



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



Job Announcement Administrative Assistant or Program Analyst I

LOCATION

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

THE DISTRICT

The Olympic 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 to about 1,000 customers. The District has approximately 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 Olympic Valley Fire Department.

THE JOB

The District is accepting applications for the position of Administrative Assistant OR Program Analyst I, dependent on applicants' education, experience, capabilities, and competencies. Both positions are full time, 40 hours per week, Monday – Friday, and are non-exempt positions. Salary range is \$55,266 - \$67,176, annually for Administrative Assistant and \$64,961 - \$78,960 per year for Program Analyst I. Both positions include a full benefit package including paid vacation and sick leave, 11 paid holidays, as well as medical, dental and vision coverage and a CalPERS retirement plan. Additional incentives of up to 10% of the base salary available upon completion of approved certifications.

Under the supervision of the Program Manager/Board Secretary, the successful candidate will perform a wide variety of responsible clerical, analytical, communication, and administrative duties; and other related work as directed. Work may be simple to complex, specialized or routine, and reflecting the variable needs and priorities of the District at any time. Examples of duties and responsibilities, required knowledge and skills, minimum qualifications, physical working conditions and other information is provided within the job description for each position.

THE PROCESS

Applicants must complete an Olympic Valley Public Service District job application packet. This document is available online at: <https://www.ovpsd.org/employment>. It may also be obtained at the District office.

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 Olympic Valley Road, Olympic Valley, California.

The mailing address is:

Olympic Valley Public Service District
Post Office Box 2026
Olympic Valley, CA 96146-2026

Candidates will be required to give Olympic Valley Public Service District permission to conduct a background check, including employment history, criminal, and civil filings upon acceptance of offer of employment. Physical exam, background check and pre-employment drug screening test required. Adverse findings may be cause for withdrawal of an offer of employment.

APPLICATION DEADLINE

The initial application deadline is Monday, January 23, 2022 at 4:00 p.m. The position is open until filled.

Olympic Valley Public Service District is an equal opportunity employer.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT OPERATIONS AND ADMIN DEPARTMENT SUMMARY OF BENEFITS

Retirement Plan	CalPERS- California Public Retirement System 2% @ 62- PEPRA Employees 2.7% @ 55- Classic Employees
457 Deferred Comp Plans (OPTIONAL)	Choose from Empower Retirement or CalPERS
Vacation Leave	Less than 10 years of service- 10 hours per month 10 but less than 15 years of service- 12 hours per month 15 but less than 20 years of service- 14 hours per month 20 or more years of service- 16.67 hours per month
Sick Leave	Accrue 3.69 hours per pay period (8 hours per month) with a year-end cap of 480 hours. Overage will be paid at 50% into your HRA-VEBA .
Comp Time (non-exempt position)	Overtime for non-exempt Operations Department and Administrative employees compensated in pay or Compensatory (Comp) Time Off (40-hour cap)at one and one-half times the employee's regular rate of pay.
Admin Leave (exempt position)	Hours worked in excess of 40 hours in one week may be banked in the Administrative Leave Account and used, with the General Manager's approval, for personal time off. Any time banked and not taken will be lost upon leaving District employment.
Safety Incentive	A full-time employee who is accident-free for 6-months will receive 4 hours of paid Leave to use at their discretion twice per year. There is also an Annual Safety Pool award program, where employees can earn cash for being safe.

11 Paid Holidays

New Year's Day- January 1st
Martin Luther King Jr. Day – 3rd Monday in January
President's Day – 3rd Monday in February
Memorial Day - Last Monday in May
Independence Day - July 4th
Labor Day – 1st Monday in September
Veteran's Day - November 11th
Thanksgiving – 4th Thursday in November
Day After Thanksgiving
Christmas Eve - December 24th
Christmas - December 25th

Health Insurance

CalPERS Anthem Blue Cross Gold PPO 80/20
Annual Deductible: \$1,000 individual, \$2,000 family -100% of the premium paid by the District for employees and their family.

Dental Insurance

Comprehensive coverage with up to \$1,500 annual benefit. Employee is responsible for deductibles and coinsurance amounts up the plan maximum-100% of the premium paid by District for employees and their family.

Vision Insurance

You and your family receive eye exams, glasses, and non-disposable contact lenses at low copays and discounts- 100% of the premium paid by District for employees and their family.

Health Reimbursement Account (HRA-VEBA)

The District contributes \$1,500 each January for out-of-pocket healthcare expenses. Contributions are invested and can be used while employed and in retirement.

