

Application Form

Profile

AMRITA KAUR
First Name Middle Initial Last Name

[Redacted] Suite or Apt

MARTINEZ CA 94553
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 5

CONTRA COSTA COUNTY ASA III
Employer Job Title

Length of Employment

10+ years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

5

How long have you lived or worked in Contra Costa County?

10+ years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Seat Name

MANAGEMENT SEAT #2 - RENEWAL

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If Yes, how many meetings have you attended?

ACEEO CURRENT MEMBER AS OF 10/2021

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

CSU EAST BAY

Degree Type / Course of Study / Major

MASTERS OF PUBLIC ADMINISTRATION - PUBLIC HR MGMT

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

CSU EAST BAY

Degree Type / Course of Study / Major

BACHELORS OF SCIENCE - HEALTH SCIENCES ADMINISTRATION

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I am a current member of the ACEEO. I am renewing my current Management Seat #2 set to expire November 30, 2024. As stated in my original appointment 10/12/2021, I am passionate about compliance within city, state, and federal regulations related to human resources. I am a strong advocate for ensuring prospective applicants and current employees have fair, equal opportunities, and accessibility options for open job recruitments, promotional/advancement, and hiring managers employ diversified workforces. It is important to ensure workforces reflect different ethnic backgrounds, minorities, women, veterans, adults, youth, 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). The wealth of information and knowledge exchanged and shared in this Board/Council is beneficial for me in my personal and professional life. 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. Now, I work as an Administrative Services Assistant III with CCC EHSD (within different units). At EHSD, I manage administrative, budgetary/fiscal, and personnel tasks. In addition, I serve as IFPTE Local 21 Union Shop Steward and Executive Board Member (Chapter Secretary). I assist with MOU bargaining issues and various personnel areas, which expand my KSA's. My experience with IFPTE provides me with transferable skills that are an asset for this Board/Council Management seat. I understand the hardships public citizens (job seekers and business owners) deal with due to my work experience at EHSD-WDB, CFS, CSB. 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.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

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

☒ Yes ☐ No

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

ACEEO

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

ACEEO

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

ACEEO - current member for Management Seat #2. Contra Costa County IFPTE Local 21 - current Shop Steward and Executive Board Member/Secretary. MPA Pi Alpha National Honor Society - NASPAA member, CSU East Bay current Alumni. Contra Costa County Caesar Chavez Committee Member (former Member). Regional Medical Center of San Jose Hospital (former Volunteer).

AMRITA KAUR

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 undersand that all information in this application is publicly accessible. I understand 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.

☒ I Agree

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 2021/234, 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:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.