

J O B A N N O U N C E M E N T

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

P. O. Box 2724

SAN DIEGO, CALIFORNIA 92112

JOB TITLE: EXECUTIVE SECRETARY

(Temporary position for at least one year with
a starting salary of \$1,000 per month)

GENERAL DESCRIPTION

Under general direction, the Executive Secretary provides administrative and clerical assistance in the day-to-day operation of the office. The Executive Secretary acts as office manager with responsibility for the supervision and coordination of all clerical/secretarial functions of the office.

RESPONSIBILITIES AND TYPICAL TASKS

1. Performs a variety of administrative duties in support of day-to-day office operations.
2. Receives incoming calls, correspondence and visitors.
3. Types materials as assigned.
4. Has responsibility for duplicating and printing of materials.
5. Compose letters and other correspondence as requested.
6. Maintain a log of requests and problems.
7. Contact Task Force Members, Monitors and others as requested.
8. Responsible for interpreting Task Force policies and procedures and disseminating the information on request.
9. Take and transcribe minutes of Task Force meetings and distribute minutes to Task Force Members.
10. Responsible for arranging Task Force and other meetings as requested.
11. Responsible for overall management of office.
12. Set up and maintain files for effective operation of office.

JOB TITLE: Executive Secretary

QUALIFICATIONS

1. Four years of progressively responsible secretarial/clerical experience, with at least two years of planning and organizing clerical functions.
2. Thorough knowledge of office management techniques.
3. Ability to establish and maintain effective communications with Task Force Members, the public, and school district officials.
4. Ability to exercise independent judgment within the policies of the Task Force.
5. Ability to type 65 wpm (certificate required).
6. Ability to take shorthand at 80 wpm (certificate required).

DEADLINE DATE FOR FILING APPLICATION

FRIDAY, FEBRUARY 23, 1979

APPLICATIONS MAY BE PICKED UP AT THE FOLLOWING LOCATIONS:

MAAC Project (East County)
127 E. Lexington, Suite B&T
El Cajon, CA 92020

MAAC Project (South Bay)
825 "A" Avenue
National City, CA 92050

MAAC Project (North County)
831 S. Escondido Blvd.
Escondido, CA 92025

San Diego Urban League
4261 Market Street
San Diego, CA 92102

Master

Job Announcement

~~Make copies for TF~~

Master
Application

~~Make copies for TF~~

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

APPLICATION

JOB TITLE: Executive Secretary

NAME:

LAST

FIRST

MIDDLE

Residence:

STREET

CITY

ZIP

Telephone (home)

(business)

Birthdate:

Social Security No.

Are you a citizen of the United States of America ☐ Yes ☐ No

If not, are you a lawfully admitted resident alien ☐ Yes ☐ No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest college year completed: 1 2 3 4

Post Graduate: 1 2 3 4

Number of semester hours/units _____ or

Quarter hours/units completed _____

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|---------------------------|--------------------|-------|----------------|
| (High School) | | XXXXX | XXXXXX |
| | | | |
| (College or University) | | | |
| | | | |
| | | | |

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|-----------------------|-------------------------|
| Name/Business/Address | JOB TITLE: |
| | DESCRIPTION OF DUTIES: |
| | |
| | |
| | |
| | |
| From: , 19 | To: , 19 Salary: \$ per |
| Reason for Leaving: | |
| Name/Business/Address | JOB TITLE: |
| | DESCRIPTION OF DUTIES: |
| | |
| | |
| | |
| | |
| From: , 19 | To: , 19 Salary: \$ per |
| Reason for Leaving: | |
| Name/Business/Address | JOB TITLE: |
| | DESCRIPTION OF DUTIES: |
| | |
| | |
| | |
| | |
| From: , 19 | To: , 19 Salary: \$ per |
| Reason for Leaving: | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

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Do you object to having your present employer contacted?

_____ Yes _____ No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

LIST THREE PERSONAL REFERENCES (name/address/phone number)

Applicant
Sign Here

Date

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

3/2/79
92001

APPLICATION

Accepted/Hire
Start 3/19/79

JOB TITLE: Executive Secretary

NAME: CAZARES ANNA MARIA
LAST FIRST MIDDLE

Residence: 172 WHITNEY ST. CHULA VISTA 92010
STREET CITY ZIP

Telephone (home) 422-2038 (business) _____

Birthdate: 11/15/49 Social Security No. [REDACTED]

Are you a citizen of the United States of America ☒ Yes ☐ No

If not, are you a lawfully admitted resident alien ☐ Yes ☐ No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest college year completed: ① 2 3 4

Post Graduate: 1 2 3 4

Number of semester hours/units 31 or

Quarter hours/units completed _____

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|--------------------------------------------|--------------------|----------|----------------|
| (High School) JEFFERSON DAVIS HIGH SCH. | JUNE '67 | XXXXX | XXXXXX |
| HOUSTON, TEXAS | | | |
| (College or University) SAN DIEGO STATE | | TELECOM. | |
| SOUTHWESTERN COLLEGE | | UNDEC. | |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 2

WORK EXPERIENCE - PLEASE SEE ENCLOSED RESUME

(Employer(s) during past five years)

| | |
|-----------------------------------------------|------------------------|
| Name/Business/Address | JOB TITLE: |
| OFFICE OF INTER-GOVERNMENTAL AFFAIRS | SECRETARY |
| COUNTY OF SAN DIEGO | DESCRIPTION OF DUTIES: |
| RM 297, 1600 PACIFIC HWY | |
| SAN DIEGO | |
| | |
| From: 3/31, 1977 To: 7/1, 1978 | Salary: \$ 776 per MO. |
| Reason for Leaving: GO BACK TO SCHOOL | |
| Name/Business/Address | JOB TITLE: |
| AFFIRMATIVE ACTION | DESCRIPTION OF DUTIES: |
| COUNTY OF SAN DIEGO | |
| 1375 PACIFIC HWY | |
| SAN DIEGO | |
| | |
| From: MAY, 1972 To: NOV., 1976 | Salary: \$ 845 per MO. |
| Reason for Leaving: SPEND TIME WITH CHILDREN. | |
| Name/Business/Address | JOB TITLE: |
| | DESCRIPTION OF DUTIES: |
| | |
| | |
| | |
| | |
| From: , 19 To: , 19 | Salary: \$ per |
| Reason for Leaving: | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 3

Do you object to having your present employer contacted? NOT EMPLOYED.

_____ Yes _____ No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

I HAVE ALWAYS ENJOYED WORKING WITH PEOPLE,
DIRECTLY WITH THE PUBLIC, AND I HAVE FOUND
THAT I AM HAPPIEST IN JOBS THAT ALLOW ME TO
DO THAT. I CONSIDER MYSELF A CONSCIENTIOUS
WORKER AND PARENT. I HAVE BEEN A VOLUNTEER
PARENT IN MY CHILDREN'S CLASSES AND TAKE A
SINCERE INTEREST IN THEIR ACTIVITIES.

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

SPEAK SPANISH FLUENTLY

LIST THREE PERSONAL REFERENCES (name/address/phone number)

GLORIA SERRANO, 1375 PACIFIC HWY, 236-2221
BEN CLAY, RM 297, 1600 PACIFIC HWY, 236-3800
TOMAS PEREZ, Ph.D., 172 'I' ST., CHULA VISTA 426-8099

Applicant
Sign Here

Anna Maria Cagres

Date

2/22/79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112

Anna Maria Cazares
172 Whitney St.
Chula Vista, California 92010
422-2038

EMPLOYMENT HISTORY

3/31/77 - 6/28/78
Office of Intergovernmental
Affairs
County of San Diego
San Diego, Ca 92101

SECRETARY - Secretary to the Director. I was responsible for maintaining and keeping our files. Made and cancelled appointments for Director. Transcribed from dictation. Made all travel arrangements (flight, hotel reservations, requests for advance, etc.) for trips to Sacramento and Washington, D.C. Screened all incoming mail and placed in order of priority. Supervised 1 Jr. Clerk Typist.

5/72 - 11/76
Affirmative Action Office
County of San Diego
1600 Pacific Hwy.
San Diego, Ca 92101

STENOGRAPHER - Was Secretary to the Coordinator and Assistant Coordinator. Took dictation; transcribed notes; made and cancelled appointments; screened telephone calls and was responsible for referring these calls to the right person in the office or outside agencies. Our office received many calls from individuals seeking assistance on matters not dealing with the County: people who were being evicted and didn't know what their rights were; Spanish-speaking people who were looking for work, but had limited experience and education; people who were angry because they felt minorities were taking all the jobs and they wanted to "blow off steam." Because I was familiar with many outside organizations and the services they provided I was able to direct them to the various agencies which dealt with their specific problems. As to the disgruntled callers seeking to let off steam, I attempted to explain the program and diffuse their anger with varying degrees of success.

12/73 - 9/74
Management Planning Program
Human Resources Agency
County of San Diego
San Diego, Ca 92101

STENOGRAPHER - I was on loan to this program and was secretary to the Director. I scheduled and coordinated committee meetings (committees make up of county agency heads, and city managers). I took dictation and transcribed from my notes as well as from a dictaphone machine, made and cancelled appointments, filed, etc.

EMPLOYMENT HISTORY: Anna Maria Cazares
Page 2

4/70 - 10/71
University & Fifth Clinic
UCSD - Dept. of Psychiatry
3911 Fifth Ave.
San Diego, Ca

SECRETARY - I was secretary to two psychologists, and was responsible for sending out questionnaires on all patients coming in and keeping records of their progress. I typed materials, articles, and reports for publication. I took dictation and transcribed from my notes as well as from a dictaphone machine, made and cancelled appointments, filed, etc.

9/69 - 12/69
Educational Opportunities
Program
San Diego State University
San Diego, Ca

SECRETARY - I was secretary to the Director, performing general secretarial duties, taking dictation, transcribing notes, making & cancelling appointments, answering questions for new students, assisting them with their applications, orientation and schedules, ordering supplies, filing, etc.

6/69 - 9/69
Marsh & McLennan, Inc.
6th Ave.
Los Angeles, California

SECRETARY - I was secretary for two insurance brokers at one of the largest brokerage firms in the country, transcribed from my dictation notes, xeroxed. *Duties included transcribing*

7/67 - 6/69
Vocational Rehabilitation
State of Texas
Fannin St.
Houston, Texas

STENOGRAPHER, - I was stenographer for two counselors performing general secretarial duties. I took dictation, transcribed from notes and from a dictaphone machine. I filed, xeroxed, made and cancelled appointments, spoke with clients about any complaints or problems they might have had that I could assist them with. *phone calls*



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO • CALIFORNIA 92101
(714) 236-6534

called 3/1

OFFICE OF

WM. B. KOLENDER

CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.

15.02

March 1, 1979

Ms. Anna M. Cazares
172 Whitney Street
Chula Vista, CA 92010

Dear Ms. Cazares:

Based on your application, you are qualified for the job as Executive Secretary to the School Integration Task Force; a selection will be made after an oral interview.

Your interview has been scheduled for Friday, March 9, 1979 at 9:30 a.m., in the Chief's Office, San Diego Police Department, 801 West Market Street, Room 116.

We are looking forward to meeting you.

Sincerely,

Bill Kolender
Chairman
School Integration Task Force

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name ANNA LAZARES

Date 3/9/79

Time 9:30

Your evaluation should be based on the dimensions listed below.

40 I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): Has had job experience requiring a lot of interaction with public/peers - pleasant during interview

30 II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): Responses were brief but precise

10 III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): past job experience has required much independent judgement

11-16
available immediately
#1
CRO

IV. ATTITUDES

20 Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledges and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): positive, self-assured, appears to be low keyed

REMARKS: (Required for each candidate regardless of rating.)

Looking for a challenge / strong secretarial experience

ORAL SCORE # 1

RATER'S SIGNATURE

AGENCY

John A. King
Integration Task Force

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Cagares, Anna Date 3/9 Time 9:25

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | ✓ | | |

Comments (optional): _____

This dimension didn't come thru in interview

② fulltime student
unemployed now
can start right away

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledge and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

ORAL SCORE

80-89

RATER'S SIGNATURE

AGENCY

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

*Could start
Next week*

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Anne Cazares Date 3-9-79 Time 9:30

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|-------------------------------------|--------------------------|
| | | <input checked="" type="checkbox"/> | |

Comments (optional): P.K.

