



BOARD

WARD: 6 Voter Registration: YES  
 Interviewed: \_\_\_\_\_  
 Term Dates: \_\_\_\_\_  
 Reactivated: \_\_\_\_\_

COMMISSIONS

RECEIVED

DEC 05 2017

City of Riverside  
 City Clerk's Office  
 Date Received, For Official Use Only

## BOARD(S) OR COMMISSION(S) APPLYING FOR:

Board of Public Utilities

<input type="checkbox"/> Mr.	Hernandez		Jeanette
<input checked="" type="checkbox"/> Ms.			
LAST NAME	FIRST NAME	M.I.	
[REDACTED]			
HOME ADDRESS	ZIP	PHONE	
County of Riverside, DPSS	Human Resources Clerk	[REDACTED]	
EMPLOYER	JOB TITLE	E-MAIL ADDRESS	
10281 Kidd Street Riverside, CA	92503	(951) 358-3033	
BUSINESS ADDRESS	ZIP	BUSINESS PHONE	

<b>LENGTH OF RESIDENCE IN CITY OF RIVERSIDE</b> <u>25</u> YEARS <u> </u> MONTHS	<b>*ARE YOU A REGISTERED VOTER OF THE CITY OF RIVERSIDE?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>*HAVE YOU EVER BEEN CONVICTED OF A CRIME OF MORAL TURPITUDE?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>DO YOU HAVE ADEQUATE TIME TO SERVE?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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\*Eligibility requirement per City Charter Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

## WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION: (LIMIT 800 CHARACTERS)

I would like to serve on the board of Public Utilities for the opportunity to represent my community. I aspire to be involved in processes that make decisions based on the needs and concerns of our community while planning for sustainable outcomes in terms of water and energy. In taking these measures I hope to inclusively consider our diverse population and provide outreach to underrepresented members of the community and low-income families.

## EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST: (LIMIT 800 CHARACTERS)

I have professional working experience with RPU's SHARE program. I have assisted low-income individuals and families with the utility assistance program at Community Action Partnership of the Riverside County. During this time, I gained knowledge of SHARE program guidelines, requirements and the application process. Additionally, I have educated individuals receiving utility assistance with energy conservation.

## EDUCATIONAL BACKGROUND: (LIMIT 800 CHARACTERS)

University of California, Riverside, B.A. Political Science, Class of 2015  
 Norte Vista High School, Class of 2011

## OCCUPATIONAL EXPERIENCE: (LIMIT 400 CHARACTERS)

County of Riverside, DPSS- Human Resources Clerk/Office Assistant II July 2016-Present: Admin. and personnel duties, payroll, on-boarding process, live scan candidates, background information retrieval. County of Riverside, Community Action Partnership- Community Services Assistant (TAP) Oct 2015-June 2016: Administration and application assistance with LIHEAP/ SHARE utility assistance programs

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

n/a

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CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Poll Worker, County of Riverside June 2015 Primary election.

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|--------------------------------------|-----------------------------------|
| - COMMISSION ON AGING                | - HUMAN RESOURCES BOARD           |
| - AIRPORT COMMISSION*                | - BOARD OF LIBRARY TRUSTEES*      |
| - BUDGET ENGAGEMENT COMMISSION       | - METROPOLITAN MUSEUM BOARD       |
| - COMMUNITY POLICE REVIEW COMMISSION | - PARK AND RECREATION COMMISSION* |
| - CULTURAL HERITAGE BOARD*           | - PLANNING COMMISSION*            |
| - COMMISSION ON DISABILITIES         | - BOARD OF PUBLIC UTILITIES*      |
| - BOARD OF ETHICS                    | - TRANSPORTATION BOARD*           |
| - HUMAN RELATIONS COMMISSION         |                                   |

\* A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

**BUDGET ENGAGEMENT COMMISSION:**

If applying for the Budget Engagement Commission, please complete and return a supplemental application. The budget Engagement Commission consists of nine resident members and nine business members advising the Mayor and City Council on spending and policy priorities based on information received through quarterly financial and performance reports including revenues from transaction and use tax, work with City staff to maximize public engagement on municipal budgetary issues, and provide input on performance measures and reporting programs.

**COMMUNITY POLICE REVIEW COMMISSION:**

Have you ever been convicted of a felony or misdemeanor? ☐ Yes ☐ No

CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of completion of a Background Personal Information form, live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The DMV records check relates to City liability issues since Commissioners occasionally drive their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

**CULTURAL HERITAGE BOARD / COMMISSION ON DISABILITIES:**

If applying for membership on the Cultural Heritage Board or the Commission on Disabilities, please complete and return a supplemental application.

**HUMAN RELATIONS COMMISSION:**

So far as is reasonably possible, the Human Relations Commission shall include representation in the fields of education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The diversity of the Commission is important to achieving its stated objective.

Please state your field of endeavor as it applies to the Human Relations Commission: \_\_\_\_\_

## COMMISSION ON AGING:

Members must be at least 55 years old and not be a paid representative of an elder service.

Are you age 55 or older?

☐ Yes

☐ No

Are you a paid representative of an elder service?

