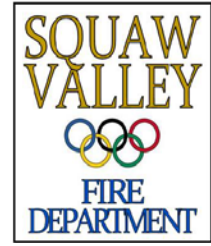




SQUAW VALLEY PUBLIC SERVICE DISTRICT



Job Announcement for Operations Specialist I, II or Trainee

The Squaw Valley Public Service District serves the community of Olympic Valley by providing water service, maintaining sewer lines, providing fire protection and emergency medical services and contracting solid waste service.

The District is accepting applications for the position of Operations Specialist I, Operations Specialist II or Operations Specialist Trainee. The District will hire one individual based on qualifications and experience. These are non-exempt positions.

These positions perform a variety of manual tasks associated with the operations and maintenance of District facilities including: repairs to pumps, wells, piping and appurtenances; repair or replacement of meters, meter vaults, valves, valve stacks, water mains and fire hydrants; repair, replacement or inspection of manholes, cleanouts, sewer mains and sewer meters. These positions perform preventive maintenance and repairs of District vehicles and equipment as well as maintenance of District buildings and grounds.

This position is full time, 40 hours per week and requires working occasional weekends and overtime in hazardous conditions or inclement weather. Salary range is \$4,107-\$4,993 per month for Specialist Trainee, \$4,895-\$5,950 per month for Specialist I and \$5,563-\$6762 per month for Specialist II with a full benefit package including paid vacation leave, sick leave and 11 holidays, medical, dental and vision coverage and a CalPERS retirement plan.

Possession of a valid driver's license, acceptable by and in good standing with State of California is required. Physical exam, background check and pre-employment drug screening test required. Construction experience is desirable.

Application, complete job description and employment information is available at the Squaw Valley Public Service District office located at 305 Squaw Valley Road, Olympic Valley, CA 96146 or from the District website at: www.svpsd.org. 1st Application deadline is Wednesday, May 31, 2017 at 5:00 P.M. Position is open until filled. The District is an equal opportunity employer.

Please mail application materials or drop off at District office or FAX.

Applications will not be accepted if submitted online or by email.

Mailing Address: PO Box 2026, Olympic Valley, CA 96146

Physical Address: 305 Squaw Valley Road, Olympic Valley, CA 96146

FAX number: 530-583-6228

JOB DESCRIPTION
OPERATIONS SPECIALIST/TRAINEE

DESCRIPTION

Under the supervision of the Operations Manager or Operations Specialist III, operates and assists in the maintenance, inspection, and repair of domestic wells, pump stations and raw sewage collection system; water distribution system, tanks and hydrants. Requires responsibility for carrying out stated operational procedures. This is a non-exempt position.

EXAMPLE OF DUTIES

1. Performs a variety of manual tasks associated with the operations and maintenance of District facilities including: repairs to pumps, wells, piping and appurtenances; repair or replacement of fire hydrants, meters, meter vaults, valves, valve stacks, and water mains; repair, replacement or inspection of manholes, cleanouts, sewer mains and sewer meters.
2. Practices and ensures adherence to safety procedures.
3. Performs preventive maintenance and repairs of District vehicles and equipment. Keeps equipment clean and orderly.
4. Performs maintenance of District buildings and grounds.
5. Operates District equipment within ability or as a trainee. Removes snow by hand when required.
6. Operates personal computer; must be familiar with Windows software and be able to input data under supervision.
7. Operates air compressor and associated tools, such as jackhammer, et cetera.
8. Must use a self-contained breathing apparatus safely as stated by California law.
9. Keeps records as directed by the Operations Manager or Operations Specialist III.
10. Performs related duties as directed by the Operations Specialist III, or Operations Manager.
11. May be required to assume responsibility for District operations during off duty hours and on weekends as the Weekend Patrol/On-Call Duty person when qualified.

OPERATIONS SPECIALIST/TRAINEE

Page Two

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to graduation from high school. One year of experience in maintenance, plumbing, and construction work desired.

Knowledge and Abilities: Ability to complete all duty assignments listed. Knowledge of the methods, tools, materials and equipment used in the maintenance and repair of sewer and water systems and associated facilities desirable. Ability to follow oral and written directions. Requires some mechanical ability and physical strength and agility. Requires computer literacy; capable of operating Microsoft Windows. Requires the ability to maintain cooperative relationships with other employees and the public.

Licenses and Certificates: Possess a valid driver's license, acceptable by and in good standing with the State of California. Incumbent shall maintain a good driving and safety record.

Other Requirements: Be in good physical health.

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.

