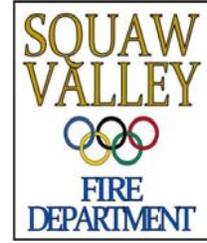




SQUAW VALLEY PUBLIC SERVICE DISTRICT



Job Announcement for Board Secretary and Executive Assistant

LOCATION

Squaw Valley is located five miles from the north shore of beautiful Lake Tahoe along State Highway 89 and hosted the 1960 Winter Olympic Games. We're about eight-miles south of Truckee, 40 minutes southwest of Reno and 100-miles northeast of Sacramento. Olympic Valley is home to world class skiing and the Lake Tahoe area offers an abundance of year-round outdoor recreational activities.

THE DISTRICT

The Squaw Valley Public Service District is an independent Special District located in Olympic Valley in eastern Placer County, California. Incorporated in 1964, the District provides water, sewer collection, and municipal solid waste services as well as fire protection and emergency medical services.

The District has thirty employees and is governed by a five-member Board of Directors. The District fulfills its mission by the work of three departments – Administration, Operations and the Squaw Valley Fire Department.

THE JOB

The District is accepting applications for the position of Board Secretary and Executive Assistant. Under the direction of the General Manager, performs for District staff and its Board of Directors a wide variety of specialized communication and administrative support duties involving a high degree of accuracy, tact, discretion, trust and independent judgment with limited direction and supervision. This is an exempt and confidential position.

The Board Secretary must understand and implement laws, regulations, policies and procedures applicable to the District including but not limited to elections process, economic disclosure, Brown Act and public records. The position requires the use of excellent written and verbal communication and listening skills. He or she also must exercise good public relations skills, and the ability to work cooperatively and tactfully with elected officials, the public, business partners and staff in a small team setting.

The Board Secretary is an Officer of the District, appointed by the Board of Directors, and is directly responsible to the Board to perform all functions of the Office of Board Secretary as required by the County Water District Law (State Water Code §30000 et seq).

The position provides a wide range of executive level support and communication for the General Manager and the Board of Directors. The Board Secretary is responsible for internal and external support services, requiring a thorough knowledge of the operations, procedures, rules, regulations, precedents, and management objectives of the District with the ability to interpret and apply that knowledge with good judgment.

This position is full time, 40 hours per week, Monday - Friday and occasionally requires working extra hours as needed. Salary range is \$6,599-\$8,021 per month with a full benefit package including paid vacation leave, sick leave, eleven paid holidays, medical, dental and vision coverage, CalPERS retirement plan, life insurance plan, educational incentives, cafeteria plan, and the choice of two deferred compensation plans.

Physical exam, background check and pre-employment drug screening test required.

QUALIFICATIONS

EDUCATION AND EXPERIENCE - Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- a) Graduation from a high school or equivalent; an Associate's Degree or advanced clerical training is highly desirable; or
- b) Minimum of at least five years of related public agency experience in an executive level secretarial position with responsibility for providing administrative support with a public agency; or
- c) An equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis.

LICENSE AND CERTIFICATES - Possession of a valid Driver's License, acceptable by and in good standing with States of California or Nevada. Possession of a valid California Notary Public appointment is required within twelve (12) months of hire date; California residency is required to obtain Notary.

THE PROCESS

Applicants must complete a Squaw Valley Public Service District job application packet. This document is available online at: <http://www.svpsd.org>. It may also be obtained at the District office. Note that an original, signed application **must** be submitted by mail or in person – it cannot be submitted online or by email.

The District office is located at 305 Squaw Valley Road, Olympic Valley, California.

The mailing address is:

Squaw Valley Public Service District

Post Office Box 2026

Olympic Valley, CA 96146-2026

Candidates will be required to give Squaw Valley Public Service District permission to conduct a credit and background check, including employment history, criminal and civil filings upon acceptance of offer of employment. Adverse findings may be cause for withdrawal of an offer of employment.

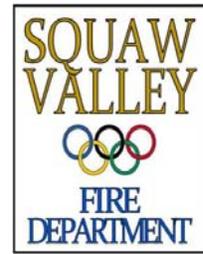
APPLICATION DEADLINE

First review of applications will be on Friday, October 5, 2018 at 5:00 p.m. The position is open until filled.

Squaw Valley Public Service District is an equal opportunity employer.



SQUAW VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION BOARD SECRETARY & EXECUTIVE ASSISTANT

DESCRIPTION

Under the direction of the General Manager, performs for District staff and its Board of Directors a wide variety of specialized communication and administrative support duties involving a high degree of accuracy, tact, discretion, trust and independent judgment with limited direction and supervision. This is an exempt and confidential position.