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|-------------------------------------|--------------------------|
| | | <input checked="" type="checkbox"/> | |

Comments (optional): Bilingual - speaks well - gets the point -

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|-------------------------------------|--------------------------|
| | | <input checked="" type="checkbox"/> | |

Comments (optional): Has had experience in handling decisions

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledges and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

Local - Community Based - Good Background -

ORAL SCORE

90%

RATER'S SIGNATURE

V.B. Fikens

AGENCY

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

APPLICATION

JOB TITLE: Executive Secretary

NAME: Birnbaum Barbara
LAST FIRST MIDDLE

Residence: 4029 Georgia Street San Diego 92103
STREET CITY ZIP

Telephone (home) 295-7216 (business) 293-8409

Birthdate: 6/4/40 Social Security No. [REDACTED]

Are you a citizen of the United States of America ☒ Yes ☐ No

If not, are you a lawfully admitted resident alien ☐ Yes ☐ No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 (12)

Circle highest college year completed: 1 2 3 (4)

Post Graduate: 1 (2) 3 4

Number of semester hours/units 61 or

Quarter hours/units completed

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|----------------------------------|--------------------|-----------|----------------|
| (High School) | | | |
| Taft High School, New York City | 1/57 | XXXXX | XXXXXX |
| (College or University) | | | |
| City College of New York, NYC | 6/61 | Sociology | B.A. |
| City University of New York, NYC | 2/70 | Education | M.Sc. |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

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WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|-------------------------------------------------------------------------|----------------------------------------------------------|
| Name/Business/Address | JOB TITLE: Secretary II |
| | DESCRIPTION OF DUTIES: |
| SD Unified School District | Maintaining the calendar; arranging conferences; taking |
| 4100 Normal Street | and transcribing minutes (several committees); telephone |
| San Diego, CA 92103 | contact with public and schools; shorthand/typing; |
| | preparing reports; filing |
| From: March 29, 1977 To: present | , 19 Salary: \$ 810 per month |
| Reason for Leaving: | |
| Name/Business/Address | JOB TITLE: Confidential Secretary |
| | DESCRIPTION OF DUTIES: |
| Hornblower & Weeks | |
| 8 Hanover Square | Heavy quasi-legal shorthand/typing, telephone contact |
| New York, NY | with Chief Executive Officers of both domestic and |
| | international firms; arranging conferences and business |
| | trips; maintaining a calendar; setting up filing system |
| From: November, 1975 To: March | , 1976 Salary: \$ 200 per week |
| Reason for Leaving: My boss moved to Pittsburgh and the budget was cut. | |
| Name/Business/Address | JOB TITLE: Legal Secretary |
| | DESCRIPTION OF DUTIES: |
| Damant, Bostock & Co. | |
| 94 Main Street | Legal shorthand/typing; composed collection letters; |
| Johannesburg, RSA | minutes of partners' meetings, assisted article clerk |
| | with basic research for briefs |
| | |
| From: August , 1974 To: February , 1975 | Salary: \$ 360 Rand per month |
| Reason for Leaving: Returned to IIS | |

Honeywell Information
Systems
863 Bourke Street
Sydney, NSW
Australia

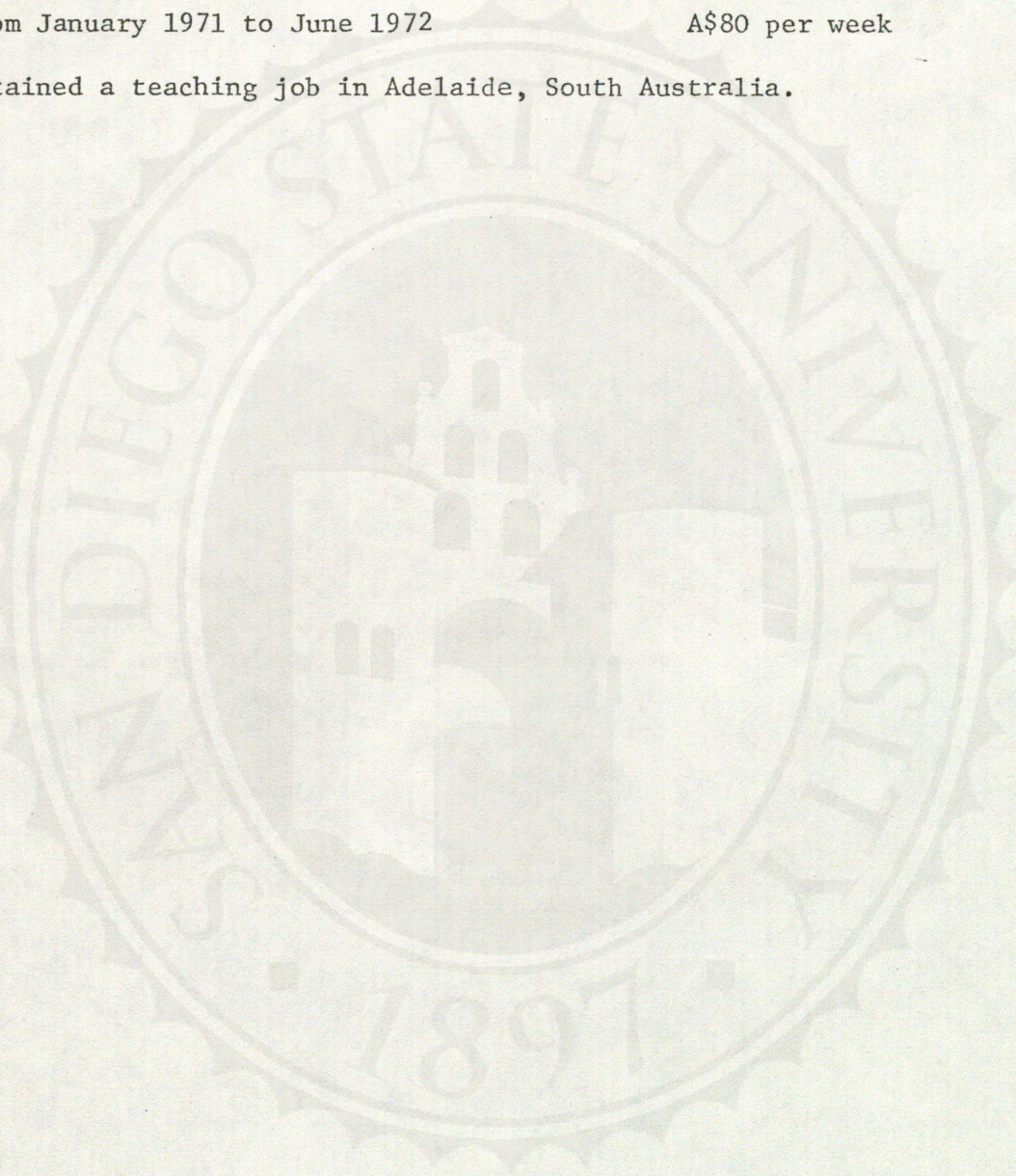
Sales Secretary

General secretarial work; monthly sales report
preparation; supervised "junior"

From January 1971 to June 1972

A\$80 per week

Obtained a teaching job in Adelaide, South Australia.



APPLICATION (Executive Secretary)

Do you object to having your present employer contacted?

____ Yes x No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

I have taught Early Childhood classes for several years in various circumstances.

I have taken Basic Supervisory Techniques as an inservice course.

I have supervised student teachers, community aides and youth corps workers at various times.

I have strong organizational ability. I write and edit well.

Most of all, I do believe in the integration program and want to contribute to its enduring success.

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

Some Spanish.

LIST THREE PERSONAL REFERENCES (name/address/phone number)

Rev. Joseph L. Slade, 7270 Laura Court, San Diego, CA 92120, 287-7959

Msgr. Andrew Hanley, St. John the Evangelist, 1638 Polk Avenue, 291-1660

William Egger, 4031 Georgia Street, 295-1667

Applicant
Sign Here

Barbara Burbaum

Date

2/21/79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

APPLICATION

3/79
939

JOB TITLE: Executive Secretary

NAME: Birnbaum Barbara Joan
LAST FIRST MIDDLE

Residence: 4029 Georgia Street San Diego 92103
STREET CITY ZIP

Telephone (home) 295-7216 (business) 293-8409

Birthdate: 6/4/40 Social Security No. [REDACTED]

Are you a citizen of the United States of America X Yes No

If not, are you a lawfully admitted resident alien Yes No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 (12)

Circle highest college year completed: 1 2 3 (4)

Post Graduate: 1 (2) 3 4

Number of semester hours/units 61 or

Quarter hours/units completed

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|----------------------------------|--------------------|-----------|----------------|
| (High School) | | | |
| Taft High School, New York City | 1/57 | XXXXX | XXXXXX |
| (College or University) | | | |
| City College of New York, NYC | 6/61 | Sociology | B.A. |
| City University of New York, NYC | 2/70 | Education | M.Sc. |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 2

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|-------------------------------------------------------------------------|----------------------------------------------------------|
| Name/Business/Address | JOB TITLE: Secretary II |
| | DESCRIPTION OF DUTIES: |
| SD Unified School District | Maintaining the calendar; arranging conferences; taking |
| 4100 Normal Street | and transcribing minutes (several committees); telephone |
| San Diego, CA 92103 | contact with public and schools; shorthand/typing; |
| | preparing reports; filing |
| From: March 29, 1977 To: present | Salary: \$ 810 per month |
| Reason for Leaving: | |
| Name/Business/Address | JOB TITLE: Confidential Secretary |
| | DESCRIPTION OF DUTIES: |
| Hornblower & Weeks | |
| 8 Hanover Square | Heavy quasi-legal shorthand/typing, telephone contact |
| New York, NY | with Chief Executive Officers of both domestic and |
| | international firms; arranging conferences and business |
| | trips; maintaining a calendar; setting up filing system |
| From: November, 1975 To: March | Salary: \$ 200 per week |
| Reason for Leaving: My boss moved to Pittsburgh and the budget was cut. | |
| Name/Business/Address | JOB TITLE: Legal Secretary |
| | DESCRIPTION OF DUTIES: |
| Damant, Bostock & Co. | |
| 94 Main Street | Legal shorthand/typing; composed collection letters; |
| Johannesburg, RSA | minutes of partners' meetings; assisted article clerk |
| | with basic research for briefs |
| | |
| From: August, 1974 To: February | Salary: \$ 360 Rand per month |
| Reason for Leaving: Returned to U.S. | |

Honeywell Information
Systems
863 Bourke Street
Sydney, NSW
Australia

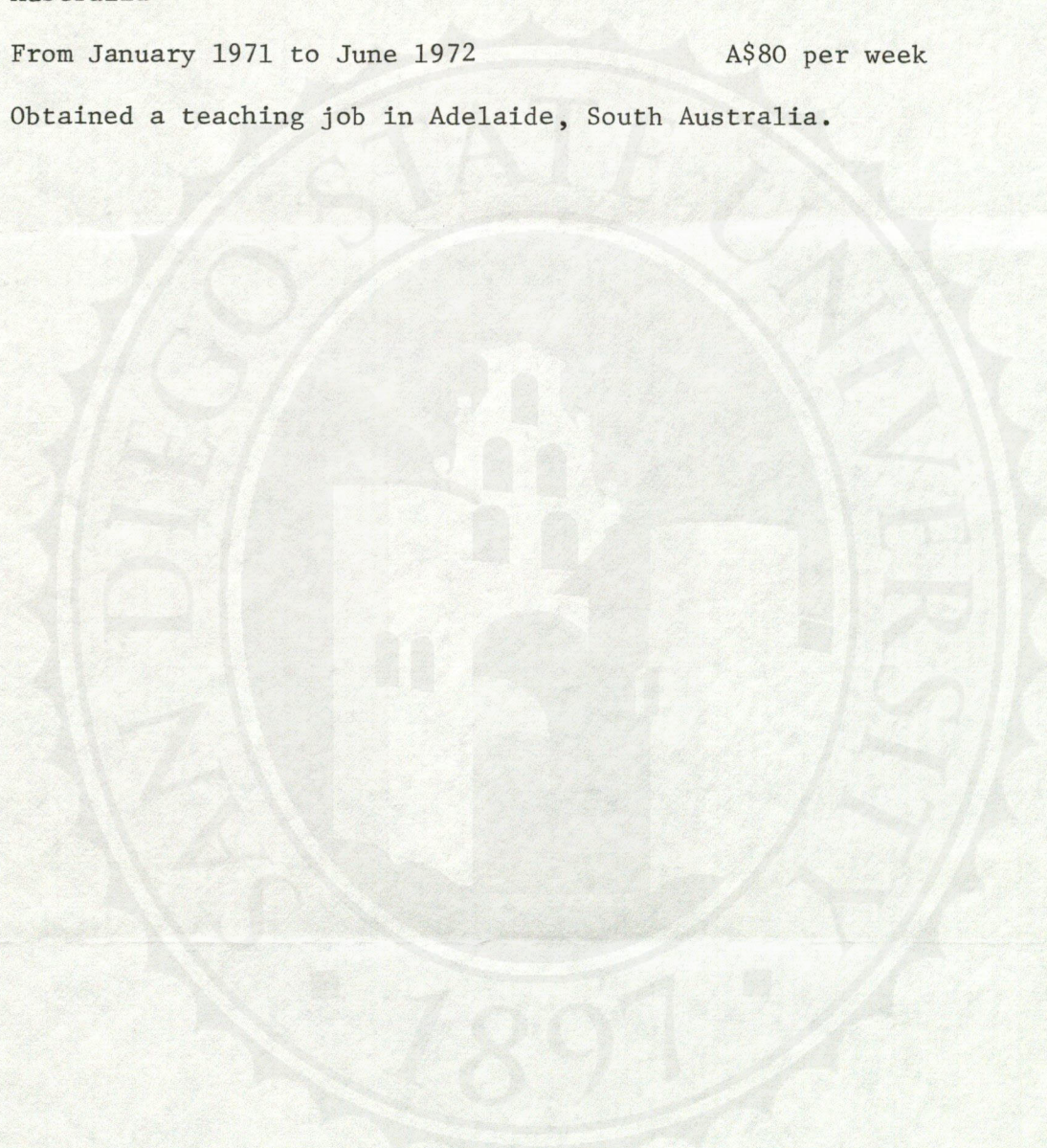
Sales Secretary

General secretarial work; monthly sales report
preparation; supervised "junior"

From January 1971 to June 1972

A\$80 per week

Obtained a teaching job in Adelaide, South Australia.



