

APPLICATION FOR APPOINTMENT TO KITTITAS COUNTY BOARDS & COMMISSIONS

Citizen boards and commissions are critical to the effective functioning of County government. We appreciate your interest in wishing to serve Kittitas County and ask that you complete this brief application. If you wish, please feel free to attach a fact sheet or resume to this application. This application form is considered a public document. **PLEASE PRINT CLEARLY.**

BOARDS OR COMMISSIONS FOR WHICH YOU WOULD LIKE TO BE CONSIDERED:

- Civil Service Commission
- _____
- _____

RECEIVED

MAY 11 2017

Date: 4/11/17

1st _____ 2nd _____ 3rd _____
KITTITAS COUNTY BOARD OF COUNTY COMMISSIONERS

Name: Monica Mersinger

Business Address: retired Home Address: 816 E Hubert Ave

 City State Zip Ellensburg Wa 98926

Business Phone: 509 899 9313 Home Phone: 509 962 1147

Email address: monica.mersinger@yahoo.com

Education: (High school, name and location of college or university, year graduated, and degree):

BA Human Resource Mgmt - George Fox University, 1985
AS CLARK College, Vancouver, Wa 1969

Current Employment: (job title, employer, employment date, contact, phone): see attachment

chief Retired
Examining Personnel Mgmt - City of Salem, City of Yakima, Keizer Fire District
25 years 7 years 13 years
US Forest Service - 10 years - Civil Service & Personnel Mgr

PLEASE NOTE: ALL APPLICATIONS SUBMITTED TO THE BOARD OF COUNTY COMMISSIONERS FOR APPOINTMENT BECOME OFFICIAL PUBLIC RECORDS.

Special reasons for wishing to serve on the Board or Commission:

My experience in civil service examination & record keeping requirements as it relates to law enforcement

What advisory panels, Boards/Commissions have you previously served on?

Board member Girl Scouts of America
Promotion Chair Queen of Spades Garden Club
Board member Oregon Archiver

Please list any training or experience you have that would be beneficial to serving on the Board or Commission:

My past experience as a Chief Examiner and my experience conducting civil service exams for law enforcement

Are you available to attend board meetings during the day or evening M-F? Yes No
If no, please explain: Don't like late evening meetings

Please furnish two references who could speak to your qualifications for the desired appointment:

- Name: Joyce Lyon Phone: (H) 925-3250 (W) —
Address: 501 Mt View Unit 8 City: Ellensburg State: WA Zip: 98926
- Name: Joanna Merkel Phone: (H) — (W) 925-1414
Address: Daily Record 401 N Main City: Ellensburg State: WA Zip: 98926

Your application will be placed with others interested in serving on the same board or commission. When a vacancy occurs on the Board/Commission in which you have indicated an interest, the Board of County Commissioners may desire to conduct an interview.

YOUR SIGNATURE:  Date: _____

Please return completed form to: Board of Kittitas County Commissioners
205 W. 5th, Room 108
Ellensburg, WA 98926
509.962.7508 FAX: 509.962.7679

PLEASE NOTE: ALL APPLICATIONS SUBMITTED TO THE BOARD OF COUNTY COMMISSIONERS FOR APPOINTMENT BECOME OFFICIAL PUBLIC RECORDS.

Resume

Monica Mersinger
816 E Hobert Ave
Ellensburg, Wa 98926

509-962-1147

E-mail – monicamersinger@yahoo.com



MONICA L. MERSINGER
PERSONNEL ANALYST
CIVIL SERVICE SECRETARY
CHIEF EXAMINER

129 N. SECOND STREET
YAKIMA, WASHINGTON 98901

(509) 575-6090
SCAN 278-6090

Daily Record newspaper. Volunteer in newsroom.

Research Daily Record computerized archives for historical news articles related to County events for Tuesday edition of the Daily Record. Edit news articles for Saturday edition. Suggest article ideas and headlines as asked. Assist in some newspaper promotion events. 3 years part time experience.

Cannon Beach Historical Society. Coordinator of oral history program. Coordination the collection and maintenance of oral histories related to persons, events and places in the community. Coordinate appointments for oral history interviews, maintain equipment, enter archival information on each oral history into database for history center. Ensure proper environmental storage conditions for taped oral histories. Respond to the public's inquiries concerning the review and use of the oral history collection. 3 years part time experience.

Salem Public Library. Grant Project Coordinator, Salem Online History. Recruit and assign a team of 50 volunteers to research different aspects of Salem, Or history. Determine content and design of project. Instruct volunteers on aspects of research and documentation of articles on Salem History. Coordinate collection of Salem, Or history from a variety of contributing resources including State, Federal and local agencies and museums. Create records based on numeric, date, subject, place, Dewey decimal systems, and archive resulting files. Scan records and historic photographs into computerized records and create retrieval systems for use by the general public. Assist the general public in researching, use and

retrieval of online history and library resources and respond to orders for historical photo reprints. Wrote Federal and State grant applications to fund project. Award winner, Oregon State Historian, Award winner, Best contributor to Marion County History. <http://www.salemhistory.net>. 3 years experience.

City of Salem, Or. Human Resource Manager. Conduct recruitment, selection, classification, create pay systems, manage employee records, create and manage benefit programs, participate in collective bargaining, write and interpret collective bargaining provisions, personnel rules, State and Federal laws to particular employment situations. Ensure employment records were accurate, updated, and retrievable according to local, State and Federal archival regulations. Analyze proposed legislation in the State government as it would impact local government and provide analysis to the City lobbyist. Respond to citizen inquiries concerning the records and procedures of the City's employment department. At City Council meetings and executive session meetings, I had to prepare agenda items including making presentations and create attachments for agenda items. 25 years experience.

Keizer Fire District. Chief Examiner for Civil Service Commission. Oversee recruitment and selection for civil service employees. Maintain employment records for civil service commission as well as record minutes and decisions of the civil service commission. Respond to fire department and citizen inquiries for records of the commission. Prepared civil service agenda items, attachments and distribute minutes to the board and citizens. Responsible for the timely posting of legal notices to the general public of examinations and civil service board meetings. 13 years part time experience.

City of Yakima, Wa. Chief Examiner for Civil Service Commission. Oversee recruitment, selection, classification and pay systems for civil service employees. Maintain employment records for civil service commission as well as record minutes and decisions of the civil service commission. Prepared civil service agenda items, attachments and distribute minutes to the board and citizens. Responsible for the timely posting of legal notices to the general public of examinations and civil service board meetings.

Respond to citizen inquires for records of the commission.
7 years experience.

U.S. Forest Service, various locations in Oregon and Washington.

Human Resource Manager. Oversee recruitment, selection, classification, employment records of both permanent and temporary employees. Respond to employee, public and Agency inquiries and retrieve necessary documentation as requested. Responsible for the timely posting of legal notices to the general public of employment examinations and timber sales. Certified payroll for District. Supervised business office staff including reception, accounting, timber sales and purchasing personnel. Participate as Federal Government recruiter at various job fairs and college campuses. Maintain records according to Federal and Agency regulations. 10 years experience.

Education

B.A. George Fox University, Newberg, Or.

A.S. Clark College, Vancouver, Wa.