citizens and lawmakers unbiased, nonpartisan insight into the policy issues shaping the future of the Commonwealth.

Produce survey research and political analysis that informs decisions by citizens and lawmakers in Virginia.

National Oceanic Atmospheric Administration (NOAA)
Help Desk Intern
Silver Spring, MD

2009-2010

Provided desk support through telephone and via e-mail.

Change Username and passwords for organization's staff and clients.

Create online profiles for staff and clients.

Provide any information requested from management and colleagues.

Direct incoming calls and messages to the appropriate branch.

COMPUTER AND TECHNOLOGY SKILLS

Advanced Computer skills:

Brian Johnny Salazar Zamora Curriculum Vitae

Microsoft Office Suite (Word, Excel, Access, PowerPoint, Publisher, Office 365, Teams)
Microsoft Internet Explorer, Mozilla Firefox, Google web browsers
Select Virginia Department of Social Services (VDSS) data management systems
Select Fairfax County data management systems
VA Office for Children's Services (OCS) data management systems
DocuSign

Operating Systems:

Windows
Android
Mac

Multiple internet-based email systems

Outlook
Gmail
Yahoo

Multiple Social Media and Other Communications Platforms

Facebook
Instagram
Reddit
Discord
Zoom

Online Storage Systems

Google Drive
Dropbox
Office 365
OpenText

Computer building

Performed upgrades, repairs, test, and cleaned desktop computer systems.
Assemble and configure computer systems from parts.
Analyze and troubleshoot equipment and software to identify problems.

CONTINUED EDUCATION:

Multiple annual IT training from the Virginia Department of Social Services security and privacy awareness, certificates received:

- VDSS-ISRM1030: Annual Refresher Curriculum 2023
- Security Awareness Foundations 2023
- Phishing Foundations 2023
- Virginia CANS 5+ 1.0 Certificate 2021

Brian Johnny Salazar Zamora Curriculum Vitae

Multiple Fairfax/Falls Church CSA Symposiums:

- 2016 CSA Symposium
- 2017 CSA Symposium
- 2018 CSA Symposium
- 2019 CSA Symposium
- 2020 CSA Symposium
- 2021 CSA Symposium
- 2022 CSA Symposium
- 2023 CSA Symposium
- 2024 CSA Symposium

OTHER

PSI UPSILON FRATERNITY

2010-2023

PHI NU CHAPTER

GAMMA CLASS

CHRISTOPHER NEWPORT UNIVERSITY

LANGUAGES

English

Spanish – Native Language