



Contra
Costa
County

Print Form

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Amrita Last Name Kaur

Home Address - Street _____ City _____ Zip Code _____

Phone (best number to reach you) 4 Email _____

Resident of Supervisorial District (if out of County, please enter N/A): 5

Do you work in Contra Costa County? Yes No If Yes, in which District do you work? 5

EDUCATION Check appropriate box if you possess one of the following:

High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
CSU East Bay	Master's of Public Administration-Public HR Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
CSU East Bay	Bachelor's of Science - Health Sciences Administration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed: Anti-Harassment, Implicit Bias, Confidentiality, Mandated Reporter, Cultural Sensitivity, NVRA, Workplace Violence Prevention, other County mandated trainings

Board, Committee, or Commission Name Equal Employment Opportunity Advisory Council Seat Name Management Seat #1

Have you ever attended a meeting of the advisory board for which you are applying?
Please check one: Yes No If Yes, how many? 2

Please explain why you would like to serve on this particular board, committee, or commission.

I am passionate about adhering to and complying to city, state, and federal regulations related to human resources. I am a strong advocate for ensuring job applicants and current employees have fair, equal opportunity, and accessibility options for open job recruitments, promotional/advancement, and that hiring managers employ diversified workforces. It is important to ensure workforces reflect different ethnic backgrounds, minorities, women, veterans, etc. It is important to address cultural/language/socio-economic barriers in the recruitment/hiring process and understand the need for expanding ADA accessibility options at different phases (application, testing, and hiring). In July 2021, I promoted to Administrative Services Officer (ASO) at a Contra Costa County Department. It is my responsibility to carry out HR functions thoroughly. The wealth of information and knowledge exchanged and shared in this Board/Council is beneficial for me as the new ASO. I want to contribute positively to this Board/Council by doing my fair share of achieving and sustaining the Equal Employment Opportunity Advisory Council goals.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I earned a Master's of Public Administration (M.P.A.) with an emphasis in Public HR Management. I worked approximately 5 years at a HR company (as an Intern, HR Assistant, and HR Content Manager), handling employment law compliance and employee relationship issues. I worked as an Administrative Analyst and Administrative Services Assistant II with the CCC Sheriff Office, handling administrative and personnel tasks. I worked as an Administrative Services Assistant III with CCC EHSD (CFS and WDB). At EHSD, I managed administrative, budgetary, and personnel tasks which included developing strong interpersonal skills and procedures for hiring independent contractors via RFIs/RFPs, assisting hiring panels, and developing job desk guides for process flow improvements. In addition, I served as IFPTE Local 21 Union Shop Steward and Executive Board Member (Chapter Secretary). I assisted with MOU bargaining issues and various personnel disciplinary areas, which expanded my KSA's. My experience with IFPTE provided me with transferable skills that can be an asset for this Board/Council Management seat. I successfully completed the EHSD Leadership Academy which also equipped me to be mindful about various governmental personnel regulations, including enforcement of Title VII. At EHSD WDB, I managed administrative/fiscal duties for small business grants to help business owners during the Covid-19 pandemic. I understand the hardships public citizens (job seekers and business owners) have dealt with. EHSD WDB expanded my knowledge base to communicate valuable job resources to others. I am an advocate for equal employment opportunities and enjoy assisting the public/staff with human resource matters. I admire the work and collaboration this Board/Council offers county-wide.

I am including my resume with this application:

Please check one: Yes No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

N/A

If Yes, please list the Contra Costa County advisory board(s) on which you have previously served:

N/A

List any volunteer and community experience, including any boards on which you have served.

MPA Pi Alpha National Honor Society, NASPAA member, CSU East Bay (Alumni).
Contra Costa County IFPTE Local 21 Shop Steward and Executive Board Member (former Secretary).
Contra Costa County Caesar Chavez Committee Member (former Member)
Regional Medical Center of San Jose Hospital (former Volunteer)

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution No. 2011/55).

Please check one: Yes No

If Yes, please identify the nature of the relationship: N/A

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship: N/A

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: Amrita Kaur Date: 8/1/2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Amrita Kaur - Resume

Education:

California State University East Bay, Hayward, California (September 2008 - June 2010)

Master's of Public Administration (M.P.A.) emphasis Public Human Resources Management

Degree Received: June 2010

California State University East Bay, Hayward, California (August 2005 - June 2007)

Bachelor's of Science (B.S.) Health Sciences emphasis Administration

Degree Received: June 2007

Relevant Work Experience:

Contra Costa County, Department of Information Technology (DOIT), CA.