Group Life Insurance

A \$50,000 benefit for the employee, paid 100% by the District

Long Term Disability (LTD)

This benefit is paid at 100% by the District for the employee only

Flexible Spending Account (FSA)

Employees are given a choice to "redirect" part of their salary on a tax-free basis. Each employee then uses the "redirected" part of their salary to pay for expenses offered by the Plan.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION PROGRAM ANALYST I

DESCRIPTION

Under the supervision of the Program Manager/Board Secretary, performs a wide variety of responsible clerical, analytical, communication, and administrative duties; and other related work as directed. Work may be simple to complex, specialized or routine, and will reflect the variable needs and priorities of the District at any time.

JOB SUMMARY

This position requires the ability to perform competently in all aspects of the District's administrative projects and business processes. The position requires frequent use of independent judgment, interpretative ability, and initiative; the skill to communicate on a professional level with customers, other departments, District management, vendors, consultants, and regulatory agencies; and the ability to work cooperatively with others. The individual understands the importance of collaboration and communication in a small team setting. This is a non-exempt position.

EXAMPLE 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.

- Provide efficient and effective administrative support including filing, copying, scanning, and the production of correspondence, reports, legal documents, and other work products using word processing, spreadsheet, presentation, and other software programs.
- Scan hard copy files to digitize the Document Management System.
- Maintain and update electronic customer database.
- Maintain records and provide support for the District's records management program including annual archival and record destruction requests.
- Prepare, deliver, and post agendas, meeting notices, board exhibits, and other related materials; assemble meeting packets and distribute copies of material; publish Board meeting materials on the website; set up and break down community room for meetings; manage virtual meeting system.
- Assist with preparation of monthly Board reports and exhibits.

- Assist with preparation of contracts, agreements, ordinances, resolutions, easements, and other documents.
- Coordinates filing of conflict-of-interest statements, campaign statements, and Registry of Public Agencies records.
- Assist with election procedures and appointing Board vacancies.
- Assist with website maintenance and posting monthly reports.
- Assist with contract administration and document recordation.
- Prepare monthly credit card expense reconciliation reports.
- Assist with preparation of grant applications and administration of grant contracts for the Fire, Operations and Engineering Departments. Serve as the District's representative to grant funding agencies.
- Draft, proof, print, copy, and distribute District correspondence including flyers, e-news, social media posts, and biannual hard-copy newsletter.
- Assist with formatting and maintaining District documents such as the *Administrative Code*, *Personnel Policies and Procedures*, *Employee Policy Handbook*, and *Water and Sewer Technical Specifications*, among others.
- Provide support on complex special projects and programs, including performing research; and preparing presentations, reports, and items for the Board's consideration.
- Prepare documentation to maintain District's certificates with the *Special District Leadership Foundation* including the *Certificate of Transparency* and *District of Distinction*.
- Respond to public requests for information (verbally and/or in writing).
- Serve as the administrative representative for the District's Injury and Illness Prevention Program including scheduling and participating in quarterly committee meetings, drafting meeting minutes of the same, and coordinating training.
- Answer incoming calls and e-mails for the Operations, Administrative and Fire Departments.
- Provide compliance support including composing and distributing correspondence, ensuring conformity, and maintaining related documentation for District Programs, including but not limited to easements, backflow prevention, permitting, fire system shutoffs, and the fats, oils and grease program.
- Support the Fire Department inspection program including scheduling and documentation related to short term rentals, commercial inspections, fire and life safety inspections and other programs.
- Assist Board Secretary and perform duties in their absence, see job description. Anticipated tasks may include attendance at Board and committee meetings, drafting meeting Minutes, and responding to public records requests.
- Assist Officer Supervisor and perform duties in their absence, see job description. Anticipated tasks may include collecting and distributing mail.

- Assist Account Clerk II and/or HR Specialist and perform duties in their absence, see job description. Anticipated tasks may include entering accounts payable invoices; filing and preparing payments; and preparing and posting job descriptions and announcements.
- Provide clerical and administrative support to General Manager, Fire Chief, Finance/Admin Manager, Engineer, Operations and Accounting staff. Perform other related duties as assigned.
- Follow applicable safety rules and general regulations.

MINIMUM QUALIFICATIONS

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 high school;
- b) Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, communications, political science, finance, economics, engineering, or a related field;
- c) Advanced clerical training, experience in secretarial work, or providing administrative support within a public agency is highly desirable.

