



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111
WWW.EUREKAHUMBOLDTHA.ORG

APPLICATION PACKET

Position: **Administrative & Human Resources Specialist**

Application Closing Date: **Open until filled**

Applicants are required to return a letter of interest and resume along with the standard application included in the package to **hr@eurekahumboldtha.org** or may drop them off in person at the Housing Authority office at 735 West Everding Street, Eureka, CA, 95503. All application submissions that do not include all three documents, letter of interest, resume and standard application, will not be considered.

The first round of applications will be reviewed the week of February 23rd and the position is open until filled. At the time of the job offer the position is available contingent on a successful background check and a work fitness exam.



The Housing Authorities are Equal Housing Opportunity Organizations



**HOUSING AUTHORITY OF THE CITY OF EUREKA
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Job Description

Job descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

Job Title: Administrative & Human Resources Specialist

Date: February 2026

Salary: \$4,873 - \$5,924 per mo. + benefits package

FLSA Status: Non-Exempt

Under the Direction of: Executive Director/Deputy Director

JOB SUMMARY

Performs a wide variety of responsible, complex, sensitive and confidential Human Resources and administrative support functions for staff and departments of the two Housing Authorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Compiles, composes and prepares reports, memos, resolutions, budget forms, and agenda packets for Housing Authority of the City of Eureka and the County of Humboldt Boards of Commissioners meetings.
- Schedules, coordinates, and attends Eureka and Humboldt Board meetings. Records, transcribes, distributes, and maintains minutes of meetings.
- Maintains records and correspondence related to Board of Commissioners.
- Researches and assembles information from a variety of sources for the completion of periodic forms, reports, and studies.
- Assists in the preparation, review, posting, updating, and tracking of RFPs, bid packages, documents, and forms. Prepares paperwork, advertising and meetings related to Housing Authority contracts.
- Screens calls for the Executive Director providing information and handling issues that may require sensitivity and use of judgment, and redirects general calls as needed.
- As Injury Prevention Officer, schedules Safety group meetings, plans periodic safety trainings, files reports of injuries, including Workers' Comp claims and associated paperwork.
- Coordinates annual Resident Advisory Board (RAB) Meeting; records and transcribes key points, uses input from RAB to update PHA plans.
- Types a variety of correspondence, reports, contracts, agreements, forms and other documents, including annual HUD forms. Proofs for accuracy and completeness.
- Updates website periodically with announcements and annual postings.
- As Procurement Officer, researches vendors and merchandise and may place orders for materials and services.
- EIV Coordinator: assigns training for staff, maintains EIV records, assists with new user setup, maintains EIV policy, etc.
- As Travel Coordinator for the agency, makes travel arrangements for staff and reserves seats for training events e.g. conferences.
- Researches and administers the employee benefit plan.
- Records and reports payroll changes to Finance.

- Maintains correspondence with employee benefit providers, stays abreast of changes in plans and available benefits, and schedules with service providers to periodically be onsite to meet with employees.
- Maintains and updates personnel files.
- Assists in the orientation and termination of employees and supports management in ensuring annual staff evaluations are completed timely.
- Ensures required employee trainings are completed; updates training logs with third party administrator.
- Backs up various duties as needed, such as A/P processing, deposits, and banking transactions e.g. cash transfers.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Office administrative practices and procedures.
- Principles and practices of sound business communications.
- Housing Authority organization, rules, policies and procedures.
- Board/Commission organization rules, policies and procedures.
- Record keeping, report preparation, filing and records retention.
- Correct English usage including spelling, grammar, punctuation and vocabulary.
- Standard business arithmetic including percentages and decimals.
- Basic budgeting principles and practices.

Ability to:

- Communicate effectively verbally and in writing.
- Operate a PC and related software.
- Maintain effective working relationships with other people.
- Interpret, apply, and explain Housing Authority policy, procedure and practice.
- Compose correspondence from brief instructions.
- Prepare clear, accurate and concise records and reports by established deadlines.
- Maintain sensitive and confidential information.
- Read and interpret forms and HUD requirements.
- Act as Notary Public (note that if applicant is not already certified as Notary at hire, they will be expected to pass Notary exam within one year of hire).

