



2020 ORANGE COUNTY CHARTER REVIEW COMMISSION (CRC)

MEMORANDUM

TO: 2020 CRC Members

FROM: Katie Smith, Comptroller Deputy Clerk
Clerk of the Board Department

DATE: February 18, 2019

SUBJECT: February 25, 2019 - Agenda Item
CRC Administrative Assistant

The Orange County Human Resources Division solicited for a Temporary Administrative Assistant January 9, 2019 through January 14, 2019. This position is for a limited duration and is projected to begin in March 2019 and end as late as November 2020. This individual will work under the general direction of the Deputy Clerk of the BCC serving as staff to the commission.

Thirty-three of seventy-five applicants met the minimum requirements of the position. Six candidates were selected to complete skills assessments including writing and basic MS Office skills.

Three of the six applicants scored over 94% on the assessments. Based upon the assessment scores obtained, three candidates were selected for a personal interview with staff. Ms. Julie Alvin ranked first for assessment scores. Additionally, through her prior work experience, she has demonstrated an ability to identify resources and conceptualize future needs. Ms. Alvin has extensive experience preparing reports and Excel documents and she possesses strong organizational and communication skills.

ACTION REQUESTED: Confirmation of the appointment of Julie Alvin to serve as Administrative Assistant to the 2020 CRC subject to County hiring requirements.

*James R. Auffant – Jack Douglas – Russell Drake – Camille Evans –
John E. Fauth – Matthew Klein – Jeffrey A. Miller – Samuel Vilchez Santiago –
Soraya Smith – Lee Steinhauer – Eugene Stoccardo –
Anthony (Tony) Suarez – Carmen Torres – Dotti Wynn*