

BUILDING STANDARDS COMMISSION

2525 Natomas Park Drive, Suite 130
Sacramento, California 95833-2936
(916) 263-0916 FAX (916) 263-0959

**Stephanie Davis****Administrative Assistant 1**

As assistant to the CBSC Executive Director and Deputy Executive Director, Stephanie's role at the commission is one of requisite diversity. In addition to providing administrative support, travel coordination and scheduling for the respective directors she is the day-to-day point of contact for the governor appointed commissioners who require similar assistance.

Stephanie joined the CBSC in 2004 as an Office Technician and has held the positions of Secretary, Executive Secretary and Executive Assistant before her promotion to Administrative Assistant 1 in November 2012. Stephanie is a vital member of the administrative team. She coordinates purchasing and service contracts as needed with the assurance that state mandated small and disabled veteran's business goals are achieved. Stephanie also develops and maintains the commission databases.

Prior to her CBSC assignment, Stephanie spent four years at the Department of Water Resources, Division of Planning and Local Assistance, where she provided clerical support, meeting coordination, and scheduling for the branch chief. She began her career in her family's business, a screen printing and embroidery shop in Casper, Wyoming. Her early background also included clerical and software support for other local companies.

Stephanie is a dedicated wife and mother, and a passionate volunteer. She tirelessly supports her husband, Shaun and two children, Devyn and Alyssa, in all that they do. She is a 'devoted' football and gymnastics mom! And in her spare time when she is not corralling the family's 120-pound 'puppy' she gives time to her church's local outreach ministry.