JOB SUMMARY

The Board Secretary must understand and implement laws, regulations, policies and procedures applicable to the District including but not limited to elections process, economic disclosure, Brown Act and public records. The position requires the use of excellent written and verbal communication and listening skills. He or she also must exercise good public relations skills, and the ability to work cooperatively and tactfully with elected officials, the public, business partners and staff in a small team setting.

The Board Secretary is an Officer of the District, appointed by the Board of Directors, and is directly responsible to the Board to perform all functions of the Office of Board Secretary as required by the County Water District Law (State Water Code §30000 et seq).

The position provides a wide range of executive level support and communication for the General Manager and the Board of Directors. The Board Secretary is responsible for internal and external support services, requiring a thorough knowledge of the operations, procedures, rules, regulations, precedents, and management objectives of the District with the ability to interpret and apply that knowledge with good judgment.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Understands the importance of collaboration, communication and support in a small team setting. Works cooperatively with others.
2. Provides administrative support to General Manager and staff. Performs duties of the front office and human resources positions as back-up coverage during vacation and sick leave absences.
3. Independently composes, types, formats, proofreads and edits a wide variety of written materials including letters, legal documents, articles, website content or basic reports from general instructions, rough drafts, verbal instruction, or recordings.
4. Becomes fully aware of and follows the operating procedures, business processes and policies of the District.
5. Possesses a working knowledge of and is able to interpret the Brown Act, California Water Code, Government Code and other special district law.
6. Researches, extracts, compiles, interprets, edits, coordinates and summarizes information, legal documents and data (confidential and non-confidential) for various projects and reports.
7. Prepares contracts, agreements, ordinances, resolutions, easements, MOUs, requests for qualifications and proposals, property leases, and personnel forms.
8. Assists the General Manager and staff in general contract administration and compliance, insurance coverage certification, recordation of memoranda of agreement, easement acquisition, development agreement commitments, performance and maintenance bonds, and asset dedications.
9. Participates in negotiations with recognized employee organizations and developers; takes records of issues discussed to prepare MOUs and other agreements.
10. Answers phone calls and emails. Serves as contact/resource person for the District; may screen calls, visitors and mail; responds to moderately complex complaints and requests for information and assistance; interprets and explains regulations, procedures, policies, systems, rules and precedents in response to inquiries and complaints from the public, customers, staff, District counsel, Directors, consultants, contractors, vendors, tenants, developers, representatives of other organizations, title companies, insurance companies, and others; researches and gathers information to provide accurate answers and information; refers more technical questions or issues to appropriate District staff; ensures follow-up to inquiries.

11. Maintains “suspense” system to assure follow through to completion (e.g., recordation of documents, obtaining signatures, transmittal of correspondence, notifying the public and employees of Board actions, electronic and hard-copy filing, records management, etc.).
12. Maintains schedules and calendars for the Board of Directors; arranges meetings and conferences; coordinates travel arrangements.
13. Attends Board and Committee meetings; prepares and finalizes minutes; records Board actions and votes; assists in compliance with Brown Act. Attends meetings outside of working hours.
14. Prepares *Administration Report* for the monthly board packet.
15. Prepares, delivers, and posts agendas, meeting notices and other related materials; assembles meeting packets and arranges for or distributes copies of material. Responsible for the preparation and dissemination of all documents for board meetings. Reviews drafts for punctuation, spelling and grammar; makes or suggests corrections to drafts.
16. Maintains the District’s website. Produces and publishes Board meeting materials on the website; composes and publishes original written content relevant to the public as directed; edits existing content. Collaborates and troubleshoots with web developers for technical needs. Ensures content is up-to-date. Complies with accessibility regulations.
17. Composes, prepares, attests, publishes, and posts resolutions, ordinances and public hearing notices with General Manager and legal counsel for Board and Committee meetings. Assures legal time requirements are met. Coordinates and records documents with the Placer County Recorder’s Office. Serves as custodian of District seal.
18. Coordinates election procedures with Placer County and candidates. Prepares documents declaring an election will be held. Administers Oaths of Office to Board members and submits to Placer County. Participates in orientation of new Directors.
19. Responsible for coordination of legal proceedings such as elections, annexations, assessment districts, public hearings, etc.
20. Coordinates filing of conflict of interest statements, campaign statements, and statements of facts roster of public agencies. Responsible for maintaining the District’s Conflict of Interest Code, ensuring compliance with the Political Reform Act.
21. Attends educational classes, seminars, and other training programs in order to increase knowledge and stay current with technology and information on District-related subjects.
22. Notarizes documents for District and the general public; must reside in California.
23. Performs accounting functions related to ordering supplies, equipment and services.

