

## Application Form

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### Profile

Amber

First Name

M

Middle Initial

Brown

Last Name

[REDACTED]

Email Address

Utah Department of Agriculture  
and Food

Employer

Director, Legislative and  
Government Affairs

Job Title

[REDACTED]

Home Address

[REDACTED]

City

[REDACTED]

Primary Phone

[REDACTED]

Suite or Apt

[REDACTED]

State

[REDACTED]

Postal Code

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### Which Boards would you like to apply for?

Bingham Creek Regional Park Authority: Submitted

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### Referred by:

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### Qualifications

#### Please tell us about yourself.

I'm originally from Arizona but have lived in South Jordan for the last ten years (in Daybreak). I have three children aged 9-15. Professionally, I am trained as an attorney and work in government affairs for the state of Utah. I love living in Utah because of the strong communities and fantastic outdoor recreational opportunities.

#### Why are you interested in serving on a board or commission?

I've always been interested in public service and enjoy interacting with elected officials and developing and advocating for public policy. I've come to a point in my life where I can and want to do more to serve my community and this seemed like a good but manageable opportunity.

**What education, work experience, or volunteer experience do you have that applies to the board you are applying for?**

I'm a licensed attorney in the state of Arizona. I have extensive writing, analytical, and policy making experience. In my current professional position I manage government affairs for a state agency including leading all administrative rulemaking, internal policies, and legislative efforts. I regularly interact with government leaders and elected officials and have experience supporting and presenting to state boards and commissions.

**What unique perspectives could you bring to the board?**

I could bring the perspective of someone who understands and has participated in Utah government at many levels.



Upload a Resume

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**Demographics**

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

**Are you a Salt Lake County employee?**

Yes  No

**Are you a current member of another Salt Lake County board or commission?**

Yes  No

**Race/Ethnicity \***

**District \***

District 2

**Gender Pronouns \***

**Age Range \***



**Languages \***

English

**Political Affiliation**

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# Amber M. Brown

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## EDUCATION

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### **ASU Sandra Day O'Connor College of Law**

[Aug 17, 2006-May 20, 2009] Tempe, AZ

- Top 40% of graduating class
- High Pro Bono Distinction
- Graduated May 2009 with JD, admitted to practice in Arizona January 2010, currently active license

### **Brigham Young University**

[Aug 15, 1999-Apr 25, 2003] Provo, UT

- Bachelor of Arts Political Science; Minor Communications
- GPA: 3.35, Major GPA: 3.6

## EMPLOYMENT

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### **Director, Legislative and Government Affairs** Utah Department of Agriculture and Food

[September 2022-Present] Salt Lake City, Utah

- In addition to previous responsibilities, I now also directly supervise two policy analysts including managing recruitment, hiring, training, and workload to ensure all goals related to policy and government relations are met department wide.

### **Senior Policy Analyst** Utah Department of Agriculture and Food

[December 2019-September 2022] Salt Lake City, Utah

- Manages all policy efforts for 300 person staff state agency, including internal policy, administrative rulemaking, and legislation.
- Reports directly to the Commissioner and Deputy Commissioner. Regularly interacts with state legislators, governor's office, other agencies, lobbyists, and senior staff of agriculture organizations.
- Drafts administrative rules and legislation independently and in conjunction with department leadership. Writing has covered all areas under department jurisdiction, including conservation, animal health, medical cannabis, pesticides, fertilizer, food regulation, etc.
- Legislative liaison. Leads advocacy efforts, primary contact for legislature, manages department testimony at committee meetings, writes talking points, testifies in front of committees.
- Legislative and appropriations tracking and research during regular and interim legislative sessions. Responsible for ensuring executive staff and division directors are aware of any legislative or appropriation changes that may impact the department.
- Department hearing officer. Adjudicates administrative proceedings and writes hearing orders
- Certified mediator. Mediates cases and manages Utah Agricultural Mediation Program.
- Regularly prepares presentations to senior department leadership and state boards and commissions.
- Leads department wide policy projects with a team of staff, including rewriting department policy manual, writing standard operating procedures, writing and adopting best management practices for multiple agriculture industries.
- Manages \$2 million grant program for agricultural producers to increase processing capacity statewide, including drafting application, collecting responses, managing ranking committee, and preparing grant agreements.

- Assists with drafting of all high level writing for department-press releases, contracts, funding requests to governor's office, correspondence.

### **Attorney Decision Writer** **Social Security Administration**

[August 2018-November 2019] **Salt Lake City, Utah**

- Drafted Social Security disability hearing decisions with guidance from Administrative Law Judges.
- Reviewed medical records and ensured drafted decisions were concise, clear, and legally sufficient.
- Managed time successfully to produce a high number of well written decisions in a short amount of time.
- Productivity Index consistently was at 140-180% of expected rates.

### **Freelance Disability Representative**

[March 2016 -August 2018] ] **Salt Lake City, Utah based**

- Independent Social Security disability appeals work for three law firms on a contract basis.
- Reviewed and analyzed claimant medical files and drafted detailed yet succinct pre and post hearing memoranda.
- Prepared for Administrative Law Judge Hearings by reviewing administrative and medical materials and meeting with claimants via phone.
- Skillfully represented claimants at Administrative proceedings throughout the region; requiring the ability to answer Judge questions regarding medical documentation and evidence of record, clearly and persuasively communicate legal arguments, and successfully question witnesses.

### **Attorney Adviser** **Social Security Administration**

[September 27, 2010-October 25, 2013] **Falls Church, Virginia**

- Assisted with adjudication of disability cases pending with the Appeals Council of the Office of Appellate Operations.
- Prepared a thorough analysis of errors in administrative law judge decisions, using extensive knowledge of Agency policy and regulations.
- Made disposition recommendations to adjudicators and drafted disposition documents.

### **Policy Adviser to Commr. Jeff Hatch-Miller** **Arizona Corporation Commission**

[May 1, 2008- December 22, 2008] **Phoenix, Arizona**

- Prepared Commissioner for Public Open Meetings by reviewing Administrative Law Judge opinions and staff recommendations on issues affecting public utilities, including: electric and water rates, line siting, transmission authority, utility management and financing.
- Summarized relevant documents and briefed the Commissioner.
- Researched energy cost issues and helped to create public presentations.
- Met with senior staff, lobbyists, and utility representatives.
- Prepared Commissioner for speaking engagements, drafted press quotes, editorials, and correspondence.

### **Legislative Correspondent** **Office of Congressman Dave Camp**

[April 1, 2006-July 10, 2006] **Washington, DC**

- Drafted all legislative responses to constituent letters, phone calls, and emails; tracked all mail.
- Responsible for various legislative issues: Commerce, science, small business, space, students.
- Researched and tracked pending legislation.
- Staffed Congressman at meetings and events.

### **Senior Staff Assistant** **Committee on Ways and Means**

[Jan 5, 2004-March 30, 2006] **Washington, DC**

- Assisted Professional Staff and Staff Director of the Subcommittee on Social Security in all legislative and administrative matters, including: Constituent relations, staffing, maintenance of files.
- Managed logistics of Full and Subcommittee hearings and markups of legislation.

