

Application Form

Profile

Jose _____ Merlos _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

_____ State _____ Postal Code _____
 City

_____ Primary Phone _____

jmerlos@ehsd.cccounty.us _____
 Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

None Selected

Contra Costa County _____ Departmental Human Resources Supervisor _____
 Employer Job Title

Length of Employment

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

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

5 Years lived / 1.5 years worked

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Advisory Council on Equal Employment Opportunity: Submitted

Seat Name

Veteran Seat

Jose Merlos

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?

1

Education

Select the option that applies to your high school education *

None of the above

College/ University A

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

Masters of Science / Human Resources Management

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

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 Veteran in the community that has gained employment through Cities and Counties utilizing my veteran benefits and would like to serve on the ACEEO to ensure that we are actively thinking about how we can employ veterans in the community.

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

Served in the Army Reserves as a Human Resources Specialist for 7.5 years, including 5 years of active service. I have since transitioned to the Navy Reserves, where I have been for the past 3 years.

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:

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

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

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 understand 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.

Contact


www.linkedin.com/in/mrmerlos
(LinkedIn)

Top Skills

Project Planning
Program Management
Labor Relations

Languages

Spanish (Limited Working)

Certifications

Critical Thinking for Better Judgment
and Decision-Making
Embracing Unexpected Change
Building Resilience
Developing Your Emotional
Intelligence
Communication Foundations

Jose Merlos, M.S, PSHRA-SCP

Human Resources Supervisor | Army Veteran | MS in Human
Resources Management
Concord, California, United States

Experience

Contra Costa County

1 year 9 months

Departmental Human Resources Supervisor

August 2025 - Present (6 months)

Departmental Human Resource Analyst II

November 2024 - August 2025 (10 months)

I provide consultation to departmental staff on personnel practices, policies, and procedures, offering guidance on Personnel Management Regulations, Administrative Bulletins, and related materials. I assist in developing new policies and procedures and conduct compensation and classification analyses, recommending salary adjustments and position allocations. I prepare resolutions and board orders for the Board of Supervisors and may handle fiscal and organizational analyses. I investigate employee grievances, represent the department in grievance processes, and advise on performance and discipline issues, including preparing disciplinary documents and potentially serving as a Skelly hearing officer. I work with County Counsel on arbitrations, mediations, and legal proceedings, and address employee discrimination and harassment complaints. I also administer departmental reassignments and temporary upgrades, review personnel transactions, and conduct training and orientations. If authorized, I plan and manage recruitment and selection processes, evaluate leave of absence and ADA accommodation requests, coordinate return-to-work and worker's compensation programs, and may develop and implement the department's safety program.

Departmental Human Resource Analyst I

May 2024 - November 2024 (7 months)

Martinez, California, United States

I provide consultation to departmental staff on personnel practices, policies, and procedures, offering guidance on Personnel Management Regulations, Administrative Bulletins, and related materials. I assist in developing new policies and procedures and conduct compensation and classification analyses, recommending salary adjustments and position allocations. I

prepare resolutions and board orders for the Board of Supervisors and may handle fiscal and organizational analyses. I investigate employee grievances, represent the department in grievance processes, and advise on performance and discipline issues, including preparing disciplinary documents and potentially serving as a Skelly hearing officer. I work with County Counsel on arbitrations, mediations, and legal proceedings, and address employee discrimination and harassment complaints. I also administer departmental reassignments and temporary upgrades, review personnel transactions, and conduct training and orientations. If authorized, I plan and manage recruitment and selection processes, evaluate leave of absence and ADA accommodation requests, coordinate return-to-work and worker's compensation programs, and may develop and implement the department's safety program.