APPLICATION (Executive Secretary)

Do you object to having your present employer contacted?

_____ Yes x No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

I have taught Early Childhood classes for several years in various circumstances.

I have taken Basic Supervisory Techniques as an inservice course.

I have supervised student teachers, community aides and youth corps workers at various times.

I have strong organizational ability. I write and edit well.

Most of all, I do believe in the integration program and want to contribute to its enduring success.

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

Some Spanish.

LIST THREE PERSONAL REFERENCES (name/address/phone number)

Rev. Joseph L. Slade, 7270 Laura Court, San Diego, CA 92120, 287-7959

Msgr. Andrew Hanley, St. John the Evangelist, 1638 Polk Avenue, 291-1660

William Egger, 4031 Georgia Street, 295-1667

Applicant
Sign Here

Barbara Burbank

Date

2/21/79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

TO: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO • CALIFORNIA 92101
(714) 236-6534

Called 3/1

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.
15.02

March 1, 1979

Ms. Barbara J. Birnbaum
4029 Georgia Street
San Diego, CA 92103

Dear Ms. Birnbaum:

Based on your application, you are qualified for the job as Executive Secretary to the School Integration Task Force; a selection will be made after an oral interview.

Your interview has been scheduled for Friday, March 9, 1979 at 8:30 a.m., in the Chief's Office, San Diego Police Department, 801 West Market Street, Room 116.

We are looking forward to meeting you.

Sincerely,

Bill Kolender
Chairman
School Integration Task Force

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

#2 EAO

INTERVIEW RATING SHEET

Candidate's Name Barbara Birnbaum Date 3/9/79 Time 8:30am

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): Current position with School District has required a lot of interaction with ~~parents~~ parent complaints / ^{CONCERNS} ~~concerns~~

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): Responses to questions were good,

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): Jobs held have required her to exercise independent judgement

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledges and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

Experience in office setting requiring clerical abilities has required her to take some initiative and to utilize independent judgement - skills which are highly desirable for the job we want to fill

ORAL SCORE _____

RATER'S SIGNATURE _____

AGENCY _____

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

①

*2 week notice
1 yr. contract
single - uses*

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Birnbaum, Barbara Date 3/9 Time 8:25 AM

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional):

Has experience & ability

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional):

This dimension - high

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional):

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledge and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

Outstanding

ORAL SCORE 99

RATER'S SIGNATURE att

AGENCY _____

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Barbara Birnbaum Date 3-9-79 Time _____

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): Speaks well - outgoing - no low
to deal with public at ED Cato

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): Good

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): 1st impression she would be
could do many things

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledge and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|-------------------------------------|--------------------------|
| | | <input checked="" type="checkbox"/> | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

Reasonable - good communication skills

ORAL SCORE

859

RATER'S SIGNATURE

P.B. Johnson

AGENCY

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

3/9/79
9:00 a.m.

APPLICATION

JOB TITLE: Executive Secretary

W. Stephens
3-9-79
2:25 p.m.
K. Hunt

NAME: WELLS, NANCY PATRICIA
LAST FIRST MIDDLE

Residence: 5954 Bataan Circle, San Diego, CA 92139
STREET CITY ZIP

Telephone (home) 475-7225 (business) 474-1575

Birthdate: 3/4/37 Social Security No. [REDACTED]

Are you a citizen of the United States of America x Yes No

If not, are you a lawfully admitted resident alien Yes No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 (12)

Circle highest college year completed: 1 2 3 4

Post Graduate: 1 2 3 4

Number of semester hours/units or

Quarter hours/units completed

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|---------------------------|--------------------|-------|----------------|
| (High School) | | | |
| Santa Barbara High School | 6/16/55 | XXXXX | XXXXXX |
| Santa Barbara, California | | | |
| (College or University) | | | |
| | | | |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 2

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name/Business/Address | JOB TITLE: Executive Secretary |
| MAAC Project | DESCRIPTION OF DUTIES: |
| Employment & Training Services | Do a variety of clerical and office work; take short-hand notes from dictation and transcribe; provide |
| 1607 Hoover Avenue | supervision of clerical staff. Write letters, memoranda and reports. Greet public, receive inquiries; |
| National City, CA 92050 | type, maintain office files, answer phones and take messages. Provide in-service training and work evaluations of all clerical personnel assigned to clerical pool. |
| From: October , 1977 To: present , 19 | Salary: \$ per |
| Reason for Leaving: Presently employed | |
| Name/Business/Address | JOB TITLE: Secretary |
| Department of Education Leeward School Advisory Council Pupupani Street Waipahu, Hawaii | DESCRIPTION OF DUTIES: Secretary to the Leeward District School Advisory Council. The council served in an advisory capacity to the Leeward District Superintendent of Schools and served as liaison between the Governor and said district superintendent. Coordinated the activities and made all necessary arrangements for 5-member council. Prepared agendas, arranged for meeting places and meals, took minutes, typed and distributed same (of public meetings). Followed up on action of council. |
| From: October , 1974 To: June , 1977 | Salary: \$ per |
| Reason for Leaving: relocated | |
| Name/Business/Address | JOB TITLE: Administrative Secretary |
| Redevelopment Agency of the City of Santa Barbara City Hall Santa Barbara, CA | DESCRIPTION OF DUTIES: Performed stenographic, clerical and secretarial duties in conjunction with applying for Federal funds for the redevelopment project. After funds allocated assisted the executive director in setting up office; located premises for office, purchased office equipment (furniture and machines) and supplies; set up filing system, interviewed potential employees, determined best telephone system. Took and transcribed minutes of two public meetings & hearings each month. |
| From: April , 1969 To: June , 1972 | Salary: \$ per |
| Reason for Leaving: relocated | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 3

Do you object to having your present employer contacted?

 x Yes No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

I have had a tremendous amount of experience in taking dictation and transcribing same. My two past positions, with the Department of Education and Redevelopment Agency afforded me the opportunity of becoming "comfortable" in taking minutes of meetings and being responsible for the dissemination of information to board members. In each case the board members were volunteers from the community (although appointed in one instance by the Mayor and the other case by the Governor). The position with the City exposed me to city officials, and federal, while the position with the Department of Education exposed me to the state officials (Governor, Lt. Governor, Congressmen, etc.) I am a "take charge" individual, because of my vast secretarial experience and responsibilities, and enjoy the opportunity to utilize by secretarial skills to the fullest.

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

none

LIST THREE PERSONAL REFERENCES (name/address/phone number)

Mrs. Irma Pena - 2135 29th Street, San Diego, CA 232-4538

Tomas Martinez - 861 6th Avenue, San Diego, CA 92101 - 238-1445

Mrs. Nellie Dieli - 302 Ridgecrest Drive, San Diego, CA 92114 479-7021

Applicant
Sign Here

Nancy Wells

Date 2/23/79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112

#3
eal

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Nancy Wells Date 3/9/79 Time 8:00 am

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): Responded well to questions

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): Confident, self-assured

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledge and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

ORAL SCORE # 3

RATER'S SIGNATURE

AGENCY

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

#3
eal

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Nancy Wells Date 3/9/79 Time 8:00 am

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): Responded well to questions

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | ✓ |

Comments (optional): Confident, self-assured

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledge and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

ORAL SCORE # 3

RATER'S SIGNATURE

AGENCY

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

2 WKS - notice

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

Currently \$
8 per 1,000

INTERVIEW RATING SHEET

Candidate's Name Nancy Wells Date 3-9-79 Time 8:00

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): OK

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): OK

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): ?

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledge and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | / | |

Comments (optional):

REMARKS: (Required for each candidate regardless of rating.)

Comments 50-80. Not to elaborate

ORAL SCORE

80%

RATER'S SIGNATURE

PJB Kibuka

AGENCY

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

3

needs higher salary 2 weeks notice

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Kelle, Nancy Date 3/9 Time 8:00 AM

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledges and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

ORAL SCORE _____

RATER'S SIGNATURE _____

AGENCY _____

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

3/9/79
92139

APPLICATION

JOB TITLE: Executive Secretary

NAME: WELLS, NANCY PATRICIA

LAST

FIRST

MIDDLE

Residence: 5954 Bataan Circle, San Diego, CA 92139

STREET

CITY

ZIP

Telephone (home) 475-7225

(business) 474-1575

Birthdate: 3/4/37

Social Security No. [REDACTED]

Are you a citizen of the United States of America x Yes No

If not, are you a lawfully admitted resident alien Yes No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 (12)

Circle highest college year completed: 1 2 3 4

Post Graduate: 1 2 3 4

Number of semester hours/units or

Quarter hours/units completed

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|---------------------------|--------------------|-------|----------------|
| (High School) | | | |
| Santa Barbara High School | 6/16/55 | XXXXX | XXXXXX |
| Santa Barbara, California | | | |
| (College or University) | | | |
| | | | |
| | | | |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 2

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name/Business/Address | JOB TITLE: Executive Secretary |
| MAAC Project | DESCRIPTION OF DUTIES: |
| Employment & Training Services | Do a variety of clerical and office work; take short-hand notes from dictation and transcribe; provide supervision of clerical staff. Write letters, memoranda and reports. Greet public, receive inquiries; |
| 1607 Hoover Avenue | type, maintain office files, answer phones and take messages. Provide in-service training and work evaluations of all clerical personnel assigned to clerical pool. |
| National City, CA 92050 | |
| From: October , 1977 To: present , 19 | Salary: \$ per |
| Reason for Leaving: Presently employed | |
| Name/Business/Address | JOB TITLE: Secretary |
| Department of Education Leeward School Advisory Council Pupupani Street Waipahu, Hawaii | DESCRIPTION OF DUTIES: Secretary to the Leeward District School Advisory Council. The council served in an advisory capacity to the Leeward District Superintendent of Schools and served as liaison between the Governor and said district superintendent. Coordinated the activities and made all necessary arrangements for 5-member council. Prepared agendas, arranged for meeting places and meals, took minutes, typed and distributed same (of public meetings). Followed up on action of council. |
| From: October , 1974 To: June , 1977 | Salary: \$ per |
| Reason for Leaving: relocated | |
| Name/Business/Address | JOB TITLE: Administrative Secretary |
| Redevelopment Agency of the City of Santa Barbara City Hall Santa Barbara, CA | DESCRIPTION OF DUTIES: Performed stenographic, clerical and secretarial duties in conjunction with applying for Federal funds for the redevelopment project. After funds allocated assisted the executive director in setting up office; located premises for office, purchased office equipment (furniture and machines) and supplies; set up filing system, interviewed potential employees, determined best telephone system. Took and transcribed minutes of two public meetings & hearings each month. |
| From: April , 1969 To: June , 1972 | Salary: \$ per |
| Reason for Leaving: relocated | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 3

Do you object to having your present employer contacted?

 x Yes No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

I have had a tremendous amount of experience in taking dictation and transcribing same. My two past positions, with the Department of Education and Redevelopment Agency afforded me the opportunity of becoming "comfortable" in taking minutes of meetings and being responsible for the dissemination of information to board members. In each case the board members were volunteers from the community (although appointed in one instance by the Mayor and the other case by the Governor). The position with the City exposed me to city officials, and federal, while the position with the Department of Education exposed me to the state officials (Governor, Lt. Governor, Congressmen, etc.) I am a "take charge" individual, because of my vast secretarial experience and responsibilities, and enjoy the opportunity to utilize by secretarial skills to the fullest.

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

none

LIST THREE PERSONAL REFERENCES (name/address/phone number)

Mrs. Irma Pena - 2135 29th Street, San Diego, CA 232-4538

Tomas Martinez - 861 6th Avenue, San Diego, CA 92101 - 238-1445

Mrs. Nellie Dieli - 302 Ridgecrest Drive, San Diego, CA 92114 479-7021

Applicant
Sign Here

Nancy Wells

Date 2/23/79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO • CALIFORNIA 92101
(714) 236-6534

Called 2/5

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.
15.02

March 1, 1979

Ms. Nancy P. Wells
5954 Bataan Circle
San Diego, CA 92139

Dear Ms. Wells:

Based on your application, you are qualified for the job as Executive Secretary to the School Integration Task Force; a selection will be made after an oral interview.

Your interview has been scheduled for Friday, March 9, 1979, at 8:00 a.m., in the Chief's Office, San Diego Police Department, 801 West Market Street, Room 116.

We are looking forward to meeting you.

Sincerely,

Bill Kolender
Chairman
School Integration Task Force

RESUME

3/9/79
900 am

MARIA IVORY
6294 Anvil Lake Avenue
San Diego, Calif. 92119

Notified
3-9-79
Age: 21
Kilbuck

(714) 466-7856

EDUCATION

Washington Irving Evening High School completed: January 1966

San Diego City College: 2½ years, grade point average: 3.50

TITLE: Secretary

TOTAL EXPERIENCE: 10 years

WORK HISTORY

San Diego Community College District
3375 Camino Del Rio South
San Diego, California 92101
280-7610

1974 - 12/77

Title: Recreational aide
Office Clerk aide

\$2.85 per hr.

Student work-study position with San Diego Park & Recreation Dept. Recreation assistant under Lou Barrier, Disabled Services. Assisted with recreational programs for handicapped children and teenagers at Special Education Schools in the area. Used bus trips, parties, dances, outdoor relays and races. Helped with the 1977 Olympic Wheelchair tournaments at San Diego State University.

Also was an office assistant work-study at San Diego City College, Admissions Office, under Liane Sacrenty. Did typing, filing and general office duties. Position ends when not attending school.

General Atomic Company
10955 John Jay Hopkins Drive
San Diego, California
455-4120

8/75 - 12/75

Title: Secretary

\$162.00 per wk.

Secretary in the Reprocessing Development Branch which handles the designing and building of HTGR Reprocessing Plants and systems. Stenographer and typist for 22 chemical engineers under Mr. Colin Heath, Dept. Manager. Company lay-off.

Maria Ivory

Resume

San Diego State University
 Associated Students
 5402 College Avenue
 San Diego, California 92115

8/74 - 5/75

Title: Secretary III

\$503.00 per mo.

Secretary to Student Government and Council. Recorded minutes of meetings concerning policies, codes, by-laws and distribution and funding of monies. Completely familiar with parliamentary procedures. Handled all dictation and typing for 6 criminal and civil student attorneys. Purchased all office supplies and equipment, handled travel and hotel arrangements and supervised one part time typist. Heavy phone contact and appointments. Position was temporary for 10 months only. Supervisor, Susan Carruthers.

New York City Department of Social Services
 3300 Northern Boulevard
 New York, New York

5/69 - 8/71

Title: Senior Stenographer

\$450.00 per mo.

Dictaphone, stenographer and typist. Handled monthly reports and correspondence. Set up appointments and helped with interviews for eligibility. Heavy phone and public contact. Moved from New York area to San Diego.

New York State Dept. of Labor
 Wage Claims Division
 80 Centre Street
 New York, New York

1/66 - 2/68

\$375.00 per mo.

Duties included stenography and typing in the steno pool. Had considerable legal involvement. Transferred from the pool to Wage Claims Division where I was secretary to three lawyers. Used the dictaphone for lengthy correspondence. Left for a better position and salary.

SECRETARIAL SKILLS

Shorthand: 95 - 100 wpm

Typing: 65 - 70 wpm

Dictaphone and copy machines
 ten key adder

REFERENCES: See attached.

WORK HISTORY CONTINUED

Cedar Community Center
320 Date Street
San Diego, California 92101

1978 - Present

Title: Secretary

\$650 per mo.

This organization is a multi-service agency for senior citizens. Duties as Center secretary include answering the phone, greeting clients at receptionist desk, typing reports, newsletter, ordering supplies, xeroxing and taking stenography. I also take minutes of Board Meetings once a month and Staff Meetings twice a month. These minutes are typed, xeroxed and distributed to Board Members. Typing and content of correspondence is also one of my responsibilities.

San Diego Community Colleges
Division of Adult Education
SKILLS CENTER
TYPING CERTIFICATE

Date May 2, 1974

This is to certify that I have this date administered a five-minute typing test of unfamiliar material to Maria Ivory and have scored it under International Typing Contest Rules with a 10-word penalty for each error. Corrected speed was 60 words per minute with -3- errors.

Jean L. Schmiedel
Instructor

Donald W. Schlei
Director

San Diego Community Colleges
Division of Adult Education
SKILLS CENTER
SHORTHAND CERTIFICATE

Date 27 February 1974

This is to certify that I have this date administered a -two- minute shorthand dictation test of unfamiliar material to MARIA IVORY.

This dictation was at the rate of -90- words per minute and transcription was completed with -96- percent accuracy.

Margaret B. Donald
Instructor

Donald W. Schlei
Coordinator

October 9, 1977

Ernest Z. Robles,
Executive Director
National Hispanic Scholarship Fund
Post Office Box 571
San Francisco, California 94101

Dear Mr. Robles:

My wife and I first met Maria Ivory when she moved into our apartment complex about five years ago. Maria moved after having lived here about a year and since that time we have continued to visit each other in our homes and remained good friends.

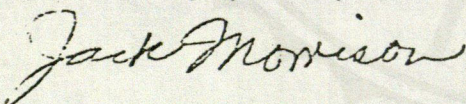
Maria and her children attend the same church as my wife, Leslie, and more often than not, they go together.

We know Maria not only to be an honest, ambitious and industrious person, and also very capable. In addition she is a devoted and loving mother to her two children. She is determined to get an education and compete in our society.

Maria is a very likable person who has good control of her emotions and an unusual ability of expressing herself in an intelligent, coherent manner.

Please do not hesitate to contact us for further information.

Sincerely yours,



JACK MORRISON
4592½ 39th Street
San Diego, California 92116

October 14, 1977

Mr. Ernest Z. Robles
Executive Director
National Hispanic Scholarship Fund
Post Office Box 571
San Francisco, California 94101

Dear Mr. Robles:

This letter of reference for Ms. Maria Ivory is one in which I am very pleased to send to you.

First of all, I believe that Maria possesses the intellectual ability to be very successful. She is a very diligent student, a hard worker and a very conscientious young woman. She is a very sensitive individual who has the excellent ability to adjust to changing situations and has the wonderful capacity to develop meaningful relationships. To do this takes a self reliance of that individual as well as a good deal of emotional maturity in order to be able to convey these feelings to someone else.

She was a student at San Diego City College for several years with an excellent academic record. She is currently completing her studies for the Associate of Arts degree in Vocational Nursing. She has completed these studies with highest honors (GPA of 3.50 out of 4.0).

I personally believe that Ms. Maria Ivory would definitely be an asset to any program or organization that she would be applying for. I most heartily endorse and recommend that Maria be given every consideration for the position of/or recipient of the NHSF Scholarship.

Sincerely,



Samuel McElroy Jr., Director
Educational Assistance Program



October 7, 1977 .

Mr. Ernest Z. Robles
Executive Director
National Hispanic Scholarship Fund
Post Office Box 571
San Francisco, California 94101

Re: Maria Ivory

Dear Mr. Robles:

Ms. Maria Ivory has requested that I submit a letter verifying her academic achievement and a statement indicating the probability of her completing the requirements for an Associate of Arts Degree. I'm more than pleased to respond on her behalf inasmuch as she has demonstrated very excellent potential during my acquaintance with her.

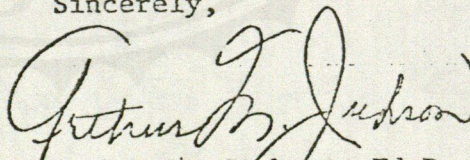
As you will note from the enclosed transcript, she has obtained above average grades in most of the courses she has completed.

She has demonstrated unquestionable initiative and motivation, especially in her desire to pursue a college education. Even though she has successfully completed several college units, she is currently enrolled in a class I'm teaching "Surviving In College." In this setting she continues to equip herself with those skills (listening, attitudes, note taking, test taking, reading) which will enhance her chances of completing her education.

Ms. Ivory is personable, and she has demonstrated leadership potential, as well as a sense of moral and social responsibility.

Your consideration of her application is appreciated.

Sincerely,



Arthur M. Jackson, Ed.D.
Counselor and Instructor

AMJ:mcw



October 10, 1977

Mr. Ernest Robles

Dear Mr. Robles:

I am pleased to submit this letter of recommendation regarding Maria Ivory's scholastic achievement and potential to complete a college degree. I recommend Ms. Ivory to you--without reservation--as a serious student who is not only goal oriented but quality oriented.

As a student of mine for the past three semesters, Ms. Ivory has demonstrated high potential, exceptional creativity, and superior performance in the implementation of class assignments and creative projects. In addition, she is a responsible and reliable participant who attends class regularly and completes assignments promptly and thoroughly.

I have no doubt as to Ms. Ivory's capabilities and potential for completing her educational and career goals. I can assure you that she is a highly deserving applicant who will continue to prove herself worthy of your consideration. As a tribute to her outstanding performance as a student, I recommended her for an Award for Outstanding Scholastic Achievement, which she received from the Black Studies Department last semester.

I encourage you to consider her application for a scholarship. I shall be happy to provide additional information regarding this outstanding applicant.

Sincerely yours,

A handwritten signature in cursive script, reading "Dorothy L. W. Smith".

Dorothy L. W. Smith, Instructor
Black Studies and English Departments



NATIONAL HISPANIC SCHOLARSHIP FUND

P.O. BOX 571

SAN FRANCISCO, CALIFORNIA 94101

415-892-9971

April 12, 1978

Dear Ms Ivory:

Congratulations on being selected as an NHSF Scholar for 1977. You should be very proud of your fine record and accomplishments which stood out in national competition.

I am pleased to inform you that the NHSF Board of Directors decided to send the awards directly to all recipients. Accordingly, enclosed you will find a check in the amount of your previous notification from Bishop Flores.

With best regards.

Ernest Z. Robles
Executive Director

*Could start
in 1 wk.*

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Maria Ivory Date 3-9-79 Time _____

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | |

Comments (optional): Minimal experience

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledges and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

Will not appear very informed —
Will not have skills of other candidates

ORAL SCORE 75%
 RATER'S SIGNATURE W. B. K. K. K.
 AGENCY _____

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

(4) 1 wk. notice

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Candidate's Name Mary, Maria Date 3/9 Time _____

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | | |

Comments (optional): lowers eyes when communicating with interviewers

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | ✓ | | |

Comments (optional): "you know" speech pattern

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | ✓ | | |

Comments (optional): _____

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledge and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

ORAL SCORE 70-79

RATER'S SIGNATURE _____

AGENCY _____

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

JUNIOR CLERK TYPIST/STENOGRAPHER
INTERMEDIATE CLERK TYPIST/STENOGRAPHER

INTERVIEW RATING SHEET

Late for app't
1 week notice
#4 ear

Candidate's Name MARIA WORY Date 3/9/79 Time 9:00 am.

Your evaluation should be based on the dimensions listed below.

I. INTERPERSONAL SKILLS:

Ability to get along well with the public and other employees (is helpful and agreeable, is cooperative, coordinates work well with co-workers), to deal pleasantly and tactfully with the public and other employees, to put people at ease, to remain calm under interpersonal pressure.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional):

II. EFFECTIVE ORAL COMMUNICATION:

Ability to communicate effectively, to speak fluently (has good vocabulary and uses it easily), to get ideas across to others, to choose ideas and words appropriate for the listener.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional):

III. JUDGMENT AND DECISION-MAKING:

Ability to make logical common-sense judgments in processing work and information, to analyze problems and arrive at effective solutions, to make good decisions as to what is the best procedure for the task involved.

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | ✓ | | |

Comments (optional): Minimal experience, does not appear to be confident of self in order to make independent judgement when necessary

IV. ATTITUDES

Ability to maintain a positive working attitude (enjoys the work, voluntarily takes steps to accomplish tasks without being asked, shows concern for the outcome of the job, takes advantage of all opportunities to improve knowledge and skills).

Please check the appropriate box:

| Unacceptable | Below Average | Acceptable | Definitely Above Average |
|--------------|---------------|------------|--------------------------|
| | | ✓ | |

Comments (optional): _____

REMARKS: (Required for each candidate regardless of rating.)