24. Responsible for the District's short-term and long-term records management program; maintaining and safeguarding all District files, including but not limited to, contracts, electronic board packets, resolutions, ordinances, agendas, minutes and legal documents consistent with the Record Retention Policy. Maintains and updates Record Retention Program.
25. Responsible for development, implementation, management and oversight of Document Management System (DMS); creates and enforces DMS policies, practices, and SOPs.
26. Monitors, tracks and reports on progress of required employee trainings, employees' professional license and certificate renewals, longevity awards, and financial incentives and credits provided by insurance carrier.
27. Assists in the preparation of annual budgets. Participates and assists in the administration of the department budget; prepares budget reports; compiles annual budget requests; and recommends expenditure requests for designated accounts.
28. Prepares and posts job descriptions and announcements.
29. Assists with preparation of District newsletter.
30. Updates and revises District Administrative Code; tracks history of changes.
31. Undertakes other duties as required.

REQUIRED KNOWLEDGE AND SKILLS

- Ability to establish and maintain effective working relationships with employees.
- Highly proficient in Microsoft Office.
- Ability to independently compose original written material for website, newsletters, and reports.
- Ability to provide varied, responsible and confidential secretarial and administrative support for the General Manager and staff.
- Interpret and apply federal, state and local laws, regulations and guidelines.
- Principles and practices of customer service.
- Work independently to identify and resolve potential problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.
- Possess and exhibit initiative and independent judgment.
- Excellent planning and organizational skills and the ability to prioritize and meet deadlines.
- Familiarity with Drupal CMS desired.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE - Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- a) Graduation from a high school or equivalent; an Associate's Degree or advanced clerical training is highly desirable; or
- b) Minimum of at least five years of related public agency experience in an executive level secretarial position with responsibility for providing administrative support with a public agency; or
- c) An equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis.

LICENSE AND CERTIFICATES - Possession of a valid Driver's License, acceptable by and in good standing with States of California or Nevada. Possession of a valid California Notary Public appointment is required within twelve (12) months of hire date; California residency is required to obtain Notary.

PHYSICAL WORKING CONDITIONS

Ability to function in a typical office environment. The employee frequently is required to stand; walk; sit; and use a keyboard. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds and tolerate adverse weather conditions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. May be required to drive to deliver documents to Directors or to attend meetings and trainings. Separate Physical Job Analysis Form for accounting and secretarial positions should also be reviewed for compliance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

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**SQUAW VALLEY PUBLIC SERVICE DISTRICT
PHYSICAL JOB ANALYSIS FORM**

POSITION: Accounting & Administrative Positions

DEPT: Administration

JOB DESCRIPTION: A wide variety of accounting, clerical, secretarial & administrative duties. Requires typing & computer keying, phoning, writing, & operating office machinery & equipment.

PHYSICAL REQUIREMENTS

1. Gross Body Movements:

- A. Sitting 75 % of day
- B. Standing 25 % of day
- C. Walking 15 % of day
- D. Driving **As needed (Post Office & Bank)**
- E. Hearing 100 % of day
- F. Speaking 90 % of day

2. Job Specific Body Movements: (Occasionally - 1/3 of time or less; Frequently 1/3 - 2/3 of time; Continuously - more than 2/3 of time)

	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
A. Working/reaching above shoulder	<u>X</u>	_____	_____
B. Working with arms extended at shoulder level	<u>X</u>	_____	_____
C. Working with body bent over at waist	<u>X</u>	_____	_____
D. Working in kneeling position	<u>X</u>	_____	_____
E. Crawling	_____	_____	_____
F. Climbing stairs	<u>X</u>	_____	_____

3. Height from floor of objects to be reached or worked on:

OBJECT(s):	HEIGHT(s)
<u>Files, Shelves</u>	<u>Approximately 6 feet</u>

4. Lifting to waist	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
1 - 20 LBS.	<u>X</u>	_____	_____
20 - 50 LBS.	<u>X</u>	_____	_____
50 + LBS.	_____	_____	_____

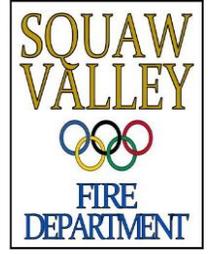
5. Hand Coordination Activities:	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
A. Major Hand	_____	_____	_____
Pulling	<u>X</u>	_____	_____
Pushing	<u>X</u>	_____	_____
B. Fine Manipulation	_____	_____	_____
Typing/Keyboard	_____	<u>X</u>	_____
Writing	_____	<u>X</u>	_____
C. Simple Grasping	_____	_____	_____
Filing	_____	<u>X</u>	_____
D. Power Grip	_____	_____	_____
Tools	<u>X</u>	_____	_____
Equipment	<u>X</u>	_____	_____
E. Hand Twisting	_____	_____	_____
Folding	<u>X</u>	_____	_____

6. Other (not included above):	<u>OCC.</u>	<u>FREQ.</u>	<u>CONT.</u>
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____

- 7. SITE EVALUATION:**
1. Standard office environment.
 - 2.