Administrative Services Officer FT (7/2021-Present)

- Supervise Accounting and Administration Unit staff.
- Review and analyze department's fiscal budget, assets, inventory, financial reports, invoices, timesheets, contract agreements.
- Oversee department's personnel/HR matters related to employment life cycle disciplinary areas (including trainings).
- Develop and implement safe-guards for department's fiscal and personnel protocols and procedures.
- Oversee department's Safety Program as Safety Coordinator, comply with workplace Cal-OSHA mandates.

Contra Costa County, Employment and Human Services Department (EHSD), CA.

Bureau's: Children & Family Services (CFS) 12/2015-9/2020, Workforce Development Board (WDB) 10/2020-7/2021.

Administrative Services Assistant III FT (12/2015-7/2021)

- Develop job ads & interview questions, conduct interviews, assist with reference checks, handle new hire contract paperwork for workers/contractors.
- Create organizational charts, staff rosters, and contractor data reports.
- Assist with personnel/fiscal related matters for program contractors/providers as single point of contact for budget/personnel staffing, EEO amongst bidders/contractors, direct/in-direct (allowable) expenses, trainings, collect DOJ/FBI clearance/new hire paperwork, assist EHSD with New Employment Orientation-union members, meet/confer, monitor out of compliance issues and issue written warnings/corrective action, or counseling as needed.
- Provide resources to workers and contractors/CBOs for Mental Health services, homeless, job assistance, EAP, etc.
- Uphold privacy, confidentiality, HIPAA, PHI, etc. regulations in accordance to County policies.
- Interpret state and federal regulations related to public sector governing regulations for CFS, WDB, EDD guidelines, fiscal ACL and CFL, or other County policies/rules for Administrative Bulletins, MOUs, labor laws, payroll laws, etc.
- Review various EHSD budgets (re-balanced, expenditure reports, allocations, revenue carry-in summaries for program year, fiscal year, calendar year, etc.)
- Assist Director to oversee, prepare, negotiate and process County contracts (i.e. CBOs included), administer Request for Proposals (RFPs), Request for Interest (RFI), and BOS proclamations/presentations, ensure W-9 is on file for contractors. Provide analysis to Labor Relations when county contracts are pulled for review by Labor Relations Unit, and provide justification using M-20 Questionnaire Form (Independent Contractor).
- Complete Warrant Request forms / memos for Auditor's Office.
- Contracts Liaison for County Counsel, CAO, Auditor's Office, Risk Management, BOS, Contracts Unit, Labor Relations, Union, program providers and state governments.
- Assist EHSD with Public Record Act (PRA) requests.
- Attend management meetings, community partnerships, various WDB committee meetings, Leadership Team Meeting (LTM), Contractor meetings, Director meetings, California Welfare Director Association (CWDA) conference meetings, etc.

Contra Costa County, IFPTE Local 21 Union

EHSD Steward and IFPTE Local 21 Contra Costa Chapter, Executive Board Member & Secretary (1/2017-7/2021)

- Provide consultations to county employees about MOU collective bargaining issues.
- Participate in Union Meet and Confers, such as employee relations, working conditions, pay and benefits, etc.
- Assist with union grievances (investigations, skelly, etc.) related to employee and employer workplace issues, that can result in unfair labor practices.

- Assist with developing or reviewing salary compensation studies for specific job classes represented in Local 21.
- Actively engage, collaborate, and recruit new members about union membership regarding impactful labor law regulations impacting workers, such as Janus Vs. AFSCME, etc.
- Record written minutes for Executive Board and Chapter Meetings.
- Participate in New Employee Orientations for County Departments as designated Steward.

Contra Costa County, Office of the Sheriff, West County Detention Facility, Custody Services Bureau, Richmond, CA.
(10/2013-12/2015)

Administrative Services Assistant II FT (04/2014 -12/2015)

Administrative Analyst FT (10/2013 - 04/2014)

- Assist Director of Inmate Services overseeing program budgets for 3 jails sites.
- Update Custody Services Bureau/Inmate Services departmental policies in accordance to Sheriff Office protocols.
- Ensure inventory is accounted for and accurate (tracking all assets, costs, and losses) for Inmate Welfare Fund (IWF) and manage internal records to comply with CCC Auditor Controller documentation.
- Provide administrative and personnel support for business operations including: writing desk manuals for positions, checking timecards, handling invoices/receipts for payments to be submitted to Fiscal A/R and A/P, analyzing data, etc.
- Ensure personnel performance factors such as recommendations for promotions, demotions, or disciplinary action adhere with specific Union MOU's specified in accordance to county handbooks.
- Participate in conducting Sheriff Office employee and student inmate worker interviews to advise Program Supervisors with hiring decisions.
- Promote and foster community outreach relationships with non-profit/government agencies for toy shows, providing inmate meetings (i.e., Alcoholics Anonymous, DEUCE), creating fliers (i.e., STAND!), etc.
- Assist with staffing coverage for programs, payroll records, ordering/tracking supplies with County Procurement Card, providing reports to Fiscal (statements/invoices), etc.
- Comply with Title 15 regulations related to providing the minimum necessity to inmates, such as programming, meals, clothes, replenishing inventory supplies and demands.
- Comply with OSHA/safety regulations to ensure MSDS sheets are updated w/ adequate supplies locked in cabinets.
- Supervise workloads assigned for FT and PT/per diem workers part of Inmate Services as directed by the Director of Inmate Services.
- Administer administrative, budgetary and personnel analysis in regards to various work flow processes.

