

8/6/2012

Vanessa Bueras, City Clerk
City of Maricopa
45145 W. Madison Ave.
Maricopa, AZ 85139

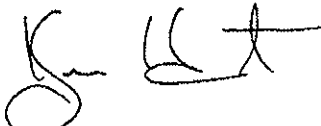
Dear Vanessa,

Please see the attached application to serve on the City of Maricopa's Merit Board. Currently I serve this Board as an alternate, but with the resignation of Cliff Reedy I am expressing my interest in helping the community as a regular member.

I should have a resume on file with the city from my prior involvement, but briefly my professional experience is in accounting in the financial services industry. I hold a Bachelor of Science degree in Business Administration from the University of South Carolina and currently am employed in Chandler, AZ with a financial planning firm.

I have been serving the Merit Board as an alternate since November of 2010 and I am confident that I can perform the required duties of the position in a capable, responsible and professional manner. I look forward to the City Council's decision and I thank you for your help in this process.

Sincerely,



Ken Hunt

43270 W. Cydnee Dr.
Maricopa, AZ 85138



Human Resources Merit Board Application Form

Please attach a resume to this application and answer the questions below.

2.2.1 Board Function

- In performing its purpose, the Board is expected to protect the Merit System and in turn protect employee and applicant rights guaranteed under that system. This protection includes protection against arbitrary and capricious recruitment and supervisory actions, support for recruitment and supervisory actions that are demonstrated to be in proper accordance with the Personnel Policies and Procedures Manual for the City of Maricopa, and approach to these matters without any bias to either supervisors or subordinates.
- The Board may comment on any proposed changes to the Merit System as well as all Personnel Policies and Procedures and provide recommendations for improvements.
- The Board shall establish procedures consistent with law for the conduct of its hearings.

2.2.2 Membership and Composition of Board

- The Employee Merit Board shall be made up of five (5) qualified electors residing in the City of Maricopa. Qualifications may be based upon recommendations from the City Manager, Human Resources Manager, or designee.
- The Board members are appointed by a City Council majority vote and will serve staggered terms of two years per member.
- The City Council may remove a Board member for cause at any time other than during an ongoing grievance or appeal process when the removal of a Board member could either positively or negatively affect the outcome of the Board decision.
- No member of the Merit Board may at the same time hold any elected office or appointed position in the City of Maricopa, or any paid City of Maricopa municipal position.
- The Human Resources Manager or designee, as assigned by the City Manager, will serve as Secretary to the Board.
- The City Attorney or his designee shall represent the Board.

2.2.3 Board Meetings

- The Board must meet a minimum of twice annually and when called to service by the acting Secretary.
- The twice annual Board meetings will be reserved for discussion, review, and recommendation regarding the need to amend any aspect of the Merit System and Personnel Policies and Procedures.
- The Board will hear appeals submitted by Merit employees in relation to: alleged discrimination, dismissal, demotion, disciplinary pay reduction, and suspension of work hours in excess of one pay period. Matters not specifically stated in this rule (i.e. section 2.2.3.c of this manual) cannot be appealed.
- All matters to be presented for consideration by the Board at a regular or special meeting shall be placed on the Board's agenda. The agenda shall be delivered (by postal mail or electronic mail) to each member of the Board and a copy provided to each City department for availability to its employees prior to such meeting.
- The Human Resources Manager or designee will attend all meetings of the Employee Merit Board and submits applicable revisions and amendments to the Personnel Policies and Procedures to the City Council.
- Minutes. The City Clerk or designee shall provide for the recording of the official actions of the Board in its minutes. The time and place of each meeting of the Board, the members present, official acts of the Board, and when requested, a Board member's dissent and their reasons shall be recorded in the minutes. The minutes shall be presented for approval or amendment at the next meeting.

Thank you for your interest in volunteering for the City of Maricopa's Merit Board. With this application, please attach an up-to-date resume and cover letter about yourself. Please fill out the following form and return it to the City Clerk by the following means:



<p><u>Email - Fax - Questions</u></p> <p>Email: vanessa.bueras@maricopa-az.gov Fax: 520-568-9120 Questions?: 520-568-9098</p>

Contact Information	
Name:	Ken Hunt
Address:	43270 W. Cydnee Drive
City, State, Zip:	Maricopa, AZ 85138
Email:	ken@finconaz.com
Home Phone:	Work Phone:
	Cell Phone: 480.225.2060
General Information	
What interests you in applying for this?	A willingness to serve my community
Briefly Tell Us About Your Experience AND Education as it relates to the Merit Board	I have been serving on the City of Maricopa's Merit Board as an alternate member since late 2010. I believe I have gained significant and relevant experience through this service and am fully prepared for my role as regular member.
Briefly Tell Us Why You Want To Serve On the Merit Board	I would like to continue serving the Merit Board as a regular member. I am chiefly motivated by my strong sense of commitment to impartiality, fairness and diligence in performing Merit Board duties. I take this position of trust very seriously and am confident that my other Board members have faith in my ability to serve as a regular member.
Do you hold any elected office, appointed position, or any paid City of Maricopa municipal position?	No

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When Are You Available For Meetings?	Generally Available as Needed				
Do you have employee relations or human resources experience?	No	Do you have prior experience in this area?	Yes	Have you ever worked for the City of Maricopa?	No
Are you related to any City of Maricopa employee?	No	Are you friends with any City of Maricopa employees?	Yes	Do you have a business relationship with any City of Maricopa employee?	No
Have you applied for any jobs with the City of Maricopa?	Yes	Would you be willing to submit to a background check?	Yes	Would you be willing to submit to a drug test?	Yes
Are You A Registered Voter?	Yes	Do You Live Within The City's Incorporated Limits?	Yes	Do you know any City of Maricopa employees?	Yes
Have You Served On Any Boards, Commissions, Committees, or Task Forces In the Past? If So, Please List.	Currently Serving as Alternate Member of the Merit Board				

[Handwritten Signature]

Signature of Applicant:

8/6/12

Date:

