

**HUMBOLDT WASTE MANAGEMENT AUTHORITY**  
**1059 W. HAWTHORNE STREET**  
**EUREKA, CA 95501**  
**(707) 268-8680**  
**www.hwma.net**



**EMPLOYMENT APPLICATION FOR:** \_\_\_\_\_

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but is merely intended to evaluate suitability for employment. It is our policy to provide equal opportunity for employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law. For certain jobs with special needs, the Authority has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment for a job requiring the examination and testing, it is recommended that you not submit an application.

<b>PERSONAL INFORMATION</b>				
1. Name (Last, First Middle)		2. Driver's License (State & Number)		
3. Address (street address)		4. Home Telephone Number	5. Alternate Phone Number	
(City, State, Zip)		6. E-mail address		
7. Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? <i>If no, list any functions you cannot perform under Item 17.</i>	Yes	No	12. How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?	
			2018 _____ 2019 _____ 2020 _____	
8. If hired, can you furnish proof that you are over 18 years of age?	Yes	No	13A. Do you have adequate transportation to/from work? 13B. Do you have a valid Driver's License?	
9. Have you previously worked for Humboldt Waste Management Authority? <i>If yes, in Item 17 list department, position and dates of employment.</i>	Yes	No		Yes      No
10. Do you have any gaps in your employment history? <i>If yes, explain in Item 17 below.</i>	Yes	No		
11. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 17 below.</i>	Yes	No		
14. Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (proof of citizenship or immigration status will be required upon employment)			Yes      No	
NOTE: Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.				
15. Use this space to explain any of the above questions. Attach additional 8 ½" by 11" sheets if needed.				
<b>EDUCATION</b>				
School Level	Names and Location of School Attended	Graduated		Major Subject/Degree Received
		Yes	No	
High School				
College				
Other				

## EMPLOYMENT HISTORY

List your current and former employers for the past three (3) years, starting with the most recent. If you need additional space, please continue on a separate sheet of paper.

Date of Employment Month/Year          Month/Year TO	Employer May we contact?    Yes    No	Title of Your Position
Hours Worked Per Week	Address    City    State, Zip	Name While Employed Here
Salary \$                          per	Supervisor's Name and Phone Number	Reason for Leaving

Duties:

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Date of Employment Month/Year          Month/Year TO	Employer May we contact?    Yes    No	Title of Your Position
Hours Worked Per Week	Address    City    State, Zip	Name While Employed Here
Salary \$                          per	Supervisor's Name and Phone Number	Reason for Leaving

Duties:

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Date of Employment Month/Year          Month/Year TO	Employer May we contact?    Yes    No	Title of Your Position
Hours Worked Per Week	Address    City    State, Zip	Name While Employed Here
Salary \$                          per	Supervisor's Name and Phone Number	Reason for Leaving

Duties:

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## TRAINING AND CERTIFICATION

Subjects of special study or research work:

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Special Training or Qualifications:

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Activities (Civic, Athletic, Etc.)

You may exclude membership which would reveal sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law.

## REFERENCES

Provide the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Telephone #	Years Acquainted

PLEASE CHECK whether there is any issue(s)/incident(s) which occurred during your current or former employment that you think may impact HWMA's decision to hire you.

Yes. There is an issue(s)/incident(s) that may impact HWMA's hiring decision.

No. There is no issue(s)/incident(s) that may impact HWMA's hiring decision.

PLEASE TAKE NOTICE that if you do not disclose an issue/incident, and HWMA later discovers you did not disclose such issue, the HWMA MAY REJECT YOUR APPLICATION if the employer believes that the issue/incident should have been disclosed.

Please explain any issue below:

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### APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I UNDERSTAND THAT HWMA MAY REJECT MY APPLICATION IF IT DISCOVERS AN ISSUE(S)/INCIDENT(S) WHICH OCCURRED DURING MY CURRENT OR FORMER EMPLOYMENT, AND I DID NOT DISCLOSE SUCH ON THIS JOB APPLICATION. I ALSO UNDERSTAND THAT ANY FALSE, INCOMPLETE, OR INCORRECT STATEMENTS MAY RESULT IN MY DISQUALIFICATION FROM THE APPLICATION PROCESS OR DISMISSAL FROM EMPLOYMENT WITH HWMA.

I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH HWMA WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND HWMA MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR CONDUCT UNLESS AN AUTHORIZED EXECUTIVE OF HWMA SPECIFICALLY ACKNOWLEDGES SUCH CHANGE IN WRITING.

Signature of Applicant (required):

Date:



**AUTHORIZATION FOR BACKGROUND INVESTIGATION**  
(Applicant to Complete and Return)

I, \_\_\_\_\_, hereby authorize Humboldt Waste Management Authority (HWMA) and Pre-Employ.com to obtain a "background investigation report" as part of its pre-employment background check. I understand that this background investigation report addresses the following subjects:

- Work history;
- Educational history;
- Court records, including criminal conviction records as permitted by law;
- Driving history, if job related;
- Employment references from professional and personal associates, obtained from personal interviews;

I further authorize all my previous employers, educational institutions and consumer reporting agencies to provide such information about me to HWMA or any other entity that obtains information for HWMA. I release all respondents from any liability for releasing information.

I understand that HWMA and its agents are not responsible for the accuracy or completeness of the information contained in any background investigation report. I release HWMA and its agents from all liability, claims and lawsuits with respect to the information obtained from any or all of the sources consulted in the investigation.

I understand that I will receive a free copy of any background investigation and/or consumer report requested by HWMA. (Check the box below if you would like a copy of the report sent to you.)