Work experience has not been in a Administrative capacity & skills appear to be average

ORAL SCORE # 4

RATER'S SIGNATURE *Elvin L. Dier*

AGENCY *Integration Task Force*

OVERALL RATING SCALE

- 90 - 99 Definitely Above Average: I feel confident that this applicant would make a good Clerk and be a positive asset to an agency.
- 80 - 89 Acceptable: This applicant would make a satisfactory Clerk.
- 70 - 79 Below Average: This applicant probably can satisfactorily perform the duties of a Clerk with sufficient training.
- 65 Fail: This applicant is unqualified to be a Clerk at this time. I would not consider hiring him/her.

3/9/79
9:00 am

MARIA IVORY
6291 Anvil Lake Avenue
San Diego, Calif. 92119

(714) 466-7856

Age: 31

EDUCATION

Washington Irving Evening High School completed: January 1966

San Diego City College: 2½ years, grade point average; 3.50

TITLE: SecretaryTOTAL EXPERIENCE: 10 yearsWORK HISTORY

San Diego Community College District
3375 Camino Del Rio South
San Diego, California 92101
280-7610

1974 - 12/77

Title: Recreational aide
Office Clerk aide

\$2.85 per hr.

Student work-study position with San Diego Park & Recreation Dept. Recreation assistant under Lou Barrier, Disabled Services. Assisted with recreational programs for handicapped children and teenagers at Special Education Schools in the area. Used bus trips, parties, dances, outdoor relays and races. Helped with the 1977 Olympic Wheelchair tournaments at San Diego State University.

Also was an office assistant work-study at San Diego City College, Admissions Office, under Liane Sacrenty. Did typing, filing and general office duties. Position ends when not attending school.

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10955 John Jay Hopkins Drive
San Diego, California
455-4120

8/75 - 12/75

Title: Secretary

\$162.00 per wk.

Secretary in the Reprocessing Development Branch which handles the designing and building of HTGR Reprocessing Plants and systems. Stenographer and typist for 22 chemical engineers under Mr. Colin Heath, Dept. Manager. Company lay-off.

Maria Ivory

Resume

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 Associated Students
 5402 College Avenue
 San Diego, California 92115

8/74 - 5/75

Title: Secretary III

\$503.00 per mo.

Secretary to Student Government and Council. Recorded minutes of meetings concerning policies, codes, by-laws and distribution and funding of monies. Completely familiar with parliamentary procedures. Handled all dictation and typing for 6 criminal and civil student attorneys. Purchased all office supplies and equipment, handled travel and hotel arrangements and supervised one part time typist. Heavy phone contact and appointments. Position was temporary for 10 months only. Supervisor, Susan Carruthers.

New York City Department of Social Services
 3300 Northern Boulevard
 New York, New York

5/69 - 8/71

Title: Senior Stenographer

\$450.00 per mo.

Dictaphone, stenographer and typist. Handled monthly reports and correspondence. Set up appointments and helped with interviews for eligibility. Heavy phone and public contact. Moved from New York area to San Diego.

New York State Dept. of Labor
 Wage Claims Division
 80 Centre Street
 New York, New York

1/66 - 2/68

\$375.00 per mo.

Duties included stenography and typing in the steno pool. Had considerable legal involvement. Transferred from the pool to Wage Claims Division where I was secretary to three lawyers. Used the dictaphone for lengthy correspondence. Left for a better position and salary.

SECRETARIAL SKILLS

Shorthand: 95 - 100 wpm
 Typing: 65 - 70 wpm

Dictaphone and copy machines
 ten key adder

REFERENCES: See attached.

WORK HISTORY CONTINUED

Cedar Community Center
320 Date Street
San Diego, California 92101

1978 - Present

Title: Secretary

\$650 per mo.

This organization is a multi-service agency for senior citizens. Duties as Center secretary include answering the phone, greeting clients at receptionist desk, typing reports, newsletter, ordering supplies, xeroxing and taking stenography. I also take minutes of Board Meetings once and month and Staff Meetings twice a month. These minutes are typed, xerozed and distributed to Board Members. Typing and content of correspondence is also one of my responsibilities.

San Diego Community Colleges
Division of Adult Education
SKILLS CENTER
TYPING CERTIFICATE

Date May 2, 1974

This is to certify that I have this date administered a five-minute typing test of unfamiliar material to Maria Ivory and have scored it under International Typing Contest Rules with a 10-word penalty for each error. Corrected speed was 60 words per minute with -3- errors.

Jean L. Schmidel
Instructor

Donald W. Schlei
Director

San Diego Community Colleges
Division of Adult Education
SKILLS CENTER
SHORTHAND CERTIFICATE

Date 27 February 1974

This is to certify that I have this date administered a -two- minute shorthand dictation test of unfamiliar material to MARIA IVORY.

This dictation was at the rate of -90- words per minute and transcription was completed with -96- percent accuracy.

Margie B. Donald
Instructor

Donald W. Schlei
Coordinator

October 9, 1977

Ernest Z. Robles,
Executive Director
National Hispanic Scholarship Fund
Post Office Box 571
San Francisco, California 94101

Dear Mr. Robles:

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Maria and her children attend the same church as my wife, Leslie, and more often than not, they go together.

We know Maria not only to be an honest, ambitious and industrious person, and also very capable. In addition she is a devoted and loving mother to her two children. She is determined to get an education and compete in our society.

Maria is a very likable person who has good control of her emotions and an unusual ability of expressing herself in an intelligent, coherent manner.

Please do not hesitate to contact us for further information.

Sincerely yours,

Jack Morrison

JACK MORRISON
4592½ 39th Street
San Diego, California 92116

October 14, 1977

Mr. Ernest Z. Robles
Executive Director
National Hispanic Scholarship Fund
Post Office Box 571
San Francisco, California 94101

Dear Mr. Robles:

This letter of reference for Ms. Maria Ivory is one in which I am very pleased to send to you.

First of all, I believe that Maria possesses the intellectual ability to be very successful. She is a very diligent student, a hard worker and a very conscientious young woman. She is a very sensitive individual who has the excellent ability to adjust to changing situations and has the wonderful capacity to develop meaningful relationships. To do this takes a self reliance of that individual as well as a good deal of emotional maturity in order to be able to convey these feelings to someone else.

She was a student at San Diego City College for several years with an excellent academic record. She is currently completing her studies for the Associate of Arts degree in Vocational Nursing. She has completed these studies with highest honors (GPA of 3.50 out of 4.0).

I personally believe that Ms. Maria Ivory would definitely be an asset to any program or organization that she would be applying for. I most heartily endorse and recommend that Maria be given every consideration for the position of/or recipient of the NHSF Scholarship.

Sincerely,

A handwritten signature in cursive script, reading "Samuel McElroy Jr.", followed by a horizontal line.

Samuel McElroy Jr., Director
Educational Assistance Program



October 7, 1977 .

Mr. Ernest Z. Robles
Executive Director
National Hispanic Scholarship Fund
Post Office Box 571
San Francisco, California 94101

Re: Maria Ivory

Dear Mr. Robles:

Ms. Maria Ivory has requested that I submit a letter verifying her academic achievement and a statement indicating the probability of her completing the requirements for an Associate of Arts Degree. I'm more than pleased to respond on her behalf inasmuch as she has demonstrated very excellent potential during my acquaintance with her.

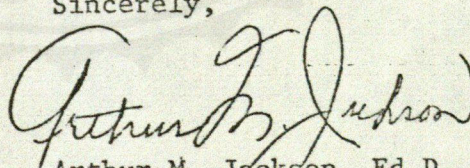
As you will note from the enclosed transcript, she has obtained above average grades in most of the courses she has completed.

She has demonstrated unquestionable initiative and motivation, especially in her desire to pursue a college education. Even though she has successfully completed several college units, she is currently enrolled in a class I'm teaching "Surviving In College." In this setting she continues to equip herself with those skills (listening, attitudes, note taking, test taking, reading) which will enhance her chances of completing her education.

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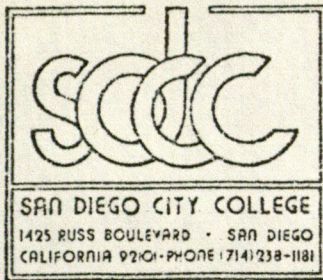
Your consideration of her application is appreciated.

Sincerely,



Arthur M. Jackson, Ed.D.
Counselor and Instructor

AMJ:mcw



October 10, 1977

Mr. Ernest Robles

Dear Mr. Robles:

I am pleased to submit this letter of recommendation regarding Maria Ivory's scholastic achievement and potential to complete a college degree. I recommend Ms. Ivory to you--without reservation--as a serious student who is not only goal oriented but quality oriented.

As a student of mine for the past three semesters, Ms. Ivory has demonstrated high potential, exceptional creativity, and superior performance in the implementation of class assignments and creative projects. In addition, she is a responsible and reliable participant who attends class regularly and completes assignments promptly and thoroughly.

I have no doubt as to Ms. Ivory's capabilities and potential for completing her educational and career goals. I can assure you that she is a highly deserving applicant who will continue to prove herself worthy of your consideration. As a tribute to her outstanding performance as a student, I recommended her for an Award for Outstanding Scholastic Achievement, which she received from the Black Studies Department last semester.

I encourage you to consider her application for a scholarship. I shall be happy to provide additional information regarding this outstanding applicant.

Sincerely yours,

Dorothy L. W. Smith, Instructor
Black Studies and English Departments



NATIONAL HISPANIC SCHOLARSHIP FUND

P. O. BOX 571

SAN FRANCISCO, CALIFORNIA 94101

415-892-9971

April 12, 1978

Dear Ms Ivory:

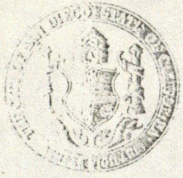
Congratulations on being selected as an NHSF Scholar for 1977. You should be very proud of your fine record and accomplishments which stood out in national competition.

I am pleased to inform you that the NHSF Board of Directors decided to send the awards directly to all recipients. Accordingly, enclosed you will find a check in the amount of your previous notification from Bishop Flores.

With best regards.

A handwritten signature in cursive script, reading "Ernest Z. Robles".

Ernest Z. Robles
Executive Director



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO • CALIFORNIA 92101
(714) 236-6534

W 235-6538
called 3/5

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.
15.02

March 1, 1979

Ms. Maria Ivory
6291 Anvil Lake Avenue
San Diego, CA 92119

Dear Ms. Ivory:

Based on your application, you are qualified for the job as Executive Secretary to the School Integration Task Force; a selection will be made after an oral interview.

Your interview has been scheduled for Friday, March 9, 1979 at 9:00 a.m., in the Chief's Office, San Diego Police Department, 801 West Market Street, Room 116.

We are looking forward to meeting you.

Sincerely,

Bill Kolender
Chairman
School Integration Task Force

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

rec'd 2/23/79 cc

APPLICATION

Not qualified
Noted by pho
LBSK

JOB TITLE: Executive Secretary

NAME: Kinder Charolette Lorriane
LAST FIRST MIDDLE

Residence: 1353 Amethyst Street San Diego 92114
STREET CITY ZIP

Telephone (home) 263-5605 (business) 263-7795

Birthdate: Aug. 6, 1946 Social Security No. [REDACTED]

Are you a citizen of the United States of America ☒ Yes ☐ No

If not, are you a lawfully admitted resident alien ☐ Yes ☐ No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest college year completed: 1 2 3 4

Post Graduate: 1 2 3 4

Number of semester hours/units _____ or

Quarter hours/units completed _____

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|-------------------------------|--------------------|-------|----------------|
| (High School) | | XXXXX | XXXXXX |
| Waukegan Township High School | | | |
| (College or University) | | | |
| | | | |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 2

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|-----------------------------------------------------------------------|-------------------------------------------------|
| Name/Business/Address | JOB TITLE: Secretary |
| San Diego Urban League | DESCRIPTION OF DUTIES: |
| 4268 Market Street | Typing, filing, telephone answering, scheduling |
| San Diego, CA 92102 | appointments for staff, providing feedback on |
| | project material gathering. |
| | |
| From: Jan. 16 , 19 79 To: Feb. 23 , 19 79 Salary: \$ 650.00 per month | |
| Reason for Leaving: Presently employed | |
| Name/Business/Address | JOB TITLE: Clerk/Typist - Payroll Clerk |
| | DESCRIPTION OF DUTIES: |
| Conv. & Perf. Arts Ctr. | Recording man-hours worked, posting hours, |
| 202 "C" Street | computing and posting leave hours, paying |
| San Diego, CA 92101 | employees for hours worked. Typing, filing, |
| | answering telephone and general office work. |
| From: March , 19 74 To: Oct. , 19 77 Salary: \$ 675.00 per month | |
| Reason for Leaving: Decided to quite work for awhile | |
| Name/Business/Address | JOB TITLE: |
| | DESCRIPTION OF DUTIES: |
| | |
| | |
| | |
| | |
| From: , 19 To: , 19 Salary: \$ per | |
| Reason for Leaving: | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 3

Do you object to having your present employer contacted?