☐ Yes

☐ No

## NOTICE REGARDING INCOMPATIBLE OFFICES

Under existing California law, no member of City boards or commissions may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body? ☐ Yes ☒ No

If "Yes", please state position: \_\_\_\_\_

Members of boards and commissions are covered by Workers' Compensation insurance while serving and must complete a fingerprinting prior to commencement of service.

Please call the City Clerk's Office at 826-5557 or visit [RiversideCA.gov/city\\_clerk](http://RiversideCA.gov/city_clerk) for more information.

RETURN TO: City Clerk's Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

SIGNATURE: \_\_\_\_\_

DATE: 12/06/17

## THANK YOU FOR YOUR INTEREST IN THE CITY OF RIVERSIDE.

How did you learn about the Board and Commission vacancies? ☒ Referred by Councilman Jim Perry

☐ Newspaper ☐ Utility Bill Insert ☐ Web Site ☐ Social Media ☐ Other \_\_\_\_\_

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker? ☐ Yes ☒ No

**The following information will be detached from your application and used for research and statistical purposes only.**

# **Jeanette Hernandez**

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Riverside, Ca. | (951)300-8257 | Jeanette.hernandez92@outlook.com

## **OBJECTIVE**

College graduate with administrative experience seeking an opportunity where I may continue to develop professionally in a local government setting, while facilitating processes in your organization and positively contribute to the community.

## **EDUCATION & CERTIFICATION**

***Bachelor of Arts in Political Science-*** University of California, Riverside, June 2015

***Certified Fingerprint Roller-*** Department of Justice, September 2017

***Certified Criminal Justice Information Service Security-*** Department of Justice, September 2017

## **QUALIFYING SKILLS**

- 2 years of clerical experience in government setting
- Excellent interpersonal skills with internal and external clientele
- Detail oriented, multi tasker, strong written and verbal skills
- Microsoft programs: Access, Word, Excel, Outlook, PowerPoint, SharePoint
- Bilingual in Spanish

## **PROFESSIONAL WORK EXPERIENCE**

### **County of Riverside, Department of Public Social Services**

#### ***Human Resources Clerk, September 2017- Present***

Answer questions and respond to requests for DPSS HR, Key and submit payroll, Explain policies, forms and personnel transactions, Prepare routine promotional growth paperwork, Process probationary releases, Live scan applicants for employment, Retrieve DOJ and FBI results for WEX participants, Arrange appointments for live scan and pre-employment meetings, Discuss benefit options and department policies with new hire employees, Personnel file maintenance, Research and log terminated employee files, Train and supervise temporary staff, Serve as back-up receptionist.

#### ***Office Assistant II, July 2016- September 2017***

Lead Receptionist and clerical support to SR. Clerks and Dept. HR coordinator, Refer employees to policies and forms and sources of information, Provide technical guidance on SharePoint and Internet sites, Issue badges to county employees, Print and sort timesheets for payroll processing, Create and audit spreadsheets and office logs, Assist callers on multi line phone system, process US and interoffice mail, Accept and sign for fiscal deposit, Alpha and numeric filing, data entry, email correspondence.

### **Community Action Partnership of Riverside County, October 2015- June 2016**

#### ***Community Services Assistant***

Provision of services to individuals seeking utility assistance, Review and verify applications for compliance with State and Federal guidelines, Provide information regarding procedures and requirements, Conduct formal interviews and workshops to determine eligibility, Assist clients with preparation of applications, Contact utility companies to verify status of customer accounts, Act as program liaison with community, clients and agencies, Provide education for energy efficiency, Create and issue official letters of approval, denial or follow up correspondence, Daily data entry of case updates.

# **Jeanette Hernandez**

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Riverside, Ca. | (951)300-8257 | Jeanette.hernandez92@outlook.com

## **Universal Specialty Vehicles, Inc., January 2015-May 2015**

### ***Administrative Assistant***

Administrative support to office manager and CEO of mobile vehicle manufacturer, Accounts Payable: purchase order and budget tracking, Manage client orders and invoices, Create large scale purchase orders, Process payment transactions, Review and revise floor plans, make arrangements for equipment installation, Create and review graphics for exterior installments, Contact vendors and clients to schedule meetings, Update records in database, Create and maintain spreadsheets for production schedule.

## **UC Riverside Police Department, May 2014-December 2014**

### ***Community Service Officer***

Operate with police department to assure safety of UCR campus and community, Conduct bike, foot and vehicle patrols of college campus, apartments and dormitories, Building surveys of offices, classrooms and dormitories, Report suspicious behavior and disturbances that require police response, Maintain confidentiality of information, reports and incidents.

## **In-Home Supportive Services, August 2013-November 2013**

### ***Care Provider***

Transport recipient to medical appointments, administer medications, Assist with meal preparation, clean up and grocery shopping.

## **VOLUNTEER EXPERIENCE**

## **Riverside Registrar of Voters, U.S. Primary Election June 2016**

### ***Poll Worker***

Assist with general election questions and concerns, Issue ballots to registered voters, Set up and monitor voting equipment, Assure voting location is accessible, Ballot count and sorting.