SQUAW VALLEY PUBLIC SERVICE DISTRICT



STATEMENT BY APPLICANT

Read, Date, Sign and Return:

I have been provided and read the physical job description for the position I specify below.

I hereby certify that I have no previous medical history or disability, which would prevent me from performing the essential job functions or the physical activity requirements on the job.

I understand the District will require me to be examined by a medical doctor selected by the District to determine my ability to perform the job related functions described in the physical job description as a condition of any offer of employment by the District.

I understand that I will be required to submit a pre-employment drug screening in compliance with regulations adopted by the United States Department of Transportation, Federal Highway Administration.

I understand that the District will obtain an investigative consumer report that will be used solely for employment purposes. Further, I understand that the District will verify social security number and name as provided by me on District application documents.

I further understand that any false statement or material omission by me in connection with such medical examination or concerning my job-related physical abilities will disqualify me from employment or be cause for dismissal when the false statement or omission is discovered.

I hereby authorize release of all medical information pertinent to the physical job requirements of the position specified above to the Squaw Valley Public Service District.
Position Applied for:

The following documents MUST be attached to the application and returned:

1. **Completed Authorization for Background Check**
2. **Statement by Applicant**

Failure to return all the required documents may be cause for rejection of your application.

Date: _____

Applicants Signature

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our customers, employees and property, the Squaw Valley Public Service District (the "District") will order a "consumer report" (a background report) and/or "investigative consumer report" on you in connection with your employment application, and if you are hired, or if you already work for the District, may order additional background reports on you for employment purposes.

The background check company, ADP Screening and Selection Services, will prepare the background report, namely a credit report, for the District. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at their Internet Web site address www.adpselect.com. Criminal background information will be obtained from the State of California, Department of Justice, located at P O Box 903417, Sacramento, CA 94203-4170, and can be reached by telephone at 916-227-3849.

The background report may contain information concerning your character, general reputation, personal characteristics, and mode of living and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification obtained through the U.S Social Security Administration's Business Services Online; criminal, public, educational and, as appropriate, driving records checks obtained through the California Department of Motor Vehicles; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker's compensation injuries. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report that is not a credit report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by ADP Screening and Selection Services or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the District at 530-583-4692. Summaries of your rights under the Fair Credit Reporting Act and under the provisions of California Civil Code Section 1786.22 are also being provided to you with this form.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on A Summary of Your Rights Under the Fair Credit Reporting Act and A Summary of Your Rights Under the Provisions of California Civil Code Section 1786.22 as provided here.

STATE LAW NOTICES

If you live or work for the District in the states listed below, please note the following:

CALIFORNIA: You may view the file that ADP Screening and Selection Services has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by certified mail or mail. You may also ask for a file-summary by telephone. ADP Screening and Selection Services can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

MAINE: If you ask us, you have the right to know whether the District ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for ADP Screening and Selection Services. You will get this information within 5 business days of our receipt of your request. You have the right to ask ADP Screening and Selection Services for a free copy of the report.

MARYLAND: If the District obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

MASSACHUSETTS/NEW JERSEY: If you submit a request to us in writing, you have the right to know whether the District ordered an investigative consumer report from ADP Screening and Selection Services. You may inspect and order a free copy of the report by contacting ADP Screening and Selection Services.

MINNESOTA: If you submit a request to us in writing, you have the right to get from the District a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

NEW YORK: If you submit a request to us in writing, you have the right to know whether the District ordered a consumer report or an investigative consumer report from ADP Screening and Selection Services, and you will be provided with the name and address of ADP Screening and Selection Services. You may inspect and order a free copy of the reports by contacting ADP Screening and Selection Services. By signing below, you certify you have received a copy of Article 23A of the New York Correction Law is being provided with this form.