U.S. Navy Reserve

Sailor

May 2023 - Present (2 years 9 months)

California, United States

City of Oakland

1 year 4 months

Human Resource Analyst

June 2023 - May 2024 (1 year)

Oakland, California, United States

As an HR Subject Matter Expert, provide guidance and direction to achieve City objectives aligned with its vision and priorities. Develop recruitment plans, prepare announcements and employment advertising, and attend job fairs to promote City job opportunities. Administer the examination process, conduct job analyses, design selection procedures, evaluate applications, and administer tests and assessments. Perform statistical analysis of examination results.

Interpret and apply the City Charter, Administrative Instructions, Memoranda of Understanding, and relevant laws to clarify content and advise stakeholders. Provide information and advice to applicants and the public on employment opportunities and examination procedures. Communicate personnel policies, procedures, wage rates, and labor contract provisions.

Conduct research, prepare reports, and collaborate with HR staff and City representatives to address operational problems. Perform classification studies, review questionnaires, and recommend changes. Discuss and update

classification specifications with department representatives and employee organizations.

Gather, tabulate, and analyze survey data for compensation plans. Respond to internal and external survey requests, prepare amendments to the Salary Ordinance, and analyze salary and benefits data. Evaluate examination and classification protests, formulate responses, and assist in presenting findings at meetings and committees.

Conduct preliminary research for labor negotiations, analyze labor proposals, and provide classification expertise. Develop and deliver training programs on various topics, utilizing software applications and electronic devices. Create brochures and materials. Facilitate new employee orientations, evaluate consultant programs, and coordinate training schedules.

May supervise administrative and paraprofessional staff. Cultivate positive working relationships with managers, supervisors, and employees.

Assistant Human Resource Analyst
February 2023 - June 2023 (5 months)

- Assist in the preparation of recruitment announcements, employment advertising and other recruitment materials; attends job fairs and other events to publicize City job opportunities.
- Assist in administration of the examination process, including conducting job analyses, the evaluation of employment applications, development of examination schedules, administration and evaluation of oral, written, physical ability, and performance examinations.
- Perform basic statistical analysis of examination results.
- Provide information to employment applicants and the general public concerning employment opportunities and examination procedures.
- Provide information concerning personnel policies, procedures, wage rates and terms of labor contracts to departmental personnel.
- Learn Administrative Instructions, Memoranda of Understanding, Salary Ordinance, Personnel Manual, and reference materials related to recruitment, testing, and classification to be able to clarify content when requested.

- Assist in conducting classification studies, including job analysis and job audits, review position description questionnaires and make recommendations based on analysis of results.
- Assist in preparing and revising classification specifications, and the creation of new classification specifications, and participating in meet and confer with employee organizations when required in order to keep the classification plan current.
- Assist in gathering, tabulating, and analyzing salary and other survey data required in order to maintain or revise the compensation plan.
- Assist in preparing research for labor negotiations, including conducting wage, benefit and working condition surveys, and analyzing labor proposals.
- Assist in the development and presentation of training programs, workshops and retreats for city personnel.
- Assist in developing brochures and training materials.
- Assign and direct the work of clerical and technical staff.

United States Army Reserve

7 years 8 months

Human Resources Specialist

November 2015 - June 2023 (7 years 8 months)

Concord, California, United States

- Provide comprehensive support in the management of human resources operations, personnel actions, and administrative functions for a diverse military population.
- Effectively utilize HR systems and software to process and maintain accurate personnel records, ensuring compliance with organizational policies and regulations.
- Conduct thorough reviews of personnel files, ensuring completeness and accuracy of documentation, and promptly addressing any discrepancies.

- Collaborate with military leaders and personnel to facilitate the timely and accurate processing of personnel actions such as promotions, transfers, separations, and retirements.
- Serve as the primary point of contact for inquiries regarding personnel policies, benefits, and entitlements, promptly addressing concerns and providing guidance to individuals.
- Conduct interviews and gather necessary information to assist in the resolution of personnel-related issues, demonstrating excellent communication and interpersonal skills.
- Assist in the development and implementation of training programs related to human resources policies, procedures, and systems, ensuring understanding and compliance throughout the organization.
- Maintain confidentiality and handle sensitive information with utmost professionalism, adhering to security protocols and regulations.
- Prepare and deliver presentations and briefings on human resources topics to military personnel and organizational leaders, effectively conveying complex information in a clear and concise manner.