WORD/JOBS/P-T OPER SPEC TRAINEE/07/28/00-06-20-06; 05-24-07

JOB DESCRIPTION OPERATIONS SPECIALIST I

DESCRIPTION

Under the supervision of the Operations Manager or Operations Specialist III, operates and assists in the maintenance, inspection, and repair of domestic wells, pump stations and raw sewage collection system; water distribution system, tanks and hydrants. Requires responsibility for directing and/or carrying out stated operational procedures. This is a non-exempt position.

EXAMPLE OF DUTIES

1. Performs a variety of manual tasks associated with the operations and maintenance of District facilities including: repairs to pumps, wells, piping and appurtenances; repair or replacement of fire hydrants, meters, meter vaults, valves, valve stacks and water mains; repair, replacement or inspection of manholes, cleanouts, sewer mains and sewer meters.
2. Performs preventive maintenance and repairs of District vehicles and equipment.
3. Performs maintenance of District buildings and grounds.
4. Practices and ensures adherence to safety procedures.
5. Operates personal computer; must be familiar with Windows software and be able to input data under supervision.
6. Operates and maintains equipment including backhoe, dump truck, sewer cleaner, et cetera, within ability or as a trainee. Removes snow by hand when required.
7. Operates air compressor and associated tools, such as jackhammer, et cetera.
8. Investigates customer complaints and reports to supervisors.
9. Keeps records as directed by the Operations Manager or Operations Specialist III.
10. Performs related duties as directed by the Operations Specialist III, or Operations Manager.
11. Reports problems to the Operations Specialist III, or Operations Manager.
12. Must use self-contained breathing apparatus safely as stated by California law.
13. In the absence of the Operations Specialist II, III, or Operations Technician, will perform duties necessary to complete assigned tasks.
14. Assumes responsibility of District water and wastewater operations during off duty hours and on weekends as the Weekend Patrol/On-Call Duty person.

OPERATIONS SPECIALIST I

Page Two

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to graduation from high school. Minimum one year of experience in the maintenance and operations of water distribution and wastewater collection systems. Minimum of one-year experience in plumbing, maintenance, or construction work.

Knowledge and Abilities: Ability to complete all duty requirements listed. Requires knowledge of the methods, tools, materials and equipment used in the operation, maintenance and repair of sewer and water systems. Requires ability to keep simple records and prepare reports; ability to follow oral and written directions. Requires some mechanical ability and physical strength and agility. Requires the ability to maintain cooperative relationships with other employees and the public.

Licenses and Certificates: Possession of valid Class A or B driver's license, acceptable by and in good standing with the State of California. Incumbent shall maintain a good driving and safety record. Possession of California Department of Health Services Water Treatment Operator Grade I certificate. Possession of California Department of Health Services Water Distribution System Operator Grade I certificate. Possession of California Water Environment Association Collection System Maintenance Grade I certificate. American Water Works Association Backflow Prevention Assembly Tester or specialist certification is desired. Also requires demonstrable knowledge in Trench Shoring, Confined Space Entry, and Hazardous Material Spill First Responder.

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.

JOB DESCRIPTION OPERATIONS SPECIALIST II

DESCRIPTION: Under the supervision of the Operations Manager or Operations Specialist III, operates and assists in the inspection, maintenance, testing, repair and operation of the sewer and water systems, and performs related work as may be assigned. Requires responsibility for directing and/or carrying out stated operational procedures. This is a non-exempt position.

EXAMPLE OF DUTIES:

1. Performs a variety of manual tasks associated with the operation and maintenance of District facilities including: repairs to pumps, wells, piping and appurtenances; repair or replacement of fire hydrants, meters, meter vaults, valves, valve stacks and water mains; repair, replacement or inspection of manholes, cleanouts, sewer mains and sewer meters.
2. Performs heavy physical labor; safely uses hand tools such as shovels, hoes, drills, air compressor, jack hammer, grinder, concrete saw, and pumps.
3. Performs preventive maintenance and minor repairs of District vehicles, tools and equipment.
4. Performs maintenance of District buildings and grounds.
5. Practices and ensures adherence to safety procedures. Supervises and trains personnel on safety practices in the field. Must use self-contained breathing apparatus safely as stated by California law.
6. Operates personal computer; must be familiar with Windows software applications and be able to utilize a work order processing system.
7. Operates and maintains equipment including, backhoe, dump truck, sewer cleaner, etc. Removes snow by hand when required.
8. Investigates customer complaints.
9. Locates District facilities for U.S.A. or when required.
10. Keeps records as directed by the Operations Specialist III.
11. Performs related duties as directed by the Operations Specialist III or Operations Manager.
12. Reports problems to the Operations Specialist III or other supervisors.