_____ Yes X No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

LIST THREE PERSONAL REFERENCES (name/address/phone number)

Applicant
Sign Here _____

Date _____

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO, CALIFORNIA 92101

(714) 236-6534

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.
15.02

March 14, 1979

Ms. Cheri A. Johnson
3731 Haines Street #E
San Diego, CA 92109

Dear Ms. Johnson:

I am sorry that your application for the position of
Executive Secretary to the School Integration Task Force
was received too late.

Thank you for your interest.

Sincerely,

Bill Kolender, Chairman
School Integration Task Force

WBK:dc

✓
3731 Haines Street #E
San Diego, CA 92109
February 27, 1979

Task Force on Voluntary
School Integration
c/o Chief William Kolendar
Chairman
801 W. Market Street
San Diego, CA 92101

Too late

Dear Chief Kolendar:

Doug Byrns at the Chamber of Commerce encouraged me to contact you regarding the position of executive director/secretary for the Task Force. I'm enclosing a brief resume and would appreciate the opportunity to meet with you and discuss the objectives of the Task Force. Also enclosed, as a sample of my previous work, is a policy proposal I wrote last year for a White House Fellowship application.

The short resume does not begin to indicate the non-paid community and political activities I've been involved with in San Diego, nor the types of business ventures I've engaged in outside my regular jobs. I encourage you to contact any of the businessmen on my reference list, even prior to an interview.

I am single with no dependents, free to travel, and with unlimited amounts of time and energy to give to a thorough undertaking of the Task Force's objectives.

Please give me a call at your earliest convenience. I'll look forward to meeting with you.

Sincerely,

Cheri Johnson
Cheri A. Johnson
(714) 272-5829

Encl.(3)

EXPERIENCE

| | |
|--------------------------------|------------------------------------------------------------------------------------|
| November 1978 to present | PHOTOGRAPHER & GRAPHIC ARTIST Free-lance, San Diego |
| July 1978 to November 1978 | BUSINESS MANAGER & MANAGING EDITOR TAG Casting Company & TAGLINES, San Diego |
| July 1975 to July 1978 | EXECUTIVE SECRETARY/LEGAL ASSISTANT Kelco Div. of Merck & Co., San Diego |
| February 1974 to July 1975 | DEPARTMENT SECRETARY General Atomic Co., La Jolla |
| June 1972 to January 1974 | OFFICE MANAGER & LAYOUT ARTIST Rising, Port Assoc. & RP Media, Los Angeles |
| April 1971 to June 1972 | EXECUTIVE ASSISTANT Adam Associates (venture capital), Beverly Hills |
| November 1970 to April 1971 | AIDE-CASE WORKER U.S. Senator John V. Tunney, Los Angeles |
| July 1970 to November 1970 | EXECUTIVE SECRETARY to FINANCE DIRECTOR Tunney for Senate Campaign, Los Angeles |
| July 1969 to July 1970 | REPORTS SUPERVISOR Booz, Allen & Hamilton (mgmt consultants), Los Angeles |

Major areas of expertise gained/used in the above positions, as well as outside volunteer activities, included:

| | |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BUSINESS MANAGEMENT | Responsibility for fiscal affairs of a small corporation, incl. negotiating bank loans, budgeting/forecasting, obtaining corporate counsel, researching projects, management troubleshooting, salary administration |
| OFFICE MANAGEMENT | Organizing office functions, policy interpretation, vendor interface, time management, record retention, financial reporting, benefits administration; liaison with patent/trademark counsel |
| SUPERVISION | Personnel recruiting & hiring (incl. motion picture casting) training programs; supervising sales & clerical staffs |
| PUBLIC RELATIONS | Still photography; design & preparation of brochures, advertisements, reports; direct mail campaigns; editorial content, advertising, layout & production of monthly trade publication; interface with news services, incl. preparation of releases for political and motion picture editors; rewriting and editing manuscripts; scheduling and organizing events (especially fund raisers) for over 20 political campaigns |

EDUCATION

Fullerton Jr. College (1964-65), journalism major
Calif. State College, Long Beach (1967), psychology major
San Diego State Univ. (1976-77), political science/business emphasis

HONORS

Nominated for White House Fellowship by Kelco Div. of Merck & Co.
Scholarship, Business & Professional Women's Club, Fullerton
President's Honor Roll, Calif. State College, Long Beach

R E F E R E N C E S

Professional

Timothy Cohelan
Attorney
225 Broadway #1313
San Diego, CA 92101
(714) 239-0286

Warren Farrell, Ph.D.
Author-Lecturer
2825 Camino Del Mar
Del Mar, CA 92014
(714) 755-2800

William H. McNeely, Ph.D.
Vice President-R&D
Kelco Div. of Merck & Co.
8355 Aero Drive
San Diego, CA 92123
(714) 292-8708

Frederick R. Port
Vice President-Finance
Victor Palmieri & Co.
609 S. Grand Avenue
Los Angeles, CA 90017
(213) 680-0820

Delwin P. Henry, Jr.
Vice President-Marketing
Gill Cable
1302 N. Fourth
San Jose, CA
(408) 998-7333

Raymond Johnson
President
Citizens-Western Bank
Grand & Ingraham Sts.
San Diego, CA 92109
(714) 275-0911

David Burnett
Manager
Core Laboratories
P. O. Box 47547
Dallas, TX 75247
(214) 631-8270

Personal

Over 2 years:

Diana J. Long
Technical Rep. - Kelco
(312) 372-1352 (office)

Over 5 years:

Diana J. Krevis
Auditor - Arthur Andersen & Co.
(714) 236-1666 (office)

Linda Saferite
Administrator - Library Services
(213) 960-2861 (office)

Over 10 years:

Darrell Buckley
International entrepreneur
(213) 438-1350 (home/office)

Mark Brown
Captain - S.D. Lifeguard Service
(714) 224-2709 (office)

Over 20 years:

James & Betty Stone
38152 Rock Circle
Palm Desert, CA 92260
(714) 346-4020 (home)

Jan Kruger
7085 Santa Irene Circle
Buena Park, CA 90620
(714) 995-5691 (home)

33. Write a memorandum, of not more than 500 words, for the President, making a specific policy proposal. Explain why you think it important, what issues it raises, and why you think he should support it.

To: The President
From: Miss C. A. Johnson
Subject: ADMINISTRATION OF THE TOXIC SUBSTANCES CONTROL ACT - INVENTORY REPORTING

A. RECOMMENDED POLICY CHANGE

I respectfully recommend that you intervene in the proposed EPA regulations for administering the Toxic Substances Control Act of 1976 by advising the Administrator to delete the proposed regulation mandating that chemical manufacturers report the estimated volumes of each chemical substance manufactured at each plant site and, instead, support the industry recommendation to maintain this information on-site.

B. SCOPE/INTENT OF THE ACT

According to EPA, the goal of the TSCA is "to protect human health and the environment from unreasonable risks presented by chemical substances. The policy of the U.S. Government is "that (a) adequate data on the effects of chemical substances should be developed as the responsibility of those who manufacture and process them; (b) authority should exist to regulate such chemicals which pose unreasonable risks and act on those which are imminent hazards; and (c) exercising this authority should assure that chemical substances will not present unreasonable risk yet not unduly impede technological innovation."

C. EPA PROPOSALS

1. Original Proposal - Initial emphasis was on requirements for the establishment within individual industrial firms of complete, up-to-date, and easily accessible records concerning each of the chemicals manufactured or used by the firm. When EPA determined there was a valid concern about a given chemical, then they could contact the company where it is manufactured and determine the specific, up-to-date information on the volume and site of manufacture.
2. Current Proposal - The revised version requires certain manufacturers to identify the chemical substances, exactly where the chemical substances are manufactured, and in what quantities. The purpose of this approach is to use these initial reporting requirements not only to compile the inventory required by Section 8(b), but also to fulfill the Congressional intent that adequate data be developed for implementation of TSCA and for other authorities directed to regulating risks associated with chemical substances.

D. INDUSTRY RECOMMENDATIONS

1. Maintain Volume Records On-site - Industry would prefer the original EPA proposal for maintaining volume records on-site. Including production volumes and site information will create substantial problems with confidentiality. Particularly in areas where a firm produces only one product at one site, or where the company is the only U.S. producer of a certain substance, these figures will allow competitors to extrapolate both costs and processing information.
2. Report Volumes in Broad Ranges - Most companies consider precise production figures as privileged information, but would not object to broad range reporting. Reasonable estimates can be obtained by reporting volume information in broad subsets of: up to 100,000 lbs.; 100,000-500,000 lbs.; 500,000-1 million lbs.; etc.

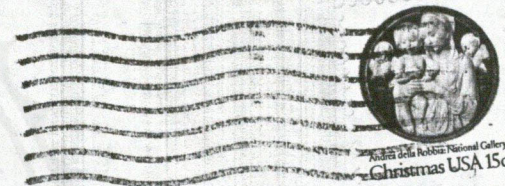
E. CONCLUSION

TSCA was designed to help reduce scientific uncertainties concerning toxic substances and to add coherence to the national effort to protect people and the environment from unreasonable risk without unnecessarily blunting a dynamic sector of our economy. No convincing case has been made that information on manufacturing sites and quantities would be essential to EPA in meeting its initial responsibilities under the Act. The protection of trade secrets is vital to the development of existing and new businesses in the United States and should be encouraged by revision of the proposed EPA regulations.

C. A. Johnson
3731 Haines St. #E
San Diego, CA 92109



POSTMARKED
AFTER 2/23 deadline EDO



Task Force on Voluntary School Integration
c/o Chief William Kolendar, Chairman
801 W. Market Street
San Diego, CA 92101



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO, CALIFORNIA 92101

(714) 236-6534

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.

15.02

March 14, 1979

Ms. Regina Greene
1133 E. Lexington Avenue
El Cajon, CA 92021

Dear Ms. Greene:

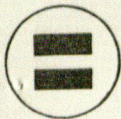
Thank you for submitting your application for the position of Executive Secretary to the School Integration Task Force. I am sorry you do not meet the basic qualifications.

We appreciate your interest.

Sincerely,

Bill Kolender, Chairman
School Integration Task Force

WBK:dc



San Diego Urban League, Inc.

LANELLE SACHS

JOB COUNSELOR/DEVELOPER

4260-A MARKET STREET
SAN DIEGO, CALIF. 92102

(714) 263-9293

Resume & certificates
will be in on Mon.
or whenever required.

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

APPLICATION

✓
Not completed

JOB TITLE: Executive Secretary

NAME: Greene Regina none
LAST FIRST MIDDLE

Residence: 1133 E. Lexington Ave El Cation 92021
STREET CITY ZIP

Telephone (home) 579-9869 (business) _____

Birthdate: 1-10-52 Social Security No. [REDACTED]

Are you a citizen of the United States of America ☒ Yes ☐ No

If not, are you a lawfully admitted resident alien ☐ Yes ☐ No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 (12)

Circle highest college year completed: 1 (2) 3 4

Post Graduate: 1 2 3 4

Number of semester hours/units 165 or

Quarter hours/units completed _____

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|------------------------------------------------------|--------------------|----------|----------------|
| (High School) Lincoln High School | 6-70 | XXXXXX | XXXXXX |
| | | Bus. Ad. | |
| (College or University) San Diego Evening College | | Bus. Ad. | |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