HRAnswerLink, Inc., Pleasanton, CA

(06/2008 - 05/2013)

Content Manager FT (09/2012- 05/2013)

HR Assistant FT (09/2009- 09/2012)

HR Product Management Intern PT (06/2008 - 09/2009)

- Handle client and affiliate inquiries via phone, e-mail or online concerning employer-employee relationship issues and employment law compliance in a confidential manner.
- Compose monthly articles for employers published in an HR Advisor Newsletter.
- Update an HR Support Center database with alerts, laws, forms, documents, letters, guides, job descriptions, HR policies, and client account information.
- Develop HR compliance content pertaining to audit practices for small to midsized businesses.
- Ensure specific businesses involved with unions (labor organizations) understand specific regulations surrounding MOU's,
- Assist with PowerPoint presentations, webinars, trainings and content pertaining to various HR disciplines (i.e., OSHA/safety, EEOC/discrimination, benefits, performance management, termination, hiring paperwork, recruitment, payroll/wage and hour laws, training and development, FLSA classifications, IRS/DOL guidelines, and other governing laws).
- Assist clients with account website administration issues.
- Train new staff according to established policies and practices.
- Interpret and apply/enforce other various state and federal laws for clients that impact business standards by employer company size, industry, and geographic location.
- Act as a liaison for Sales and HR Department to ensure external stakeholders, vendors, and Affiliates are aware of products and services provided to improve their business needs.
- Assist Manager with personnel administration of verifying Independent Contractor invoices and employee timecards are accurate.

Regional Medical Center of San Jose Hospital, San Jose, CA
(06/2000 - 11/2004)

Nursery Volunteer PT

- Compile patient packets and file medical records for staff in a confidential manner, applying HIPAA regulations where applicable.
- Recommend and apply new policy developments to enhance current practices of patient care. Adhere to hospital policies regarding discharges and patient safety/privacy, Cal-OSHA, HIPAA, etc., by keeping up to date with knowledge and practices.
- Apply basic principles of personnel administration by supervising new volunteers as the “lead” trainer and volunteer.

Computer Skills:

- MS Office (Word, Excel, PowerPoint, Outlook, Publisher, Office 365)
- Internet navigation (i.e., E-mail and research analysis)
- Computer operating systems (i.e., Windows Vista, XP, Millennium Edition, Professional, Windows 10, etc.)
- Office equipment (i.e., copy machine, scanner, fax machine, printer, computer, etc.)
- Online software & apps (various, non-exhaustive list: Citrix GoToMeeting & GoToTraining, Zoom, WebEx, Citrix, Google Docs, Customer Relationship Management (CRM), SharePoint, Applicant Tracking System (ATS), PeopleSoft, NEOGOV, County ePay, JMS, SPARKS, CWS/CMS, Efforts To Outcome (ETO), Vector Solutions, EcoTime Personnel/Payroll, MS Teams)

Relevant Awards & Memberships:

- Local 21 Union Executive Board Member & Steward, Jan 2017 - July 2021.
- Contra Costa County EHSD Staff Retention & Culture Committee member, Jan 2020 – Sept 2020.
- Contra Costa County EHSD Mentorship Program, Mentor for a Mentee, Jan 2020 – Mar 2020.
- MPA Pi Alpha National Honor Society, NASPAA member, CSU East Bay, June 2011 - Present.
- Local 21 Union Outstanding Activist Award 2018.
- EHSD Leadership Academy Training Completion, Jan 2018 – Sept 2018.
- Contra Costa County Cesar Chavez Committee member, 2016 - 2018.
- Society for Human Resource Management (SHRM) member, 2011 – 2017.
- Santa Clara Valley Health & Hospital System Behavioral Health Dept Learning Institute (SCVHHS) Certificate of Attendance, Managing Challenging Behavior in the Workplace, May 2015.
- Office of the Sheriff Perfect Attendance Award of the Year, 2014 & 2013.
- Office of the Sheriff Employee of the Month, Custody Services Bureau, August 1, 2014 – August 31, 2014.
- Contra Costa County Vector Solutions trainings completed, available upon request.