Watercraft Operator

November 2015 - August 2019 (3 years 10 months)

Tacoma, Washington, United States

- Operate and maintain various types of watercraft, including landing craft, tugboats, and amphibious vehicles, in support of military operations and training exercises.
- Navigate waterways, harbors, and coastal areas utilizing navigational aids, charts, and radar systems, ensuring the safe and efficient transportation of personnel, equipment, and supplies.
- Perform pre- and post-operation inspections on watercraft to ensure proper functionality, identifying and addressing any mechanical issues to prevent operational delays or safety hazards.

- Coordinate with team members and military personnel to plan and execute watercraft operations, ensuring adherence to established procedures and protocols.
- Assist in the loading and unloading of cargo, equipment, and personnel onto and off of watercraft, employing proper lifting and securing techniques to prevent damage or accidents.
- Maintain accurate logs and records of watercraft operations, including fuel consumption, maintenance activities, and voyage reports, ensuring compliance with regulatory requirements.
- Conduct routine maintenance and minor repairs on watercraft, performing tasks such as changing filters, lubricating machinery, and replacing worn or damaged parts.
- Provide training and guidance to junior watercraft operators, sharing best practices, safety procedures, and operational techniques to enhance the team's overall performance.
- Respond to emergency situations, including search and rescue missions and disaster relief efforts, demonstrating quick thinking, adaptability, and effective decision-making skills.
- Collaborate with other military units and external agencies during joint operations, fostering positive working relationships and effective communication for mission success.

Military Ocean Terminal

Harbor Training and Development/ Maintenance NCO

March 2021 - March 2023 (2 years 1 month)

Concord, California, United States

In my role as Harbor Maintenance NCO and Harbor Training Officer, I specialized in developing and delivering comprehensive training programs and leadership support for the Harbor Patrol Division. My responsibilities included:

Training Development & Delivery: Designed, developed, and implemented training programs and standard operating procedures (SOPs) for the Harbor Patrol and the MOTCO Police Department. Focused on key areas including

INFOSEC, PERSEC, OPSEC, antiterrorism/Force Protection (AT/FP), and physical security.

Leadership & Mentoring: Provided leadership and guidance to team members, enhancing their decision-making and operational skills. Managed human resources support, including training and development of personnel to ensure high performance and readiness.

Security Training: Utilized state-of-the-art physical security equipment to train personnel in protecting national security assets against a range of threats, including waterborne and vehicle-borne risks.

Policy & Procedure Development: Researched, authored, and updated policies and training guidance related to security functions and operations. Created detailed impact statements and revisions to training materials and SOPs to maintain high standards for patrol boats and vehicles.

Committee Participation: Actively engaged in antiterrorism committees and fusion cells, contributing to the protection of critical resources such as arms, ammunition, explosives, and classified materials transported via rail, ship, or vehicle.

My role encompassed a blend of strategic training development and hands-on security management, ensuring that all personnel were equipped with the knowledge and skills necessary to perform their duties effectively and uphold the highest standards of security and safety.

Premiere Real Estate Partner

Real Estate Broker

December 2019 - March 2021 (1 year 4 months)

Lakewood, Washington, United States

Served as a Real Estate Agent with Premier Real Estate Partner, providing market surveys, site inspections, cost analysis for real estate transactions, monitoring lease transactions and provide technical advice and direction for home buyers.

Conduct complex real estate transactions, such as acquisitions in fee simple, easement, by lease, including long-term leases, or leases that deviate from standard. Prepare documents, conduct record researches, and manage data

to support those activities. Prepare real estate documents to provide for third party uses including leases, licenses, and easements.

