

ARTURO HUERTA
XXXXXXXXXX
El Paso, Texas 799xx
Home (915) xxx-xxxx e-mail xxxxxxxxxxxxxxxx

SUMMARY: Highly qualified, educated, and trained in various aspects of public sector employment with over thirty years experience including administration/management and supervision, human resources, risk management, safety, inspection, investigation, regulatory enforcement, program development, education and political advocacy.

LANGUAGES: Fluent in English and Spanish

EXPERIENCE:

Housing Authority of the City of El Paso: 12/02 – Present

Department of Human Resources: Risk Manager

Administer and manage all aspects of the organization's risk management program including the development, implementation and management of practices designed to protect the Housing Authority's assets that includes property and personnel. Specific duties include administering the Emergency Action Plan, Workers Compensation Program, Family and Medical Leave, Loss Prevention Programs, Inspection Programs, staff development/training and supervising staff. Administration of all areas of the Human Resources department in the absence of the director and currently serving as the Interim Director in the department. Have served as the agency's representative on litigation issues including Benefits Review Conferences, Contested Case Hearings, resident lawsuits; as hearing officer on employee disciplinary actions, administrator of the agency's sick leave pool, and policy manual revisions. Other duties also include coordination of employee special events including, but not limited to, United Way Campaign, Blood Drives, Health Fairs, and Flu inoculations. Provided training in Employment Law, EEOC, Performance Evaluations, Workers Compensation, ADA, and FMLA. Job includes interface with all levels of management, employees and residents in order to fully optimize the Housing Authority's mission and goals.

El Paso County: 08/02 – 12/02

SportsPark Concessions Manager

Manage five concession operations at park including sales and purchases, personnel management, and gate sales.

American Federation of State, County, & Municipal Employees 05/ 00 – 07/02

Operations Manager

Interface in Management/Employee Relations meetings at various public employment

entities to discuss issues and proposals regarding conditions of work. Represent employees at grievance and disciplinary hearings. Involved in various boards, committees, and organizations on behalf of organized labor to address employment issues and conditions of work. Recruit and organize public sector employees at various entities. Provide political advocacy with local elected officials on issues/legislation affecting public sector employees. Prepare reports, meeting agendas, correspondence, time reports, payroll, employee management, etc. as needed for daily operations.

El Paso City-County Health & Environmental District: 02/80 - 04/00

Environmental Manager

12/89 - 4/00.

Manage departmental operations of various environmental inspection and investigation programs including hazardous materials facilities, swimming pools, tattoo studios, nuisance complaints, noise complaints, and other public facilities inspection programs. Monitor programs' activities and personnel and analyze results to determine performance levels and methods for improvement. Prepare annual budgets, strategic plans and goals and monitor approved budget to ensure fiscal responsibility.

Develop and implement protocols and training manuals for each program. Research, develop, implement and enforce city ordinances, and county orders. Plan, develop, coordinate and/or present in-service training and continuing education programs for staff. Provide community presentations on environmental issues. Supervise and conduct investigations on hazardous materials/waste facilities and illegal disposal. Work in conjunction with other local, state and federal regulatory agencies on the enforcement of applicable laws.

Developed a comprehensive medical and public health response plan in the event of a weapons of mass destruction (WMD) incident (terrorism) in the City and/or County of El Paso. Served as chairperson and spokesperson for the Multi-Agency Terrorism Task Force medical subcommittee and was a member of the City of El Paso's Emergency Response Team on WMD and hazardous materials incidents.

Responsible for all office and field personnel interview and hiring.

Serve as Safety Officer for the division and conduct safety training for staff.

Serve as employee liaison on employment issues and implemented a "Meet and Confer" agreement with the district. Co-authored the personnel policy manual for the health district.

Health Engineering Division - Assistant Supervisor.

08/88 - 12/89

Inspection and investigation for compliance with applicable state and/or local environmental or public health laws/ordinances at various establishments or facilities.

Assist area supervisor in the delegation and assigning of duties to area inspectors.

Plan, research, and implement environmental health education programs and courses in English and Spanish for Health District employees and the general public.

Development/revision of health ordinances. Review applications for licenses and permits

for various establishments and facilities. Work with other regulatory agencies for maintaining compliance with environmental and public health laws.

Education/Epidemiology Division – Education/Health Promotions Manager

01/83 -07/88

Oversee all educational/promotions programs operations for county wide public health efforts.

Review and evaluate work of subordinates. Plan, research, and implement food sanitation course for foodservice management personnel in English and Spanish. This course was adopted as a licensing course for the State of Texas. Develop safety programs for division staff and establish protocols for policy and procedures. Organize and coordinate health fairs and United Way campaigns. Budget preparation and monitoring; capital and operational. Maintain schedule of maintenance for all equipment. Preparation of five-year strategic plan.

