

**THE HOUSING AUTHORITY OF THE COUNTY OF MERCED
ANNOUNCES AN OPENING FOR:**

MIGRANT CENTER AIDE I
(Open & Promotional)

FINAL FILING DATE
March 19, 2018

SALARY RANGE
\$1,201.40 to \$1,324.54
(Bi-weekly, D.O.Q.)

NATURE OF THE POSITION:

Under supervision of Center Manager to perform routine work of various kinds and with various types of crews. Within the classification as implied in the job title, perform other duties as directed.

ESSENTIAL JOB DUTIES:

Mows lawns, plants shrubs and trees, waters lawns and prunes shrubs and trees as necessary. Checks buildings, equipment and grounds to locate conditions indicating the need for repairs and maintenance. Makes building repairs involving plumbing, painting, carpentry and simple electrical work. Lubricate and make minor repairs to automotive equipment, lawn mowers, etc.; uses a variety of hand and power tools, mixes and pours concrete as necessary. Assists the Center Manager and other semi-skilled workers in the performance of their duties, cleans equipment, buildings and premises, and is called upon to fill in on the many janitorial, maintenance, caretaking and gardening activities of the Authority. Washes and cleans housing units, laundry and other common areas, including walls, windows, floors, stoves, refrigerators, etc. Operates automotive and other equipment.

To be considered, applicants must possess the following knowledge, skills and abilities. Possession of these requirements does not necessarily assure an applicant a finalist position. Selected finalists will participate in an interactive process which will evaluate a candidate's qualifications with the skills, abilities, knowledge and experience of other finalists as well as the job requirements of this classification.

JOB REQUIREMENTS:

In addition to the stated knowledge, skills and abilities of the employment standards, this position requires a high school-level education. A GED certificate or other certification of satisfactory completion from a technical or vocational school. In addition, must also demonstrate some current or previous practical experience in a similar function. It is mandatory to possess a valid California Driver's license and must present a DMV printout if required by the employer for verification. Applicant must also meet insurability requirements. Must meet other qualifications regarding physical ability to perform the essential job functions with or without reasonable accommodation, and meet requirements for lawful employment.

Bilingual in English/Spanish or English/Hmong-Laotian preferred

SELECTION PROCESS:

Applications must be received by the above closing date. No postmarks will be accepted. All applications will be reviewed for completeness and satisfaction of minimum qualifications. Those applicants who possess the knowledge, skills and abilities outlined in the job description will be invited to participate in a competitive written exercise pertinent to the regular functions and tasks of this classification. From those who meet or exceed the qualifications, a final review considering all previous evaluatory factors, will determine the finalists who will be invited to appear before an oral interview panel to explore and

evaluate the extent of their knowledge, work experience, education, and personal characteristics which are incumbent within this particular job classification.

Final selection of a qualified candidate shall be from among those appearing before the appraisal panel. Barring undue hardship, reasonable accommodations can be made in the examination process for disabled individuals or for religious reasons. Requests for accommodation should be made in advance to the Human Resources Department. The above selection process is usually assigned to this job classification. However, the Housing Authority reserves the right to modify any or all aspects of the selection process previously listed based on the level of applicant responses, and any extenuating circumstances incumbent upon a specific recruitment.

The Housing Authority shall use the “rule of list” for this recruitment in certifying finalists for hiring. The “rule of list” means there is no specified number of candidates interviewed for each position which comes available. An eligible list containing the names of the most qualified applicants will be maintained based on the scores received in each part of the evaluation process. An eligibility list of qualified finalists will remain in effect for up to one year from the date of closing. An appointment to an open position can be made from any of the qualified finalists participating in the interview process, and the remaining qualified finalists are returned to the eligible hire list to be considered for the next vacancy within this classification.

ESSENTIAL PHYSICAL FUNCTIONS

Must be able to verify that physical condition is satisfactory for the requirements of the job. Must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Employees must be able to demonstrate a satisfactory ability to safely bend and lift various equipment and materials utilized in the regular performance of work. Other examples of physical ability would be, but not limited to, the ability to scale ladders and spend extended periods of time in a kneeling position. All physical requirements shall be applicable to the tasks and duties listed for employees within this classification. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees may be required to requalify regarding the physical ability to perform the essential functions of this job at the discretion of the Employer.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration and Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

APPLICATION PROCEDURE:

To apply for this position, you must obtain an application from the Housing Authority of The County of Merced during regular daily business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays and posted Friday closures, at the Central Office, 405 'U' Street, Merced, California, 95341. Resumes must be submitted with an agency application to be considered. All applications should be returned to the above address, to the attention of Human Resources. Applications must be received by the filing deadline; no postmarks will be accepted. Incomplete or late applications will not be considered. For additional information, call (209) 722-3501, extension #139.