OPERATIONS SPECIALIST II

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13. Supervises and assigns work to subordinates. In the absence of the Operations Specialist III or Operations Technician, will perform duties necessary to complete assigned tasks.
14. Assumes responsibility of District water and wastewater operations during off-duty hours and on weekends as the Weekend Patrol/On-Call Duty person.

MINIMUM QUALIFICATIONS:

Education and Experience: Any combination of education and experience equivalent to graduation from high school. Basic knowledge of electrical, carpentry, pipefitting/plumbing and HVAC repair. Requires a minimum of two years experience in the maintenance and operation of a public water treatment/distribution and wastewater collection systems, or one year's experience equivalent to a position as an Operations Specialist I. Minimum of one year's experience in construction or sufficient experience and ability to read blueprints and perform required tasks.

Knowledge and Abilities: Ability to complete all duty requirements listed. Ability to exercise individual judgment and take prompt decisive action when emergency situations arise. Requires knowledge of operations, maintenance and safety procedures utilized in a sewer or water utility. Requires willingness and ability to work under adverse conditions, at night, in traffic, in a confined space, in heat, cold, snow or rain, and ability to comply with state and federal regulations for commercial drivers. Requires demonstrated ability to supervise personnel in the field.

Licenses and Certificates: Possession of a valid Class A or B driver's license acceptable by and in good standing with the State of California. Incumbent shall maintain a good driving and safety record. Possession of CA Dept. of Health Services Water Treatment Operator Grade I certificate, CA Dept. of Health Services Water Distribution System Operator Grade I certificate, CA Water Environment Association Collection System Maintenance Grade II certificate and American Red Cross CPR certification. American Water Works Association Backflow Prevention Assembly Tester or Specialist certificate is desirable. Also requires demonstrable knowledge or certification in Trench Shoring Competent Person, Confined Space Entry/Supervision, Hazardous Material Spill First Responder.

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.

SQUAW VALLEY PUBLIC SERVICE DISTRICT

Application for Employment

An Equal Opportunity Employer. SVF's hiring practices provide equal opportunity for employment without regard to race, religion, color, sex, gender, national origin, age, United States military veteran's status, ancestry, sexual orientation, marital status, family structure, medical condition including genetic characteristics or information, veteran status, or mental or physical disability so long as the essential functions of the job can be performed with or without

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

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:		Starting Pay:	Final Pay:

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

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

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

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 California Driver's License?

Yes No

License Number: _____

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: _____

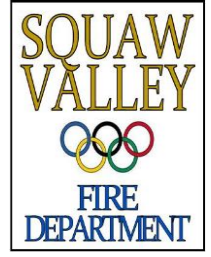
Relationship: _____ Telephone: _____

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 consumer credit check in the event an offer of employment is made to me by Squaw Valley Public Service District.

Applicant Signature: _____ Date: _____



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.

PHYSICAL JOB DESCRIPTION

EMPLOYER: Squaw Valley Public Service District
JOB TITLE: Operations Specialist I, II, III/Inspector/Operator/Trainee

O = OCCASIONAL: Performed 0 - 33% of the time
F = FREQUENT: Performed 33 - 66% of the time
C = CONSTANT: Performed 66 - 100% of the time