This authorization in original or copy form shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act and the California Investigative Reporting Agencies Act, I will be notified by HWMA if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that pursuant to the Fair Credit Reporting Act, if requested within 60 days, I will be given full disclosure as to the nature and substance of all information provided to HWMA.

I understand that this authorization is not an offer for employment by HWMA, and that any false or misleading information I have provided to HWMA may result in a refusal to hire, promote, reassign or continue employment. I have received and read the attached disclosure regarding HWMA's right to obtain a background investigation report for employment purposes, and I authorize HWMA to obtain such a report.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print Name

Yes, I wish to receive a copy of any background investigation report requested about me by HWMA.

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION  
(Applicant to Retain Disclosure)**

PLEASE BE ADVISED THAT Humboldt Waste Management Authority (HWMA) may obtain a “background investigation report” (sometimes called a “consumer report” or an “investigative report”) about you as part of its pre-employment background check of your application for employment. HWMA may obtain a background investigation report on all final applicants for the position you have applied for in order to assist it in making its hiring decisions. HWMA has an outside investigation company, Pre-Employ.com, Inc., conduct the investigation and prepare the report. This background investigation report may include, in whole or in part, information about your character, general reputation, personal characteristics, and mode of living, including information about the following subjects:

- Work history;
- Educational history;
- Court records, including criminal conviction records as permitted by law;
- Driving history, if job related;
- Employment references from professional and personal associates, obtained from personal interviews;
- Credit worthiness, credit standing and credit history.

If you wish HWMA to consider you for employment, please sign the attached authorization, which authorizes HWMA to obtain this background investigation report.



Effective: July 1, 2020  
FLSA: Exempt

## **JOB DESCRIPTION**

### **ADMINISTRATIVE SERVICES DIRECTOR**

#### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Authority's finance, budgeting, accounting, human resources, risk management, and information technology; assists with functions and activities of the Authority Clerk, including administration, the legislative function, archiving of public records and public information, and filing officer services; oversees and formulates organizational policies, goals, and directives; coordinates assigned activities with other Authority divisions, officials, outside agencies, and the public; fosters cooperative working relationships among Authority divisions and with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Executive Director. Exercises direct supervision over supervisory, professional, and support staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This is a division director classification that oversees, directs, and participates in all Administrative Services activities, including short- and long-term divisional planning as well as development and administration of divisional policies, procedures, and services. This class provides assistance to the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Authority functions and activities, including the role of the Authority Board, and the ability to develop, oversee, and implement approved projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives, and for furthering Authority goals and objectives within general policy guidelines.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Recommends, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within Authority policy, appropriate budget, service, and staffing levels.
- Assumes management responsibility for Finance programs, services, and activities including budget management, accounting and financial reporting, treasury and revenue management, purchasing and accounts payable, payroll, and capital improvements.

- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; prepares monthly and year-end journal vouchers for a wide variety of financial programs.
- Serves as the Authority's principal budget officer; coordinates the development and administration of the Authority's budget; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness; prepares and updates cash flow and projections.
- Participates in the preparation of audit schedules and reports for external auditors during the annual auditing process.
- Serves as public records coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the Authority is upheld.
- Assists the Authority Clerk of the Board; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents; directs the publication, filing, indexing, and safekeeping of all proceedings of the Board.
- Participates in development and implementation of Authority policies and administrative regulations pertaining to human resources; ensures compliance with Federal and State laws and Board policies related to personnel management and employer/employee relations.
- Oversees the administration of the Authority's employee benefits program including employee health and medical programs, workers' compensation, risk management, and retirement programs.
- Plans, coordinates, and implements recruitment, examination, and selection processes; oversees the Authority's equal employment process for protected groups.
- Oversees the development, modification, and implementation of the Authority's Information Technology strategic plans, processes, and procedures; investigates, evaluates and oversees administration of new applications and hardware/software upgrades related to all computer technology and the internet and intranet.
- Plans, manages, and oversees the daily functions, operations, and activities of the risk management programs, including general insurance claims management and workers' compensation.
- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Authority needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the division; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Develops consultant requests for proposals for professional services and executes the advertising and bid process; evaluates proposals and recommends project award; coordinates with legal counsel to determine Authority needs and requirements for contractual services; administers contracts and agreements related to the assigned areas of responsibility.



- Monitors and provides for financial forecasting and planning and analysis on Authority financial conditions.
- Serves as Authority Treasurer including creating and maintaining investment policies, executing investment transactions, and managing investment portfolio; oversees and approves all transactions related to Authority investments.
- Represents the division to other Authority divisions, elected officials, and outside agencies; explains and interprets divisional programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of divisional organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the areas of responsibility.
- Directs the maintenance of working and official divisional files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Authority's Executive Director.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of governmental accounting and auditing and finance administration, including budgeting, cash management, debt management, and investment management.
- Principles and practices of contract management.
- Principles, practices, and techniques of public human resources administration, including recruitment and selection, labor and employee relations, employee training and development, performance management, classification and compensation, and benefits administration.
- Principles, practices, and procedures of public administration in a municipal setting.
- Principles and practices of effective risk management programs, including basic regulatory and legal requirements.
- Functions, authority, responsibilities, and limitations of an elected Authority Board.
- Principles, practices, and procedures related to public agency record keeping.
- Technical, legal, financial, and public relations problems associated with the management of finance programs.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the division.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- Analyze financial reports.
- Effectively represent the Authority and the division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record keeping, and tracking systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of progressively responsible management and/or administrative experience in finance, accounting, and/or auditing.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to

communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.