

General Information

Board/Commission and seat you are seeking:
Architects, Engineers, and Land Surveyors, Public seat

Additional Boards/Commissions of interest:
None

State Boards/Commissions on which you have served:
None

First Name
Richard

Middle Name
Vernon

Last Name
Jones

Military Service
USCG Oct 1966 - Nov 1996

Conflict of Interest

Full disclosure of personal financial data under AS 39.50.010 is required for certain boards and commissions. Are you willing to provide this information if required for the board or commission which you are applying?
Yes

Service in a public office is a public trust. The Ethics Act (AS 39.52.110) prohibits substantial and material conflicts of interest. Is it possible that you or any member of your family will benefit financially by decisions to be made by the board or commission for which you are applying? If you answer 'yes' to this question you MUST explain the potential financial benefit.
No

Please explain the potential financial benefit

Employment History

Employment work history including paid, unpaid, or voluntary.
United States Coast Guard - 30 years
Fred Meyer 12 Years
State of Alaska 11.7 years

Education, Training, Experience & Qualifications

List both formal and informal education and training experiences:
High School
Various training programs during 30 years in the USCG.

List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:
No professional licenses. I served as Executive Administrator of the Board for 7 years and Licensing Examiner for the Board for 4 years prior to that.

List any community service, municipal government, and state positions held, and any awards received.
State of Alaska DCCED, DCBPL Business licensing 10 months. Licensing Examiner 4 years. Executive Administrator of the AELS Board 7 years.

Conviction Record

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years?
No

Conviction Circumstances

Certification of Accuracy & Completeness

By submitting this online application, I swear the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from the position. I agree that the Office of the Governor may contact present or former employees or other persons who know me to obtain an additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.
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Type "I certify" "I certify"

Resume Addendum: I will send a resume via separate e-mail.

Press Release Wording

Richard V. Jones, {age 69} of {Juneau}, is Retired from State of Alaska employment, High School Graduate,

Submitted: 9/2/2016 2:08:30 AM

Richard V. Jones



Highlights of Qualifications

- 7 years with the State of Alaska as Executive Administrator for the AELS Board. 4 years 10 months experience with the State of Alaska, Department of Commerce, Community and Economic Development, division of Corporations, Business and Professional Licensing as the Licensing Examiner for the Architects, Engineers, and Land Surveyors Board and 9 months with the Business Licensing Section as an Administrative Clerk III.
- 12 years experience with Fred Meyer, the last 3 ½ as Lead Assistant Manager in the Home Department at the Juneau Alaska store supervising up to 30 people.
- 4 years as Home Improvement (HIA) Section manager and 1 ½ years as Person in Charge (PIC).
- 16 years experience as a Communications Center Manager with the United States Coast Guard supervising up to 21 people. The last 9 years here in Juneau which included management of the Communications Networks for Coast Guard units throughout the State of Alaska.
- 10 years experience as a Watch Supervisor with the Coast Guard supervising up to 12 people.
- Good people management skill.

Relevant Experience

State of Alaska

- Writing agendas for the meetings of the AELS Board, putting together and distributing Board packets for each meeting. Reserving meeting space. Recording meeting minutes. Assisting the Chair with the meeting.
- Processing applications and assembling require documentation into files for review by the Architects, Engineers and Land Surveyors Board.
- Communication with applicants via phone, email and written correspondence regarding qualifications for licensure, completeness of applicant files and interpreting Statutes and Regulations.
- Arranging for facilities and setting up the room for examinations or Board meetings.
- Proctoring examinations and providing guidance for proctors regarding proper procedures and security for examinations.

- Preparing the agenda and board packets for a meeting in the absence of the Executive Administrator.
- Taking notes during Board meetings to assist the Executive Administrator in preparing the minutes of the meeting.
- Transport and security of examination materials and applicant files.
- Issuing and renewing licenses
- Maintaining active files and purging and transferring inactive files to archives.
- Writing correspondence to licensees, applicants and the public.
- Assisting in the conversion of the line of business codes to NAICS codes.
- Updating applications and forms.
- Manning a customer service desk and phones.
- Issuing requests for refund of overpayments or unused funds in the case of withdrawn applications.
- Represented the Executive Administrator at meetings of the national societies of the professions that make up our Board.

Fred Meyer

- Forecasting and writing the weekly schedule for the Home Department using the VLM system.
- Make sure incoming and outgoing mail for the Home Department is properly processed.
- Write daily tours (work lists) for the Home Department when Home Manager is off or on vacation.
- Supervise the floor on a daily basis following up on tours
- Provide training for new employees on all aspects of their jobs.
- Ensure all merchandising, signing, cleanliness and dress code standards are maintained.
- As HIA Manager I wrote employee work schedules for the HIA section.
- As HIA Manager I interviewed and hired employees for the HIA section.
- Supervised and trained order clerks in the ordering process, customer service, audits merchandising standards, special order system, rain checks system, resets, returns to vendors and all other aspects of their jobs.
- Prioritized work to insure deadlines were met.
- Provided quality customer service in the Home department of the Juneau store.
- Researched and provided customers with information on how to do home projects including needed materials.
- Helped resolve problems with special orders.

Coast Guard

- Wrote employee work schedules
- Prioritized work to insure deadlines and training requirements were met.
- Trained employees including shift supervisors.
- Maintained adequate supply levels to insure uninterrupted operation of the Communications Center.

- Maintained property inventory records in accordance with established guidelines and directives.
- Inspected 11 Alaska Units semi-annually for compliance with mandatory programs and standards.
- Drafted the floor plan for a new Communications Center here in Juneau and supervised the move from the old Communications Center.
- Devised and directed the implementation of a plan to centralize the distribution of communications materials in Alaska which resulted in significant savings in costs and manpower.

Employment History

2009 – 2016	Executive Administrator for the Architects, Engineers and Land Surveyors Board.
2005 – 2009	Licensing Examiner for the Architects, Engineers and Land Surveyors board.
2004 – 2005	Administrative Clerk III with Business License Section.
2001 – 2004	Lead Assistant Manager – Fred Meyer JN/Home Department.
1992 – 2001	Floor Person/Hourly PIC/HIA Manager – Fred Meyer Juneau.
1966 – 1996	Telecommunications Specialist – U.S. Coast Guard. Retired at the highest enlisted pay grade of E-9.
1963 – 1966	Gas Station Attendant – Aerojet Signal Service.

Education and Training

High School Graduate
 Telecommunications Specialist “A” School – U.S. Coast Guard
 Leadership and Management School – U.S. Coast Guard.
 SOA DOL Regulations Class for State Agencies.