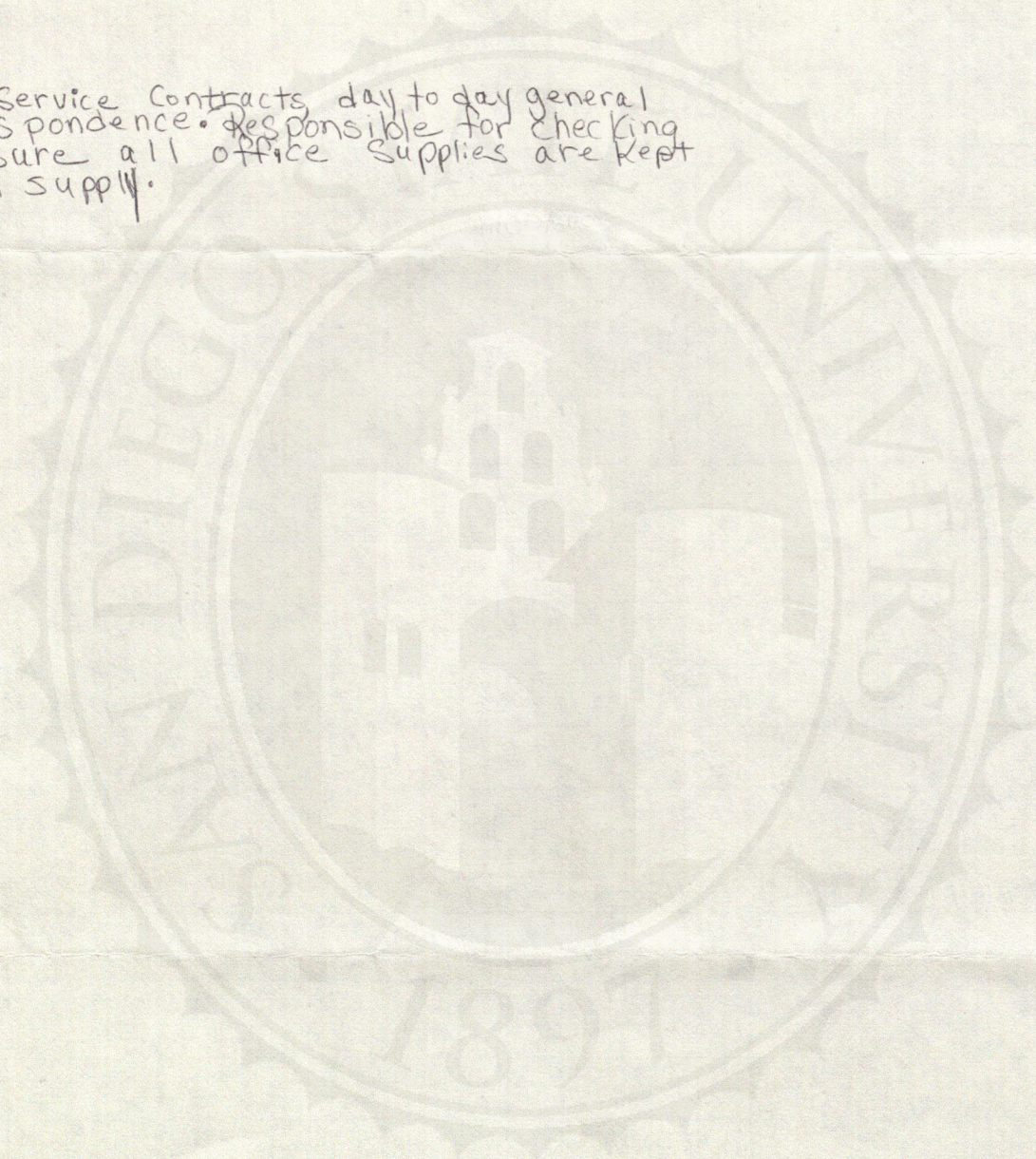
Page 2

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name/Business/Address | JOB TITLE: Secretary Receptionist |
| | DESCRIPTION OF DUTIES: |
| Calif. Edison Utilities Co. 7283 Engineer Rd. Suite "H" San Diego, CA 92111 | responsible for opening office for business at 7:30 A.M. each morning, check calendar daily in order to ensure all appointments are kept, receive all incoming calls, try to be as responsive as my job classification will allow, receive all incoming mail, delivering mail to each department. Have all outgoing mail waiting and ready when postmaster comes daily. Any person(s) coming into the office with or without an appointment is cordially received and made comfortable (coffee etc.) until whomever they are calling upon can receive's number into their office. Type all office memos (over) → |
| From: September, 1978 To: February, 1979 | Salary: \$750.00 per Month |
| Reason for Leaving: Presently employed | |
| Name/Business/Address | JOB TITLE: Reader Assistant |
| | DESCRIPTION OF DUTIES: |
| Miramar College 10440 Blk Mt. Rd. San Diego, CA 92126 Financial Aid Department | Assisting was responsible for: students with financial aid applications, general information as to eligibility etc. Answering phone, taking messages. Audit financial aid folders. Typing Award letters. Disbursement of monthly check to students. Attend some staff meeting. |
| From: January, 1978 To: June, 1978 | Salary: \$600.00 per Month |
| Reason for Leaving: Temporary position - needed only during busy season. | |
| Name/Business/Address | JOB TITLE: PBX Operator |
| | DESCRIPTION OF DUTIES: |
| Little America Westgate Hotel 1055 Second Avenue San Diego, CA 92102 | was responsible for: all incoming and outgoing calls, bill hotel guests for all Long Distance calls and turning them in at the end of my shift. Updating hotel roster as guest check in and out. Paging housekeeper/ and for security as needed. |
| From: October, 1975 To: November 1976 | Salary: \$500.00 per Month |
| Reason for Leaving: Laid off - due to slow period in Hotel. | |

Billing Service Contracts day to day general
correspondence. responsible for checking
to ensure all office supplies are kept
in full supply.



SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 3

Do you object to having your present employer contacted?

X Yes No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

I would like very much to stress, that I
have had a vast amount of Secretarial/Receptionist
experience. I also worked at Sharp Hospital from 1972-74
in the Inhalation Therapy Dept. as a Receptionist.
and in my present job I have a extremely
demanding job, which I enjoy very much, because
of the stimulation that I acquire on a
daily basis. My present job demands that I be a
very personable individual and be able to deal with
stress and/or pressure. Also proficiency is demanded.

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

none at this time.

LIST THREE PERSONAL REFERENCES (name/address/phone number)

Mr. Bill Waite 610 Savoy Street 226-1606

Marva Elzy 4280 Ascot Street 287-1584

Francheska Ahmed) 210 San Jacinto 264-9875

she works at the
Urban League

Applicant
Sign Here

Regina Greene

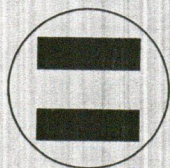
Date 2-23-79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

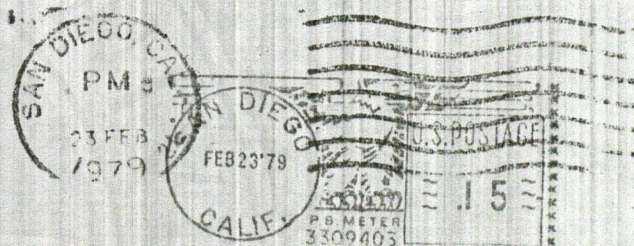
To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112

SAN DIEGO
URBAN
LEAGUE, INC.

Lanille Locks



4261 MARKET STREET
SAN DIEGO, CALIF. 92102



*San Diego School Integration
Task Force
P.O. Box 2724
San Diego, Ca., 92112*

C 146437



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO, CALIFORNIA 92101
(714) 236-6534

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.

15.02

March 14, 1979

Ms. Robin E. Yates
8553 Hurlbut Street
San Diego, CA 92123

Dear Ms. Yates:

Thank you for submitting your application for the position of Executive Secretary to the School Integration Task Force. I am sorry you do not meet the basic qualifications.

We appreciate your interest.

Sincerely,

Bill Kolender, Chairman
School Integration Task Force

WBK:dc

SAN DIEGO SCHOOL INTEGRATION TASK FORCE ✓

APPLICATION

JOB TITLE: Executive Secretary

NAME: Yates Robin Elaine
LAST FIRST MIDDLE

Residence: 8553 Hurlbut San Diego 92123
STREET CITY ZIP

Telephone (home) 277-7381 (business) 263-1423

Birthdate: 5-2-57 Social Security No. [REDACTED]

Are you a citizen of the United States of America ☒ Yes ☐ No

If not, are you a lawfully admitted resident alien ☐ Yes ☐ No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest college year completed: 1 2 3 4

Post Graduate: 1 2 3 4

Number of semester hours/units _____ or

Quarter hours/units completed _____

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|----------------------------|--------------------|-----------------|----------------|
| (High School) | | | |
| <u>Hemlock High School</u> | <u>6-75</u> | <u>XXXXXX</u> | <u>XXXXXX</u> |
| <u>Hemlock, CA</u> | | | |
| (College or University) | | | |
| <u>Sawyer College</u> | <u>8-78</u> | <u>Business</u> | |
| <u>of Business</u> | | | |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 2

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Name/Business/Address | JOB TITLE: |
| | Secretary |
| Volt Technical Corp. - 7570 Clairemont Mesa Blvd. San Diego, CA | DESCRIPTION OF DUTIES: |
| | Typing; shorthand; filing; making airline and trip reservations; transcription; dictaphone; 10-key adding machine by touch. |
| From: Aug. , 1978 To: Jan. , 1979 | Salary: \$4.50 per hr. |
| Reason for Leaving: wanted something permanent | |
| Name/Business/Address | JOB TITLE: |
| | Police Dispatcher |
| Huron Police Department 5th Street Huron, CA | DESCRIPTION OF DUTIES: |
| | Dispatcher. Responsible for sending out emergency messages over radio; typing; filing; phone work |
| From: Jan. , 1976 To: July, 1976 | Salary: \$ 550.00 per month |
| Reason for Leaving: | |
| Name/Business/Address | JOB TITLE: |
| | Secretary |
| M.A.S. Lemoore Gymnasium Lemoore, CA | DESCRIPTION OF DUTIES: |
| | Day roll; typing; filing; greeting people; phone answering; transcribe minutes of meetings |
| From: Jan. , 1977 To: Jan. , 1978 | Salary: \$ 560.00 per month |
| Reason for Leaving: | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 3

Do you object to having your present employer contacted?

____ Yes ✓ No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

I attended Sawyer College of
Business. Courses included:
typing; shorthand; business
math; English; filing; office
procedures; Personal development;
Legal Secretary course.

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

I can speak Spanish fairly.

LIST THREE PERSONAL REFERENCES (name/address/phone number)

Bobbie Hughes 3175 Wilson 281-0725
Carl Whitaker 1234 Fern Dr. 582-8803

Applicant
Sign Here

Robin Yates

Date

2-23-79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112

ROBIN ELAINE YATES
8553 HURLBUT STREET
SAN DIEGO, CA 92123
277-7381
SS# 548-11-3811

Position Desired: SECRETARIAL

EDUCATION

SAWYER COLLEGE OF BUSINESS
5507 El Cajon Boulevard
San Diego, CA 92115

SCHOOL ACTIVITIES:

Treasurer of the Student Body.

Modern Secretary Course: Subject included typing, shorthand, business math, English, filing, office procedures, personal development, legal secretary procedures.

LEMOORE HIGH SCHOOL
E and Bush Street
Lemoore, CA 93245

SCHOOL ACTIVITIES:

Member of girls track team,
head majorette, choir member,
health club president.

SKILLS

Typing: 64 WPM
Shorthand: 80 WPM
10-Key adding machine

Dictaphone
Qwip machine
Duplicating machine

WORK EXPERIENCE

VOLT TECHNICAL CORPORATION
7570 Clairemont Mesa Blvd.
San Diego, CA 92111
279-5801

I went to a number of Corporations and Company's doing a variety of secretarial duties including: typing; shorthand; filing; adding machine; phone answering; making airline and trip reservations.

SUPERVISER: BETH KELSEY

HURON POLICE DEPARTMENT
5th Street
Huron, CA 93245

Dispatcher: Responsible for sending out emergency messages over police radio to patrolling officers; typing a variety of police forms and reports; filing.

SUPERVISER: CHIEF GONGORA

REFERENCES FURNISHED UPON REQUEST.



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO, CALIFORNIA 92101

(714) 236-6534

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.

15.02

March 14, 1979

Ms. Lupe G. Neder
10107 Caminito Jovial
San Diego, CA 92126

Dear Ms. Neder:

I am sorry that your application for the position of
Executive Secretary to the School Integration Task Force
was received too late.

Thank you for your interest.

Sincerely,

Bill Kolender, Chairman
School Integration Task Force

WBK:dc

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

APPLICATION

Coto
[Signature]

JOB TITLE: Executive Secretary

NAME: Neder Lupe G.
LAST FIRST MIDDLE

Residence: 10107 Caminito Luvial San Diego CA 92126
STREET CITY ZIP

Telephone (home) 578-5544 (business) N/A

Birthdate: 10-31-39 Social Security No. [REDACTED]

Are you a citizen of the United States of America ☒ Yes ☐ No

If not, are you a lawfully admitted resident alien ☐ Yes ☐ No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest college year completed: 1 2 3 4

Post Graduate: 1 2 3 4

Number of semester hours/units — or

Quarter hours/units completed —

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|------------------------------|--------------------|--------------|----------------|
| (High School) | | | |
| <u>SAN DIEGO HIGH SCHOOL</u> | <u>JUNE, 1957</u> | <u>XXXXX</u> | <u>XXXXXX</u> |
| (College or University) | | | |
| | | | |
| | | | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 2

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|-------------------------------------------------------------------------------------------------|----------------------------|
| Name/Business/Address | JOB TITLE: |
| | <i>Executive Secretary</i> |
| | DESCRIPTION OF DUTIES: |
| | <i>See ATTACHED Resume</i> |
| | |
| | |
| | |
| From: <i>JUNE</i> , 19 <i>76</i> To: <i>December</i> 19 <i>78</i> Salary: \$ <i>875</i> per mo. | |
| Reason for Leaving: <i>Terminated</i> | |
| Name/Business/Address | JOB TITLE: |
| | DESCRIPTION OF DUTIES: |
| <i>Department of</i> | |
| <i>Education</i> | <i>See ATTACHED Resume</i> |
| | |
| | |
| | |
| From: <i>JUNE</i> , 19 <i>64</i> To: <i>JUNE</i> , 19 <i>76</i> Salary: \$ <i>800</i> per mo | |
| Reason for Leaving: <i>To seek other Employment</i> | |
| Name/Business/Address | JOB TITLE: |
| | DESCRIPTION OF DUTIES: |
| | |
| | |
| | |
| | |
| From: , 19 To: , 19 Salary: \$ per | |
| Reason for Leaving: | |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 3

Do you object to having your present employer contacted?

