

APPLICATION FOR APPOINTMENT TO BOARD OF SUPERVISORS-APPOINTED SPECIAL DISTRICT POSITIONS

APR 21 2021

NEVADA COUNTY BOARD OF SUPERVISORS

Name of Special District as listed on announcement: NEVADA CEMETERY DISTRICT

Filing Period (as listed on the announcement): ?

Type of Member: TRUSTEE Incumbent? Yes [X] No

Name: ARCHER ALAN

Resident Address: [Redacted] (Must be a resident of Nevada County) Zip Code

Mailing Address: SAME Zip Code

Supervisorial District in which you reside: 2 [Redacted] Email address

Phone Number: *HOME: [Redacted] CELL: [Redacted] WORK: [Redacted] *(Indicate if unlisted number)

Time(s) available to attend meetings (days, evenings, etc.) M-SAT 7:00AM - 9:00PM

EXPERIENCE: A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.

Education/Employment Experience:

Community Experience and Affiliations:

Other County Boards/Commissions/Committees on which you have served:

Other experience you feel would be helpful to the Board of Supervisors in making this appointment: RESIDENT OF NEVADA COUNTY SINCE 2003.

REFERENCES: Please list two references with telephone numbers: DEHA VALIH MALAKIAN - [Redacted] SANDY TERRILL [Redacted]

Applicants may be required by State Law and County Ordinance to file a financial disclosure statement as part of the appointment process. I have reviewed the Financial Disclosure Statement requirement: [Signature] Initial

Date: 4/22/21 Signature: Alan Archer

Applications must be filed with the Clerk of the Board of Supervisors, County of Nevada, 950 Maidu Avenue, Nevada City, CA 95959-8617. This application is a public document.

Resume excluded

Alan D. Archer

RESUME

Read Up Adult Literacy Service - Nevada County Library – Nevada City, CA - 1/2005 - 7/2018 (Part-time) Literacy Director

Supervised English language adult literacy program county-wide, and English-as-a-Second Language in East County. Recruit and train volunteer tutors and match them with learners. Supervise two part-time direct reports and 45+ volunteer tutors. Developed program and achieved accreditation by ProLiteracy America, the largest literacy advocacy organization in the U.S.

Alan Archer Consulting - Grass Valley, CA 2/1996 - 1/1997 and 5/2003 - Present (Part-time) Provide HR & Safety Consulting to 12 businesses; five locally, one every month for 15 years.

CertainTeed Corporation – Lodi, CA 11/98 – 4/03 Human Resources & Safety Manager

Manage human resources and safety functions in PVC pipe manufacturing facility that operated 24/7 employing 130 people.

Responsible for safety, employee relations, training, employment, benefits administration and compensation with two direct reports.

Superior Farms, Inc. – Davis CA 2/97 – 10/98 Manager – Corporate Human Resources

Corporate-wide responsibility for human resources, safety and payroll in a \$200 million meat processing company with 400 employees in six facilities coast-to-coast.

- Conducted compensation surveys for salaried and hourly personnel.
- Outsourced payroll to allow increased focus on employee relations.
- Conducted supervisory training and coordinated two-day program by professional trainer.

Tri Valley Growers – Modesto, CA 10/89 – 1/96 Manager – Safety & Health (9/90 – 1/96)

Promoted to manager with corporate-wide responsibility for safety and health in a \$960 million Fortune 500 food processing organization. Directed program development and implementation with managers at over 20 processing, warehousing, trucking, forklift and office facilities with up to 12,500 employees. As part of Corporate Human Resources, was responsible for ongoing compliance with government regulations and corporate policy.

- Reduced worker's compensation claims by 47% by initiating training for key managers and conducting training for 165 supervisory personnel.
- Improved physical safety at all facilities by conducting comprehensive "OSHA" inspections.
- Centralized reporting and record keeping of drug/alcohol screening records that ensured the confidentiality and integrity of the program.
- Published newsletter for over 400 supervisory and management personnel to focus awareness on targeted accident prevention issues.

Manager – Industrial Relations (10/89 – 9/90)

Managed human resources function at processing plant with up to 1,100 employees. Responsible for recruitment, manning, training, personnel administration, labor & union relations, safety, and benefit and compensation administration.

- Restored favorable employee and labor relations by resolving 55 open grievances.
- Hired 360 employees in 5-weeks to achieve new 3rd-shift startup.

**PureGro Company – West Sacramento
Personnel Manager**

1982 –1989

Responsible for human resources function of \$180 million Fortune 500 ag chemicals retail marketing and distribution company with 68 branch locations in 10 states employing 900 people. Responsibilities included employee relations, organizational development and training, compensation and benefits administration, employment, worker's compensation and safety.

- Improved selection and retention of personnel by conducting first compensation study, and developing and implementing program.
- Initiated and directed development and implementation of customized management and sales training programs.
- Reduced insurance premiums by \$200,000, improved benefit design, and initiated employee cost-sharing.
- Recognized by company president for placing the company in an industry leadership position for safety.

**Archer Personnel – Yuba City, CA
Owner/Manager**

1975 – 1982

Sole proprietor of personnel agency recruiting, screening and referring exempt and non-exempt applicants for client employers.

**General Cable Corporation – Greenwich, CT
Industrial Relations Manager**

1966 – 1974

Performed plant startups and on-going human resources management for plants with 60-500 employees in California, Arizona, Vermont and Massachusetts manufacturing electrical cable and extension cords. Responsible for labor & union relations, employment, safety, training and benefit administration.

**Schlage Lock Company – San Francisco, CA
Employment Interviewer**

1963 – 1966

Responsible for recruiting and screening candidates for employment in plant, office and management positions in a door knob and lock manufacturing facility employing 1,600 people.

Education

B.S. Personnel Administration & Industrial Relations – San Jose State University - 6/1963

Military

U. S. Navy - E-5 Rating Visual Signaling and Navigation - 8/1954 - 10/1957

Organizations

Society for Human Resource Management (SHRM) – Past Member

Sacramento HR Management Association – Past President

Agricultural Personnel Management Association – Past President

Stanislaus County Safety Council – Past President

Lodi Chamber of Commerce Industrial Group – Chairperson 2002

Lodi Unified School District Superintendent's Budget Committee - Past Chairperson

Big Brothers/Big Sisters of Sutter/Yuba – Past President - Big Brother 3X

Big Brothers/Big Sisters of Nevada County – Past President -

Nevada County Sheriff's Department – Past Volunteer Deputy Sheriff

Northern California Literacy Coalition – 16 NorCal counties -Past President

California Library Association – Literacy Interest Group -100+ CA Literacy programs - President 2009 & 2010

Grass Valley Chamber - Past Member - Read Up Literacy

Gold Country Lion's - Grass Valley – Current Member- Past President, Treasurer & Secretary - Board Member

Lions District 4C5 - Literacy Chair for six county, 54 club district

Nevada Cemetery District - Member Board of Trustees - Chair of Personnel Committee