<u>CHECK IF REQUIRED BY THE JOB</u>	<u>TYPICAL TASK</u>	<u>APPROX. WEIGHT</u>	<u>O</u>	<u>F</u>	<u>C</u>
<input checked="" type="checkbox"/> LIFTING					
<input checked="" type="checkbox"/> Overhead	Removing or replacing parts from upper shelves. Handing tools or parts from trench or manhole. Placing pipe or ladders on truck. Objects over 50#s, such as pipe, is generally a two-person job.	10-25 #s 25-50 #s	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Waist Level	Carrying meters, valve boxes, 5 gallon buckets, sacked mortar or concrete, supplies, files, parts. Tools include a jackhammer, pumps, sledge hammer, digging bar, & 48" pipe wrenches. Shoveling earth or snow. Wheelbarrow loaded with earth or concrete. Moving furniture, desks, file cabinets. Objects over 100#s is generally a two-person job.	10-25 #s 25-50 #s 50-100 #s	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Floor Level	Lifting all of the above objects in or out of a trench or vault. Removing or replacing manhole and meter vault covers by lifting or dragging. Sand bags, traffic cones, barricades.	10-25 #s 25-50 #s 50-100 #s	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PUSHING	Lawn mower, vibrating compactor, shovel, power saw, chainsaw. Pushing cable into a pipeline. Operate a broom or squeegee. Floor jack, vacuum, cart mounted pump or generator. Large pipe wrenches. May push 55 gallon drum on a dolly (650#s). May perform CPR. Roll away tool box.	up to 50 #s up to 100 #s over 100 #s	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PULLING	Hose 2" diameter with H ₂ O, dragging vibrating compactor, hoisting tools by rope. Pulling 55 gallon drum onto dolly. Pulling large pipe wrenches, manhole lids, and speed shores or 1" plywood from trench.	up to 50 #s up to 100 #s over 100 #s	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> CARRYING	May carry any or all of above mentioned items, often over uneven terrain, up or down stairs or ladders.				
<input type="checkbox"/> Bilateral	May carry tools, sacked concrete, concrete valve boxes, sand bags, boxes of paper.	0-25 #s 25-59 #s 50-80 #s	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Unilateral	May carry tool box, pipe locator, pumps, 5 gallon bucket.	0-25 #s 25-50 #s	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> REACHING/GRASPING	Job involves working with one's hands. Manual dexterity and upper body mobility required. Must grasp hand tools, pick, shovel, sledge hammer.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> WALKING	Reading meters, may be required to hike several miles in mountainous terrain. Requires ability to snowshoe in winter. Duration: 8 hours.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> RUNNING	Not required.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> CRAWLING	Crawl under homes with tools, confined space, mechanical work under vehicles.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> BENDING/STOOPING	Mowing lawn, operating compactor, reading water meters, reaching into a meter pit, operating a pipe locator.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SQUATTING/KNEELING	Carpentry, roof repair, confined space, setting manhole castings or valve boxes.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> CLIMBING	Ladders to 45 feet, hills or rocks.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> STANDING	May direct traffic, assist with surveying, attend to a confined space entry. Duration: 1 to 4 hours constantly.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<input checked="" type="checkbox"/>	SITTING	Clerical work, operate computer, driving. Duration: 2 hours Out of town travel or operating backhoe may exceed this duration.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPERATE MACHINERY				
<input checked="" type="checkbox"/>	Stationary	Generators, welders, pumps.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mobile	May be exposed to noise and vibration. Operates backhoe, jackhammer, sewer cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reciprocal Arm/Leg	Operates loader, manual transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TWISTING/TURNING	Turning water valves, large wrenches, backing vehicle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	VISION	Requires Class B Driver's License, paperwork reading, distant hand signals.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HEARING	Must communicate by radio, phone, often in a noisy environment, requires hearing protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>WEARS PROTECTIVE EQUIPMENT</u>					
<input checked="" type="checkbox"/>	RESPIRATOR, BREATHING DEVICES	SCBA-Confined space, any unknown atmosphere. Will work with extremely dangerous chemicals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FACE EYE PROTECTION	Safety glasses/goggles - safety shield or face shield	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HEAD SCALP	Hard hat, winter liner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ARMS, HANDS, FINGER	Leather gloves, rubber gloves, latex gloves.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	LEGS, FEET TOES	OSHA approved shanked steel toe and soled shoes – mandatory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	BODY PROTECTION	Chemical apron, rain suit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HEARING PROTECTION	Muffs and ear plugs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DERMATOLOGICAL	Mechanics hand cleaner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ENVIRONMENTAL EXPOSURES</u>					
<input checked="" type="checkbox"/>	DUST, MISTS, FUMES	Unknown fumes-SCBA-carbon monoxide-idling vehicles, diesel, pollen & environmental dusts, carpentry work, painting, mechanic-solvent fumes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	WET, DAMP SURFACES	Washing floor, climate outdoors-rain/snow, freezing cold-water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EXTREMES, HEAT AND COLD	Outside temp changes winter/summer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	NOISE	Diesel truck, portable generators & power tools, pumps, jackhammer.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CHEMICALS, CAUSTICS	Chemicals, paints, mechanical maintenance-oils, solvents, chlorine, sodium hydroxide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	STRESS	Physical, inter-personal relationship stressors dealing with public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CONFINED SPACES	Manholes, vaults, tanks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HEIGHTS	Up to 45 ft tanks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MUSCULOSKELETAL INJURIES	Slips/trips, cuts-contusions, bruise, minor musculoskeletal injuries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

JOBS/PHYSICAL UTILITY