____ Yes ☒ No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

See Attached Resume

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

Am able to speak, read and write

Spanish Translating in Spanish utilized

in previous positions.

LIST THREE PERSONAL REFERENCES (name/address/phone number)

ELIDIA GARRA 1923 Altamont Circle (92139) 475-4358

ROGER CAZARES c/o 825 "A" Ave. Nat'l City 92050 474-2247

RICHARD FLORES 2236 Commonwealth, San Diego 283-0282/298-8289

Applicant
Sign Here

Lupe M. Neda

Date 2-23-79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

TO: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112

R E S U M E
Lupe G. Neder
10107 Caminito Jovial
San Diego, CA 92126
Phone: 578-5544

JOB OBJECTIVE:

To work at a stimulating job offering independence, flexibility and growth in the executive secretary field. I would like to be a secretary for an interesting person who can fully compensate my skills. I enjoy this field and take my position seriously. I am bilingual and therefore, am interested in bridging the communication gap between the Mexican and/or Mexican-American and Anglo when the opportunity presents itself.

EMPLOYMENT:

1976-1978 Secretary to David E. DeVol, First Vice President
San Diego Federal Savings & Loan Assn.
600 B Street
San Diego, CA

I served as personal secretary to the above and performed all related duties as required.

Duties also included: Extensive telephone work and all administrative secretarial duties.

Prepared Board of Directors month-end reports using monthly computer print outs provided by Accounting Department. This involved sorting and calculation of volume figures in several categories. Typing and submission of final copy.

Prepared approximately 80 month-end dealer reports using computer print outs provided by Accounting Department. This task involved calculation of various accounts, figuring balances, and in some cases, preparing checks when required. Typing and mailing reports to individual dealers.

Documentation of Home Improvement and Equity Loans as necessary to assist three Loan Officers.

Full processing through documentation of employee personal and automobile loans.

Handled all department secretarial needs which also included storekeeper duties.

Handled PSA airline tickets for Division which included monthly accounting and submission to Accounting Department for payment.

Typing of budgets and financial statements from rough copy for Division which included 6 departments.

1964-1976

1959-1960

SKILLS :

EDUCATION:

PERSONAL INFORMATION:

| | | | |
|--------------------------|---------------|-----------------|-----------|
| Date of Birth: | 10-31-39 | Health: | Excellent |
| Place of Birth: | San Diego, CA | Marital Status: | Divorced |
| Employment availability: | Immediate | | |



THE CITY OF

SAN DIEGO

POLICE DEPARTMENT • 801 WEST MARKET STREET • SAN DIEGO, CALIFORNIA 92101
(714) 236-6534

OFFICE OF
WM. B. KOLENDER
CHIEF OF POLICE

IN REPLYING
PLEASE GIVE
OUR REF. NO.

15.02

March 14, 1979

Miss Judith Bond
2460 "A" Street
San Diego, CA 92102

Dear Miss Bond:

I am sorry that your application for the position of
Executive Secretary to the School Integration Task Force
was received too late.

Thank you for your interest.

Sincerely,

Bill Kolender, Chairman
School Integration Task Force

WBK:dc

SAN DIEGO SCHOOL INTEGRATION TASK FORCE

APPLICATION

JOB TITLE: Executive Secretary

NAME: BOND JUDITH —
LAST FIRST MIDDLE

Residence: 2460 A STREET SAN DIEGO CA 92102
STREET CITY ZIP

Telephone (home) 234-0935 (business) —

Birthdate: 12/29/41 Social Security No. [REDACTED]

Are you a citizen of the United States of America X Yes — No
If not, are you a lawfully admitted resident alien — Yes — No

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest college year completed: 1 2 3 (4)

Post Graduate: 1 2 3 4

Number of semester hours/units — or

Quarter hours/units completed —

| Schools Attended/Location | Date of Graduation | Major | Kind of Degree |
|---------------------------------------------------|--------------------|---------------------------------------|----------------|
| (High School) ROY J. WASSON | | XXXXXX | XXXXXX |
| COLORADO SPRINGS, COLORADO | 1960 | | |
| (College or University) UNIVERSITY OF COLORADO | | | |
| BOULDER, COLORADO | 1964 | CENTRAL & EASTERN EUROPEAN STUDIES | B.A. |
| UNIV. OF CALIF. - BERKELEY (ONE SEMESTER) | | RUSSIAN | — |

SAN DIEGO SCHOOL INTEGRATION TASK FORCE
APPLICATION (Executive Secretary)

Page 2

WORK EXPERIENCE

(Employer(s) during past five years)

| | |
|------------------------------------------------------------------------------------------------|------------------------------------------------|
| Name/Business/Address | JOB TITLE: LANGUAGE LAB. PARAPROFES- SIONAL |
| ROY J. WASSON | DESCRIPTION OF DUTIES: |
| HIGH SCHOOL | Please see résumé |
| 2115 AFTON WAY | |
| COLORADO SPRINGS | |
| CO 80909 | |
| From: SEPT. , 1977 To: AUG. , 1978 | Salary: \$ per |
| Reason for Leaving: POSITION TERMINATED (ENROLLMENT DROPPED IN FOREIGN LANGUAGE DEPARTMENT) | |
| Name/Business/Address | JOB TITLE: |
| SAN DIEGO COUNTY | DESCRIPTION OF DUTIES: |
| HUMAN RELATIONS | Please see résumé |
| COMMISSION | |
| 3730 FIFTH AVE. | |
| SAN DIEGO, CA 92103 | |
| From: OCT. , 1972 To: JUNE , 1977 | Salary: \$ 800 per MONTH |
| Reason for Leaving: MOVED TO COLORADO SPRINGS | |
| Name/Business/Address | JOB TITLE: SENIOR CLERK - ADMISSIONS OFFICE |
| SAN DIEGO STATE | DESCRIPTION OF DUTIES: |
| UNIVERSITY | Please see résumé |
| 5402 COLLEGE AVE. | |
| SAN DIEGO, CA 92182 | |
| From: AUG. , 1968 To: JUNE , 1971 | Salary: \$ per |
| Reason for Leaving: TRAVEL IN EUROPE | |

Do you object to having your present employer contacted?

NOT PRESENTLY EMPLOYED

____ Yes ____ No

ADDITIONAL INFORMATION

(Give any additional information you wish covering your qualifications or interests pertinent to the job for which you are applying, including additional school courses or training not covered in this application)

I HAVE HAD EXPERIENCE IN SETTING UP FILES,
TAKING MINUTES OF MEETINGS, ARRANGING MEETINGS,
ACTING AS LIASON BETWEEN GOVERNING BOARD AND
STAFF. I HAVE DEVELOPED FORMS, TYPED IN
SPANISH.

LIST YOUR ABILITY TO SPEAK AND WRITE IN LANGUAGES OTHER THAN ENGLISH

SPANISH - GOOD SPEAKING, READING ABILITY
FRENCH - EXCELLENT SPEAKING, READING ABILITY

LIST THREE PERSONAL REFERENCES (name/address/phone number)

292-7793

GEORGE D. WILLIAMS, 10991 CLAIREMONT MESA BLVD., S.D. CA 92124

LOUISE F. MUNCH, 9516 EASTER WAY, S.D., CA 92121 453-9498

NORAH LYONS, 1311 FOURTH AVE., CORONADO, CA 92118 435-6762

Applicant
Sign Here

Judith Bond

Date 3/1/79

RETURN COMPLETED APPLICATION BY FRIDAY, FEBRUARY 23, 1979

To: SCHOOL INTEGRATION TASK FORCE
P. O. Box 2724
SAN DIEGO, CA 92112

I DO NOT HAVE THE SHORTHAND SKILLS REQUIRED.

JUDITH BOND
2460 A Street
San Diego, CA 92102
(714) 234-0935

Resume

2/79

WORK HISTORY

September 1977 - Roy J. Wasson High School (School District #11) 2115 Afton Way,
August 1978 Colorado Springs, CO 80909
Job Title: Language Laboratory Paraprofessional
Supervisor: Delbert Bye, Chairman, Foreign Language Department
Duties: Ran the language lab (set up tapes for students, listened to students practicing with tape, maintained tapes and books used in the lab) and acted as department secretary (typed reports, tests in French, Spanish, and German). Ordered supplies. Extra assignments: made visual aids, games, etc., in French and Spanish; ran tapes for students interested in learning Russian; organized Foreign Language Festival day; did survey/evaluation of reasons students dropped out of Foreign Language Department courses.

October 1972 - San Diego County Human Relations Commission, 3730 Fifth Avenue,
June 1977 San Diego, CA 92103 (contact Human Resources Agency, County of San Diego, 1600 Pacific Highway, San Diego, CA 92101 - Commission defunded 9/78)
Job Title: Secretary/Personnel Clerk (hired through Kelly Girl as Receptionist, joined Commission staff, promoted to Secretary/Personnel Clerk, acted as Secretary to the Executive Director for 6 months)
Supervisor: George D. Williams, Executive Director
Duties: as Secretary to the Deputy Director and Executive Director, took dictation; typed letters, reports, memoranda; took minutes of committee and Governing Board meetings; set up appointments; kept calendar; made travel arrangements; ordered supplies; supervised clerical staff. As Personnel Clerk set up personnel files; set up hiring process; under supervision of personnel director, processed all applications (including those for executive director positions). Extra assignments included: devised forms used in office; set up central filing system incorporating unfiled material going back several years; made visual aids; typed tenant/landlord handbook in English and in Spanish; helped lay-out handbook for printers.

August 1968 - San Diego State University, Office of Records and Admissions,
June 1971 5402 College Avenue, San Diego, CA 92182
Job Title: Senior Clerk, Admissions Office (Admissions Supervisor)
Supervisor: R.E. Downen
Duties: Processed applications for admission to the university. Supervised staff of eight. Reviewed applications, evaluated high school transcripts, notified applicants, prepared information for computer center. Extra assignments: prepared detailed instruction manual for application process.

April 1966 - Standard Oil Company, Employee Relations Department, 225 Bush Street,
December 1967 San Francisco, CA 94104
Job Title: File Clerk (hired as mail clerk)
Duties: General filing; personnel filing. Extra assignment: organize supply room (several departments had merged to form new Employee Relations Department; files and supplies had to be consolidated).

EDUCATION

- Bachelor of Arts degree from the University of Colorado (Boulder) - June 1964
(Central and Eastern European Studies)
- Scholarship to study Russian in Finland and the U.S.S.R. - Summer of 1963
- Three years in school in French-speaking Switzerland (Lausanne) - Ecole Vinet
1955-1958
- One semester as graduate student in Russian at the University of California at
Berkeley - 1965

MISCELLANEOUS INFORMATION

- Languages - French: excellent speaking, reading, writing ability
Spanish: good speaking, reading, writing ability
Russian: fair speaking, reading, writing ability
- Travel - Lived in Switzerland with my family (1955-1958). Traveled extensively in
Europe
Studied Russian in Finland, traveled for two weeks in the Soviet Union
(Summer of 1963)
Lived in Cali, Colombia, South America, for one year (1964-1965). Taught
English at the Universidad del Valle, Cali. Traveled in Colombia and
Ecuador
Traveled around the world (Asia, Mid-East, North Africa, and Europe) -
January to June 1968
Spent ten days in Rome and Florence on a student tour - Spring of 1970
Traveled through Britain (England, Wales, Ireland, Northern Ireland, and
Scotland) - Summer of 1971

PERSONAL DATA

Date of birth: December 29, 1941
Marital status: Single (no dependents)
Health: Excellent

REFERENCES

- George D. Williams
10991 Clairemont Mesa Boulevard
San Diego, CA 92124
- Louise F. Munch
9516 Easter Way
San Diego, CA 92121
- Norah Lyons
1311 Fourth Street
Coronado, CA 92118