Coordination of health promotion projects including public health efforts with health colleagues in Mexico. Health curriculum development with the University of Texas at El Paso for courses in the El Paso Independent School District. Develop and direct Sexually Transmitted Disease Educational Program for area school districts including the first AIDS educational endeavors for area students. Conduct epidemiological data gathering for communicable disease investigations and consultations. Responsible for conducting interviews and hiring new employees. Safety officer for the Health District.

Consumer Health Protection - Environmental Health Technician II

02/80 - 01/83

Conduct inspections/investigations of food establishments for compliance with applicable laws and/or ordinances relating to the sanitation and safety.

Conduct data gathering for the investigation of food/water borne illness.

Review applications for permits and conduct inspections for approval.

Preparation of multiple reports on inspections and/or investigations.

ADDITIONAL PROFESSIONAL EXPERIENCE:

El Paso Community College Board of Trustees, 1996 – Present

Currently Board Chair and have served as an officer, Chair or Vice-Chair, for most of the eleven years on this board with extensive background in political advocacy for the community college at the local, state and federal levels and oversee a \$100, 000, 000 budget. At the local level, interface with elected officials and other public entities for the establishment or enhancement of strategic partnerships. State and federal political advocacy is carried out with legislators for funding and critical policy issues affecting higher education. As Chair, serve as lead spokesperson on funding or policy issues with appropriate legislators. Also as Chair, took lead in presenting El Paso Community College issues before our accrediting agency, the Southern Association of Colleges and Schools. Through these and other efforts the college was removed from probationary status

previously imposed.

All personnel hires and policy development are carried out through the board with my oversight.

Organized and implemented the recruitment and hiring efforts for the college's presidency. Conducted national searches, established community and board committees, conducted reference checks and interviews with eventual selection of best candidates. Conduct performance reviews of sitting president and approve salary enhancements for all employees.

Mothers Against Drunk Driving (MADD) 1994 – Present

Currently serve as Affiliate Chair representing the West Texas Region which includes an area covering west Texas, the Panhandle and east to San Antonio. Oversee and approve regional budget including grants that include a local \$100,000 federal VOCA grant. Primary focus is on the reduction of incidents of impaired driving through more stringent state and national legislation. Advocacy with State and Federal legislators for the implementation of laws related to impaired driving. Interact with local elected officials, especially the District Attorney's office, in following related hearings and trials. Serve as spokesperson for the region and conduct "Victim Impact Panel" presentations to offenders and general public.

American Federation of State, County and Municipal Employees 1990 – 1999

Served as President of Local Chapter and as Executive Board Member of State Council 42. Advocated for public employee rights and benefits with elected officials at all levels of government and with the International Union in Washington, DC and AFL-CIO Officers in Washington. Represented employees in grievance and other disciplinary actions in various public sector employment settings. Participated in Senate subcommittee hearings on FMLA legislation representing public employees. Held "Accountability Sessions" with said officials throughout their terms of office. Spoke at annual conference with 500 elected officials and organized labor officials throughout my tenure with organized labor advocating for employee rights and conditions of work.

EDUCATION:

Associate of Arts

El Paso Community College, 1982

Education

Bachelor of Science

University of Texas at El Paso, 1986

Secondary Education

ADDITIONAL TRAINING/CERTIFICATION:

Texas Education Agency Teacher Certification (Health & Political Science)

Certificate of training - Interviewing and Selection

Certificate of training - Performance Management

Certificate of completion - Interpersonal Communications and Performance Evaluation
Certificate of completion - Managerial Communications
Certified instructor- On-site Sewerage Disposal Facility Installer Course
Agency for Toxic Substances and Disease Registry Conference - Coordinator/Attendee
Certificate of Training - Radiological Monitoring
Certificate of Training - Hazard Communication & Hazardous Materials Awareness
Certificate of Achievement - Chemistry of Hazmat
Certificate of Training - HazCat Chemical Identification Course
Certificate of completion - Managing in the Millennium
Diploma - Combating Terrorism Course
Certificate of Continuing Education: The Essentials of OSHA Compliance
Certificate of Completion: Family and Medical Leave Act Update
Certificate of Completion: Essentials in Risk Management

Other Associations/Community Current or Past Involvement:

Rio Grande Council of Governments Board of Directors
Hispanic Leadership Institute Board of Directors
United Way of El Paso Board of Directors 2000-2006
Texas Association of Chicanos in Higher Education
Association of Community College Trustees
Association of Latino Community College Trustees
National Association of Latino Elected Officials
Hispanic Association of Colleges and Universities
Pan - American Health Organization
US/Mexico Border Health Association
Alpha Chi National Honor Scholarship Society
El Paso Local Emergency Planning Committee - Board Officer
El Paso Vocational Education Advisory Board
Academy of Science Advisory Board
El Paso Central District Civic Association

References:

Dr. Richard Rhodes, President- El Paso Community College (915) 831-6511
Mr. Ramy Martinez, Board Member, Region XIX Education Service Center (915) 565-2389
Ms. Chris Acosta, Third Party Sales Specialist, El Paso Times (915) 546-6197