Federal law requires that, prior to employment; you must furnish proof of your identity and eligibility for employment in the United States.

The Housing Authority of the County of Merced is a Drug-Free Workplace. The successful applicant for this position will be required to certify their drug-free status by a drug test by a qualified medical provider at no charge to the applicant.

WORKSITE ASSIGNMENT

This position will be assigned primarily to the Merced Migrant Center located at 2753 N. Santa Fe Drive, Merced, California. This position may be required to regularly travel or report to other outlying work-sites. **This position requires on-site residency.**

EMPLOYMENT BENEFITS

Ten days of paid vacation. An additional five days per year of annual leave is provided after completion of 5, 10, 15, and 20-year service levels. 12 days of paid sick leave per year with unlimited accumulation; 14 paid holidays plus two floating holidays; bereavement leave; employer contributions to medical, dental, vision and life insurance coverage for employee; catastrophic leave; unemployment insurance; State Disability Insurance (SDI); Worker's Compensation Insurance; Public Employees' Retirement System (PERS); medical benefit allowance, and a Flex 125 account plan. Dependent medical, dental and vision plans and employee deferred compensation plan are also available for employee participation.

AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY.

Section III

410. Migrant Center Aide I

Definition:

Under supervision of Center Manager to perform routine work of various kinds and with various types of crews. Within the classification as implied in the job title, perform other duties as directed.

Example of Duties:

Mows lawns, plants shrubs and trees, waters lawns and prunes shrubs and trees as necessary. Checks buildings, equipment and grounds to locate conditions indicating the need for repairs and maintenance. Makes building repairs involving plumbing, painting, carpentry and simple electrical work. Lubricate and make minor repairs to automotive equipment, lawn mowers, etc.; uses a variety of hand and power tools, mixes and pours concrete as necessary. Assists the Center Manager and other semi-skilled workers in the performance of their duties, cleans equipment, buildings and premises, and is called upon to fill in on the many janitorial, maintenance, caretaking and gardening activities of the Authority. Washes and cleans housing units, laundry and other common areas, including walls, windows, floors, stoves, refrigerators, etc. Operates automotive and other equipment.

Employment Standards:

Knowledge of and ability to use common hand tools, ability to read and write; ability to follow written and oral instructions, ability to get along well with others; possess physical strength, stamina and energy and good moral character. Mandatory to reside in the assigned Center year round.

Education:

Equivalent to the completion of high school. Bilingual (Spanish-English) knowledge is desirable.

License:

Mandatory to possess a valid California Driver's License and must be acceptable for coverage under Authority's auto liability insurance carrier.

Migrant Center Aide I (Continued):

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirement of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

APPLICATION FOR EMPLOYMENT

HOUSING AUTHORITY OF THE COUNTY OF MERCED
405 'U' Street, Merced, California 95341
(209) 722-3501

INSTRUCTIONS

1. Please Type or Print in Ink.
2. Complete ALL PAGES of this application.
3. Keep this office informed of ANY CHANGES in your address or phone number.

NOTE: Applications not properly completed with all requested information will be subject to rejection.

NAME: _____ PHONE: _____
(Last) (First) (MI)

MAILING ADDRESS: _____
(P.O. Box) (Street Address)

(City) (State) (Zip Code)

Name And Phone Number Of A Person Who Can Always Reach You

Your Social Security Number

POSITION APPLIED FOR: _____

1. If employed, can you provide proof of age? Yes [] No []
(Employment is subject to verification that applicant's age meets legal requirements. Verification must be provided within your first 3 working days.)

2. Have you ever been employed by the Housing Authority? Yes [] No []

3. Is any member of your immediate family now employed by the Housing Authority? Yes [] No []

If "YES", to whom are you are related? _____

What is their **relationship** to you? _____
(Employment may be subject to restrictions of current nepotism policy regarding the definition of "immediate family.")

4. Were you ever discharged, rejected during a probationary period, or have you resigned under pressure of unfavorable circumstances from any employment? Yes [] No []

If "YES", explain fully: _____

5. Are you applying for veteran's preference consideration? Yes [] No []
(If "Yes", submit a copy of form DD-214 verifying eligible service along with your application BEFORE the final filing date.)