OREGON: If the District obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

WASHINGTON STATE: If you submit a request to us in writing, you have the right to get from the District a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask ADP Screening and Selection Services for a written summary of your rights under the Washington Fair Credit Reporting Act. If the District obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

AUTHORIZATION FOR BACKGROUND CHECKS

After carefully reading this Background Check Disclosure and Authorization form, I authorize the District to order my background report, including investigative consumer reports. I understand that the District may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. The information that can be disclosed to ADP Screening and Selection Services and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

I agree the District may rely on this authorization to order background reports, including investigative consumer reports, from companies other than ADP Screening and Selection Services without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

Last Name _____ First _____ Middle _____

Maiden/Other Names _____ Years Used _____

If you live or work for the District in California, Minnesota or Oklahoma: Check this box if you would like a free copy of your background check report: (Note: Background check reports will be done after an offer of employment has been issued and accepted.)

Signature

_____/_____/_____
Date: (Month/Day/Year)

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box # 11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

**A Summary of Your Rights
Under the Provisions of California Civil Code Section 1786.22**

The Investigative Consumer Reporting Agencies Act (ICRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). You can find the complete text of the ICRA, at the California Privacy Protection web site (<http://www.privacy.ca.gov/icraa.htm>). The ICRA gives you specific rights, as outlined below. You may have additional rights under federal law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

(a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.

(b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:

(1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual costs of duplication services provided.

(2) By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.

(3) A summary of all information contained in files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to the consumer.

(c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.

(d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.

(e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.

(f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.

NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, District, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

SQUAW VALLEY PUBLIC SERVICE DISTRICT

Application for Employment

Squaw Valley Public Service District considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PLEASE PRINT

Position (s) applied for: _____

Application date: _____

How did you learn about us?

Employment Agency

Relative

Friend

Advertisement in _____

Other

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Numbers: _____ E-Mail: _____ @ _____

The best time to contact you at home is: _____ : _____ AM PM

If you are under 18 years of age, can you provide the required proof of your eligibility to work?

Yes No

Have you ever filed a job application with us before?

Yes No

If yes, give the date: _____

Have you ever been employed with the District before?

Yes No

If yes, give the date: _____

Do any of your friends or relatives, other than your spouse, work here?

Yes No

Are you currently employed?

Yes No

May we contact your current employer?

Yes No

Contact Name: _____ Telephone Number: _____

Date you'll be available for work: _____ Desired salary range: _____

Are you available to work:

Full-time

Part-time

Temporary/Seasonal

(indicate dates available: _____ - _____)

Are you currently on layoff status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

SQUAW VALLEY PUBLIC SERVICE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations which indicate race, color, religion, gender, national origin, disabilities or any other protected status.

1.	Employer:		Work Performed:	
	Address:			
	Telephone:			
	Job Title:	Supervisor:	Dates of Employment:	
	Reason for Leaving:			

2.	Employer:		Work Performed:	
	Address:			
	Telephone:			
	Job Title:	Supervisor:	Dates of Employment:	
	Reason for Leaving:			

3.	Employer:		Work Performed:	
	Address:			
	Telephone:			
	Job Title:	Supervisor:	Dates of Employment:	
	Reason for Leaving:			

4.	Employer:		Work Performed:	
	Address:			
	Telephone:			
	Job Title:	Supervisor:	Dates of Employment:	
	Reason for Leaving:			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, disability or other protected status.

Miscellaneous

Do you have a valid Driver's License?

Yes No

License Number: _____ State: _____ Expiration Date: _____

Has your driver's license ever been revoked or suspended? Yes No

If so, what were the circumstances? _____

Can you provide proof of insurance for your personal vehicle? Yes No

If not, provide details: _____

You will be required to successfully complete a physical examination and drug screening (at the District's expense) prior to starting work. Please review the job duties of the position for which you are applying, a copy of which is attached or has been provided to you.

Are you able to perform all of the duties of the job for which you are applying? Yes No

If not, what duties do you believe you are unable to perform? _____

Of those duties you believe you are unable to perform, what can be done to accommodate your limitations?

(Applicants requesting accommodation must provide medical documentation verifying the need for such accommodation)

References:

Please list persons willing to provide professional and/or character references:

Name: _____ Occupation: _____ Years Known: _____

Relationship: _____ Telephone: _____

Name: _____ Occupation: _____ Years Known: _____

Relationship: _____ Telephone: _____

Name: _____ Occupation: _____ Years Known: _____

Relationship: _____ Telephone: _____

I certify that all statements and information in this application are true and complete to the best of my knowledge. I understand that any falsification or omission may result in refusal to extend an offer of employment or dismissal should I become employed by the District. I authorize Squaw Valley Public Service District to check the references that I have provided herein. I further understand that I will be required to authorize a background and/or consumer credit check in the event an offer of employment is made to me by Squaw Valley Public Service District.

Applicant Signature: _____ Date: _____