KNOWLEDGE AND ABILITIES

- Is highly proficient in Microsoft Office (primarily MS Word and Excel), has the ability to type accurately and efficiently. Can operate modern office equipment and software.
- Can communicate clearly and concisely, both orally and in writing, with ability to independently compose original written material for website, newsletters, business letters, and reports. Uses proper vocabulary, spelling, grammar, and punctuation.
- Exhibits initiative and independent judgment, develops practical solutions to problems
- Has planning and organizational skills to prioritize workload and meet deadlines.
- Requires the ability to read, understand and follow written or verbal instructions.
- Can establish and maintain accurate and complete records and files.
- Can research and analyze technical data.
- Enjoys detail-oriented projects.
- Possesses willingness to learn and attend training.
- Can maintain friendly and cooperative relations with customers, peers, and managers.
- Is eager to provide varied, responsible administrative support for staff.
- Learns, interprets, and applies Federal, State, and local laws, codes, and regulations including records retention laws (i.e., the Brown Act and the Public Records Act), administrative and departmental policies and procedures.

LICENSES AND CERTIFICATES

Must possess a valid driver's license in good standing with States of California or Nevada. Must possess or have ability to obtain the California Special District Association's certification as Board Secretary / Clerk within 24 months.

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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OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

DESCRIPTION

Under the supervision of the Finance and Administration Manager or Program Manager/Board Secretary, performs a wide variety of responsible secretarial, technical, and administrative duties; and other related work as directed.

JOB SUMMARY

This position requires the ability to perform competently in all aspects of the District's administrative projects and business processes. The position requires frequent use of independent judgment, interpretative ability, and initiative; the skill to communicate on a professional level with customers, other departments, District management, vendors, consultants, and regulatory agencies; and the ability to work cooperatively with others. The individual understands the importance of collaboration and communication in a small team setting. This is a non-exempt position.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

The Administrative Assistant's responsibilities and duties include, but are not limited to, the following:

- Scan hard copy files to digitize the Document Management System.
- Maintain and update electronic customer database.
- Answer incoming calls and e-mails, act as back-up District receptionist.
- Pick up, open, and distribute incoming mail daily in accordance with established District procedures. Stamp, separate, and deposit outgoing mail at Post Office. Monitor postage meter usage.
- Assist with utility billing, and process customer payments.
- Assist Account Clerk II and/or HR Specialist. Enter accounts payable invoices, file and prepare payments to be mailed out.
- Purchase office supplies. Organize, maintain, and inventory supplies.
- Assist in preparation and mailing of semi-annual newsletter to District customers.
- Assist Office Supervisor in composing letters regarding possible water line leaks, water meter readings and meter changes, ownership changes, connection fees due, and general information correspondence.

- Respond to public requests for information (verbally or in writing) regarding rates, charges, current account balances and other District operations, or direct to appropriate person.
- Copy and distribute monthly Board of Directors meeting agenda and packets.
- Set up and cleanup of Community Room for Board and Committee meetings.
- Maintain schedule for Community Meeting Room reservations.
- Assist with a variety of activities designed to promote water conservation and public information throughout the District.
- Follow applicable safety rules and general regulations and perform other related duties as assigned.
- Perform duties for the Office Supervisor or Board Secretary in their absence.
- Provide clerical and administrative support to General Manager, Fire Chief, Finance/Admin Manager, Engineer, Operations and Accounting staff.
- Other duties as assigned by the Finance/Admin Manager, Program Manager/Board Secretary or the General Manager.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to graduation from high school, minimum two years' experience in the performance of clerical work.

KNOWLEDGE AND ABILITIES

Requires knowledge of business letter writing; working knowledge of modern office practices and methods; working knowledge of simple legal procedures and forms; ability to type accurately and efficiently; ability to spell and use proper English; ability to operate office computer software programs on personal computer system; ability to establish and maintain files and indexes; ability to understand and carry out oral and written communications; ability and willingness to learn and attend training; ability to pleasantly respond to the public, to understand their questions and to give clear and satisfactory explanations; and ability to get along well with fellow employees.

LICENSES AND CERTIFICATES

Bachelor's Degree from an accredited college or university with major work in public administration or related field is desirable. Must possess a valid driver's license in good standing.

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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**OLYMPIC 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 | <u>75</u> % of day |
| B. | Standing | <u>25</u> % of day |
| C. | Walking | <u>15</u> % of day |
| D. | Driving | As needed (Post Office & Bank) |
| E. | Hearing | <u>100</u> % of day |
| F. | Speaking | <u>90</u> % 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.	<u>X</u>	<u> </u>	<u> </u>	B.
Working/reaching above shoulder				
Working with arms extended at shoulder level	<u>X</u>	<u> </u>	<u> </u>	
C.	<u>X</u>	<u> </u>	<u> </u>	
Working with body bent over at waist				
D.	<u>X</u>	<u> </u>	<u> </u>	
Working in kneeling position				
E.	<u> </u>	<u> </u>	<u> </u>	
Crawling				
F.	<u>X</u>	<u> </u>	<u> </u>	
Climbing stairs				

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. <u>Standard office environment.</u>			
	2. _____			



OLYMPIC 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.

Applicants Signature

Date

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

Application for Employment

OVPSPD prohibits unlawful discrimination or harassment on the basis of race, color, religion, religious creed, national origin, ancestry, age, sex, sexual orientation, gender, gender identity, gender expression, physical disability, mental disability, pregnancy, medical condition, genetic information, marital status, military status, veteran status, or any other characteristic to the extent protected by federal, state, or local laws.

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

High School: _____ Location: _____

Diploma? ☐ Yes ☐ No

Undergraduate College: _____ Location: _____

Degree: ☐ Yes ☐ No Course of Study: _____

Graduate/Professional: _____ Location: _____

Degree: ☐ Yes ☐ No Course of Study: _____

Other Education: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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 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 Olympic 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 Olympic Valley Public Service District.

Applicant Signature: _____ Date: _____

APPLICANT INFORMATION (Please Print) The Human Resource Connection.

Account Number: 101-104819

Applicant Name: (First Middle Last)	Current Address: (street address)		
Other Name(s) Used: (like Maiden)	City:	State:	Zip:
Gender: * <input type="checkbox"/> Male <input type="checkbox"/> Female	Former Address: (1)		
Social Security Number:*	City:	State:	Zip:
Driver's License Number.: State:	Former Address: (2)		
Date of Birth: * Place of Birth: (City, State, Country)	City:	State:	Zip:

* This information will be used for purposes of background screening only and will not be used in making any employment decisions.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Employer ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates, including motor vehicle record (or "driving record") checks, workers compensation records, credit bureau files, employment references, personal references, social networking (i.e. Facebook, Twitter), drug screening, any educational and licensing institution or military branch and to receive any criminal record information pertaining to you which may be in the files of any federal, state or local criminal justice agency in any state. Credit reports will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. These reports may be obtained at any time after receipt of your signed authorization and, if you are hired, throughout your employment. An "investigative consumer report" includes information from personal interviews, except in California where that term means any consumer report. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by InfoMart, 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774 www.infomart-usa.com or another outside organization. The scope of this disclosure and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified directly above. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which Employer shall provide within 5 days.
New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report.
Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request.
Washington State applicants or employees only: Under the Washington Fair Credit Reporting Act, you have the right to ask InfoMart for a written summary of your rights. If you submit a request to Employer in writing, you have the right to get from Employer a complete and accurate disclosure of the nature and scope of the investigative consumer report Employer ordered, if any. If Employer 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.
Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. <input type="checkbox"/>

APPLICANT:

Signature: _____

Date: ____ / ____ / ____

Print Name: _____



Fax BOTH pages to:
(770) 984-8997

Applicant Name: (First Middle Last)

Account Number: 101-104819

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the **DISCLOSURE REGARDING BACKGROUND INVESTIGATION** and **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this Acknowledgement and Authorization and, if I am hired, throughout my employment. I understand that, except in California, InfoMart, 1582 Terrell Mill Road, Marietta, GA 30067 800.800.3774 www.infomart-usa.com, and its agents, and/or another outside organization acting on behalf of Employer, and/or Employer itself may rely on this authorization to order additional consumer reports, including investigative consumer reports, from time to time during my employment, as deemed necessary for employment purposes and as allowed by law. I also authorize the following agencies and entities to disclose to InfoMart and its agents, and/or another outside organization acting on behalf of Employer, and/or Employer itself, 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; insurance companies; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, drug testing results, and professional credentials and licenses. I agree that a facsimile ("fax") or photographic copy of this Acknowledgement and Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

California applicants or employees only: By signing below, you also acknowledge receipt of the **NOTICE REGARDING BACKGROUND INVESTIGATION AND CREDIT CHECKS PURSUANT TO CALIFORNIA LAW**. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. ☐

APPLICANT:

Signature: _____

Date: ____ / ____ / ____

Print Name: _____



**Fax BOTH pages to:
(770) 984-8997**