US Army

Executive Assistant

March 2020 - December 2020 (10 months)

Kuwait

Served as an Executive Administrative Support Specialist within the Area Support Group-Kuwait COMMAND GROUP (ASG-KU CMD GRP), providing administrative, clerical, and budget support that consists of using a wide variety of processes and methods.

Recommended changes to administrative policies for consideration, often affecting the orderly and efficient flow of transactions with levels up to Department of Defense (DOD) and Foreign Governments. Independently oversee daily administrative and office operations. Compose non-technical correspondence based on unwritten policies, precedents, and practices. Personal contacts are frequently with ASG-KU staff, officials from other US military entities, DA & contractors. Coordinate the administrative work of the supervisor to ensure conformity with schedules and policy requirements.

Independently make decisions that effect changes in the administration of daily office activities. Write internal policies for handling overall registry matters, following guidance and directives. Respond to inquiries and administrative concerns/problems. Prioritize and coordinate responses to inquiries that are of a one time and information sensitive nature. Ensure correspondence and reports are processed correctly and expeditiously. Develop, monitor, and track taskers. Collect and maintain data for future retrieval.

Maintain office calendars and appointment/meeting schedules, and arrange meetings for Command staff. Periodically attend Staff Meetings and accurately document minutes. Follow up on staff requirements and commitments and/or arrange the schedule of visits of foreign representatives, coordinating closely with the security section leader. Produce correspondence, technical reports, briefings, tables, forms, and graphs using Microsoft Office automation systems such as Word, Excel, PowerPoint, and Adobe graphic software.

Perform other duties as assigned.

WINDERMERE PROFESSIONAL PARTNERS

Realtor

October 2019 - December 2019 (3 months)

Tacoma Washington

Served as a Real Estate Agent with Premier Real Estate Partner, providing market surveys, site inspections, cost analysis for real estate transactions, monitoring lease transactions and provide technical advice and direction for home buyers.

Conduct complex real estate transactions, such as acquisitions in fee simple, easement, by lease, including long-term leases, or leases that deviate from standard. Prepare documents, conduct record researches, and manage data to support those activities. Prepare real estate documents to provide for third party uses including leases, licenses, and easements.

Military Ocean Terminal

Security Guard

August 2018 - August 2019 (1 year 1 month)

Concord, California, United States

Served as a Security Guard for the 834th Transportation Battalion. Performed a variety of security competencies such as: patrol boat and patrol operations; waterside, rail and ammunition security; access control, static patrol and port security.

Received and applied instructions and training in the application of federal regulations, state regulations, DOD and Army regulations, security procedures, laws, guard orders, vehicle operations, boat operations, basic first aid.

Performed security guard duties in accordance with appropriate regulations to detect and prevent theft, damage, pilferage, accident, trespass, sabotage and espionage and to enforce the security and safety regulations of the terminal.

Control access of vehicles, pedestrians, boats, railcars and aircraft/drone access to the terminal.

Verified identification through use of identification cards, badges, biometrics, automated records, vehicle decals and placards, verbal questioning and other means to ascertain access requirements.

Guarded and protected federally owned property, buildings and equipment against trespass, theft, fire, and accidental or willful damage or destruction.

Monitored access to premises by verifying authorization using locally established badging systems that act as checks and balances on one another to eliminate a breach opportunity.

Performed vehicular patrol in restricted and administrative areas of the installation and on harbor patrol watercraft providing security measures for personnel, ships/boats and trains entering the Terminal.

Education

Golden Gate University

Master of Science - MS, Human Resources Management · (May 2023 - December 2023)

Colorado State University Global

Graduate Certificate, Human Resources Management/Personnel Administration, General · (December 2022 - June 2023)

Colorado State University Global

Bachelor of Science - BS, Business Administration, Management and Operations · (2021 - 2022)

International Sports Sciences Association College of Exercise Science

Associate of Science - AS, Kinesiology and Exercise Science · (2020 - 2021)

Clover Park High School

High School Diploma, High School/Secondary Diplomas and Certificates · (2013 - 2017)