EDUCATION and/or EXPERIENCE Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

- AA degree.
- Five years of experience in an office assistant, bookkeeper, and/or Human Resources capacity.
- Notary Public.
- CPR and First Aid Certificate.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

Housing Authorities of the City of Eureka and County of Humboldt
735 W. Everding Street
Eureka, CA 95503
(707) 443-4583

Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classes. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. Additionally, you may attach a résumé, but all questions must still be answered.

POSITION APPLYING FOR _____

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. This application must be printed or typed.
2. All sections of this application must be completed. Items left blank may be cause for disqualification.
3. Additional information may be attached (stapled) to the application.
4. Resumes are not an acceptable alternative to a completed application.

1. NAME: _____
Last Name First Name Middle Name

2. ADDRESS: _____
Street City State Zip

3. PHONE NUMBERS: (_____) _____
Home Business/Cell

4. SOCIAL SECURITY NUMBER: _____

5. Are you authorized to work in the United States on an unrestricted basis: Yes ☐ No ☐

6. Do you have any physical ailments or disabilities that may prevent you from performing the duties of the position for which you are applying? Yes ☐ No ☐

(Note that passing a qualifying health examination prior to employment is mandatory.)

If yes, please explain: _____

7. Have you been discharged, forced to resign, or rejected during a probationary period from any employment within the last ten years? Yes ☐ No ☐

If yes, give name and address of employer, reason for each release and dates of employment: _____

8. Are you required to register as a Sex Offender? Yes ☐ No ☐

9. Are you required to register as a Drug Offender? Yes ☐ No ☐

10. Have you ever worked for the Housing Authority of the City of Eureka? Yes ☐ No ☐
11. Do you have any relatives employed by the Housing Authority? Yes ☐ No ☐
12. Do you have a current California Driver's License? Yes ☐ No ☐

License No: _____ Expiration Date: _____

Note: possession of a current unrestricted driver's license is mandatory for this job; a DMV printout will be required for finalists.

13. EDUCATION

Name of High School: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

Name of College: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

Name of Other School: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

14. Are you fluent in any languages other than English? If so, please specify:

Language _____ Fluent in: Speaking ☐ Reading ☐ Writing ☐

Language _____ Fluent in: Speaking ☐ Reading ☐ Writing ☐

15. Special skills: List any special skills or experience that you feel would help you in the position for which you are applying. _____

16. References: Please list at least three professional references not related to you, with full name, address, phone number, and relationship. If you don't have professional references, then list personal, unrelated (non-family) references.

Name	Address	Phone	Relationship

17. WORK EXPERIENCE: Begin with the present or most recent work experience and account for ALL time during the past five (5) years. Use additional sheets if necessary. Voluntary non-paid experience will be considered if job related.

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: ☐ Part time: ☐ Volunteer: ☐

Reason for leaving: _____

Supervisor's name and phone number: _____

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: ☐ Part time: ☐ Volunteer: ☐

Reason for leaving: _____

Supervisor's name and phone number: _____

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: ☐ Part time: ☐ Volunteer: ☐

Reason for leaving: _____

Supervisor's name and phone number: _____

18. Please explain any periods of non-employment: _____

19. May we contact your present employer? Yes ☐ No ☐

20. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand and agree that misstatements or omissions of material fact will cause forfeiture of my right to employment by the Housing Authorities.

I AUTHORIZE the employers and educational institutions identified in this application to release any information they have concerning my employment or education to the Housing Authorities.

I UNDERSTAND that after a conditional offer of employment has been extended I will be required to provide proof of qualifications and submit to a physical examination (including pre-employment drug testing) and a criminal background check. If upon checking these, it is determined that I do not meet the specific requirements for this job, I understand I will be disqualified.

APPLICANT'S SIGNATURE: _____ DATE: _____