6. Please list any languages in addition to English that you speak or write well enough to act as an interpreter: _____

7. Do you possess a VALID California driver's license? Yes [] No []

License No: _____ Expiration Date: _____

8. Are there any hours, shifts, or days you cannot or will not work? Yes [] No []

If "Yes", please explain: _____

9. Are you legally eligible for employment in the United States? Yes [] No []
(Successful candidate will be required to provide proof of identity and eligibility for employment within 3 days of beginning employment.)

10. If you are selected the successful candidate for this position, on what date will you be available for work? _____

EDUCATION AND EXPERIENCE

High School: 9 10 11 12 High School Graduate? Yes [] No []
(Circle the HIGHEST Grade You Completed)

If you DID NOT graduate, do you have a GED certificate? Yes [] No []

Name of High School _____

Location of School _____

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Name And Location Of College(s) or University(s) Attended	Major Course Of Study	Unit	Credits	Degree Type	Degree Date
		Semester	Quarterly		
Business, Correspondence or Trade Schools Attended		Course Of Study		Certificate Type/Date	

EMPLOYMENT EXPERIENCE

INSTRUCTIONS: Fill out ALL AREAS below. List each job held. Start with your PRESENT or last job. Include military and volunteer activities. (Attach an additional sheet for more than 3 employers.) Failure to provide all information may result in your application being considered incomplete.

DO NOT MERELY ATTACH A RESUME WITH A NOTATION TO "SEE ATTACHED RESUME".

#1. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

#2. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

#3. Employer:	Work Performed:	Dates Employed:
<u>Address, City, State, Zip Code:</u>		Job Title:
Supervisor's Name:		Salary Starting: Salary Ending:
Phone #: ()		Per: [] hr. [] month
Reason For Leaving:		

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List below any additional information which will aid the Housing Authority in the evaluation of your qualifications for the position for which you are applying. As an example, you may list any special licenses, certificates or honors you have which are applicable. Attach additional sheets if necessary.

Date Issued	Type of special license, certificate or honor

In addition, list any equipment such as typewriter, other office equipment, large outdoor equipment or power tools in which you are experienced in operating, that may be applicable to the position for which you are applying .

Equipment Type	Describe Applicable Experience

List any computer software programs you have used, and rate your proficiency level:

Program Name	Level Of Expertise (Check One):		
	Beginner	Intermediate	Expert

Certification of material facts/representation:

"I hereby authorize investigation of all statements as provided by me in this application as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract or offer of employment. In the event I am subsequently employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. I further certify that the answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Supplemental Application for the position to:

MIGRANT CENTER AIDE I

This supplemental application **MUST BE COMPLETED AND RETURNED** with the regular Agency employment application. Attach additional pages if needed to completely answer the following questions to the best of your ability.

Your Name: _____

1. Please detail your current and past experience and training relevant to performing building maintenance. Note specifically the type of materials, tools and equipment you have used.

2. Please summarize your experience in functioning as an interpreter or advocate for persons who do not speak English as their primary language.

(Continue On Back Of Sheet)

- 3. Describe your experience and training in a landscape maintenance or groundskeeping function. List all materials, tools and equipment you have used in this area.**

ANSWER THE FOLLOWING QUESTION IN YOUR OWN HANDWRITING.
(Attach additional sheets if necessary)

- 4. What experience have you had working directly with a tenant population in a housing complex or development?**

“I hereby certify that the statements provided herein are true and complete to the best of my knowledge. I understand that false or misleading statements or information may result in my disqualification as an applicant or subsequent discharge as an employee.”

Signed: _____ **Date:** _____

*** Please attach this supplemental questionnaire to your employment application and return to the Housing Authority before 5:00 p.m. on the final filing date.**

LIST OF EMPLOYMENT REFERENCES

As noted in this job announcement packet, this recruitment process includes a background check of all applicants for employment with the Housing Authority. While we normally utilize the employer information contained in the “Employment Experience” section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry.

As our decision regarding an applicant’s status cannot be completed without sufficient investigation, please provide the following references **in addition to** any you have listed within the “Employment Experience” section of the application. **Failure to fill out either the Employment Experience section of the application, or this form, will result in your application being declared “Incomplete.”** References listed on this form can be persons who have worked with you, in recent past or current employment situations. They should be persons for whom you can provide a current mailing address and/or phone number to enable us to contact them in a timely manner.

Prior to furnishing their personal information to the Housing Authority, you should contact your references and advise them of your intent to include them as a background resource. Both yourself and your references should understand that failure to respond to a background inquiry within a specified timeframe may compromise your ability to be considered as a finalist for the position. Information provided by your references will be maintained as *confidential* to the full extent allowed by law, and the Housing Authority may advise you regarding the results of the background disclosures.

Please fill out the back side of this form, and return it to the Housing Authority along with your employment application; supplemental application; applicant characteristic survey (optional), your resume, and any other pertinent documents. **Please be advised that you should only attach copies of important personal documents rather than originals, as we cannot be responsible for insuring their safe and prompt return.**

COMPLETE OTHER SIDE OF FORM AND RETURN WITH APPLICATION

Name: _____

Position Applied For: _____

Please state **COMPLETE** addresses including city, state and zip code.

Personal References:

Name: _____

Phone #: () _____

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

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] No

Name: _____

Phone #: () _____

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

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

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

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

Name: _____

Phone #: () _____

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

Title: _____

Business Name Or Relationship Status: _____

Date Employed Or Years Associated With You: _____

Is This Person Related To You By Marriage Or Birth? [] Yes [] N

AFFIRMATIVE ACTION DATA - OPTIONAL

Applicants do not have to complete this part to be considered for employment. This information is being collected for statistical purposes only. Your answers will not affect the hiring process or hiring decisions. The Housing Authority of the County of Merced does not discriminate in matters of employment because of race, color, national origin, marital status, sex, religion, age or handicap.

INSTRUCTIONS: Please place an "X" in front of the item that answers each of the following questions:

A. Of which racial/ethnic group do you consider yourself?

1. WHITE: (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East), not of Hispanic origin.
2. BLACK: (A person having origins in any of the black racial groups of Africa), not of Hispanic origin.
3. HISPANIC: (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent or culture should be included. In addition, the category does not include persons from Portugal, who should be classified according to race.
4. ASIAN or PACIFIC ISLANDER: (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.)
5. AMERICAN INDIAN or ALASKA NATIVE: (A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.)

B. What is your sex?

1. Male
2. Female

C. Are you a military veteran?

1. Yes
2. No

D. Are you a Vietnam Era Vet?

- (Aug. 5, 1964 to May 7, 1975)
1. Yes
 2. No

E. What is your age group?

1. 18 - 25 years
2. 26 - 35 years
3. 36 - 39 years
4. 40-50 years
5. 51-60 years
6. Over 60 years

F. How did you know about this job opening?

1. Newspaper
2. Friend or Relative
3. Posting at other agency/organization
4. EDD, PITD or CVOC referral
5. Internet Web Site
6. Other

G. Are you currently receiving Section 8 rental assistance through the Housing Authority? Yes No

H. Are you currently renting a Housing Authority unit? Yes No

PLEASE RETURN THIS SHEET WITH YOUR COMPLETED APPLICATION

**INQUIRIES REGARDING YOUR
APPLICATION STATUS**

Applicants for positions with the Housing Authority of the County of Merced will be notified regarding their applicant status. Generally speaking, we feel it is both prudent and professional to make such notifications only in writing.

Therefore, the Housing Authority will not respond to telephone requests for an application status. As much of the information on your application is of a confidential nature, it is not feasible for us to request adequate verification of the caller's identity prior to discussing any personal information.

You should receive some written communication regarding the status of your application within 3-4 weeks of the closing date of recruitment. We ask for your patience and cooperation in this matter.

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, the Housing Authority of the County of Merced is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer Of Employment, shall as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Housing Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment with the Housing Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are public housing residents or Section 8 participants should be advised that in the course of a pre-employment physical, a positive test result indicating illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

NOTICE TO APPLICANTS

Regarding Employment Background Inquiries

California Civil Code Section 47 as amended on January 1, 1995, extends the protection concerning privileged communications to employment references. Its primary purpose is to encourage previous employees to openly and fairly respond to questions from the Housing Authority concerning your past employment situations.

These inquiries are intended to verify the information which you have provided on your application and to furnish the Housing Authority other pertinent information relevant to your job qualifications and employment experience. Information received from these inquiries will remain **STRICTLY CONFIDENTIAL**. Background verifications may be conducted either directly by the Housing Authority or through a third-party investigative consumer reporting agency. Disclosure of information which is received through the background verification process may be disclosed to you in accordance with current California Civil Code Sections 1785 and 1786. In the event that the information received qualifies for disclosure, you may receive a summary of the information reported to the Housing Authority, although the source of the information may be confidential.

Only finalists for this position will be required to sign an information release allowing the Housing Authority to make these inquiries as part of a background investigation. Finalists will be ranked according to oral appraisal, written examination and any other required skills testing scores as stated in the job announcement. A final, conditional offer of employment will be tendered to the successful candidate after consideration and review of all relevant factors.