

EMPLOYMENT APPLICATION

NAME: Ricardo Hernandez
El Paso, TX

EDUCATION

Dates:

From: 9/1991 To: 12/1997

School Name:

University of Texas at El Paso (UTEP)

City

El Paso

State

TX

Did you graduate?



Yes



No

Degree Received:

Bachelor of Arts Degree

Major:

Pre-Law major/ English
minor

Units Completed:

136 hours

WORK EXPERIENCE

Please list your employment history below. If you held multiple positions within the same company, please list each position separately as a different work experience entry on the application.

Dates:

From: 9/2019 To:



Present

Employer:
Texas Water Development Board

Position Title:
Regional Program Specialist III

Address:
1700 N. Congress

City:
Austin

State:
TX

Hours Per
Week: 40

of employees supervised:
0

Duties:

As Regional Program Specialist III for the Flood Outreach Program of the Texas Water Development Board (TWDB), I am responsible in educating and enrolling communities in the National Flood Insurance Program (NFIP), assist them in creating viable and sustainable floodplain management ordinances, rules and enforcement as well as provide them with the most current Federal Emergency Management Administration (FEMA) maps and data. On a regular basis, I perform audits and inspections as well as investigative work in determining compliance in the program from communities and residents alike as well as deploy to areas affected by floods, following any type of natural disaster, to ensure proper implementation of program regulations when dealing with substantial damage assessments, recovery and mitigation. In addition, I prepare detailed reports on my investigations that are submitted for permanent record with FEMA and with the State Coordinator's Office and serve as subject matter expert (SME) on agency legislative requests, as well as inquiries during the Sunset process, for our team. As a member of the training core for the state's NFIP, I provide large group (40+ participants) training sessions a minimum of four times annually and to many other groups such as County Commissioners Courts, City Councils and Resident Advisory Groups. Our positions require us to travel regularly especially since my region contains 80 counties, spanning to approximately 105,000 square miles (Panhandle, Permian Basin, and Big Bend to El Paso).

Reason for Leaving:
Looking for a better paying position

Dates:

From: 10/2018 To: 9/2019

Employer:
TIMA Environmental Septic Services

Position Title:
VP-Operations and Business Development

Address:
1403 N. Big Spring

City:
Midland

State:
TX

Hours Per
Week: 45

of employees supervised:
21

Duties:

As TIMA's Vice President of Business Development, I was responsible for establishing networks

towards sourcing for new clients. I oversaw the organizational effectiveness, management development, and leadership development of the organization towards improving the core content of the company. I liaised with members of staff to ensure top-level client experience in all cases of client interactions from follow up to delivery and needs assessment. In addition, I was responsible in attracting, as well as retaining, clients by developing highly creative outreach strategies as the marketing director in the organization. Furthermore, I worked in line with the operational procedures of the organization towards its revenue generation and sales growth goals while managing a sizable number of members of staff to ensure they performed sales and marketing tasks of the organization as prescribed by management. Furthermore, I was responsible for the mobilization and demobilization of equipment and workforce for new construction projects within the state of Texas. I provided oversight to all project superintendents, ensured safety standards were adhered to and met with clients to discuss specific issues that dealt with the installation of wastewater treatment facilities. In addition, I signed off on all project bids and proposals.

Reason for Leaving:

The company owner experienced major medical issues (and eventually passed away) and the company was closed down.

Dates:

From: 9/2016 To: 10/2018

Employer:

Lower Valley Water District

Position Title:

Chief Deputy General Manager

Address:

1557 F.M 1110

City:

Clint

State:

TX

Hours Per Week:

45

of employees supervised:

125

Duties:

As Chief Deputy General Manager (CDGM), I planned, organized, controlled, integrated and evaluated the work of assigned branches to ensure operations and services complied with the policies and strategic direction set by the District's General Manager, Board of Directors and all applicable laws and regulations. I participated in the formulation of the District's Strategic Plan and implemented and monitored short and long-term plans, goals and objectives. I coordinated the development of assigned department operating and capital improvement budgets and monitored implementation of adopted budgets to direct the development, implementation and evaluation of plans, programs, projects, policies, systems, financial strategies and procedures. I planned and evaluated performance of assigned managers and staff as well as established performance requirements and personal development targets, regularly monitored performance and provided coaching for performance improvement and development. In addition, took disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions where applicable. I assessed regional, industry, and service area community needs and ensured department objectives and priorities were focused on meeting those needs effectively, efficiently, and with high-quality service. In turn, I directed development and implementation of departmental initiatives for service improvement and enhancement. I provided day-to-day leadership and work with executive and management team members to ensure a high-performing, customer service-oriented work environment consistent with sound management principles and District mission and values.

I directed and coordinated the preparation of analyses and provide recommendations regarding policy issues and long-range plans to address District service area needs. I coordinate and facilitate all Budget hearings, negotiations, estimations and made recommendations to the Board of Directors in adopting the annual budget, which included \$13M in Capital Improvement Plan projects and an additional \$18M in O&M Costs. I made interpretations of District rules and regulations, policies, and applicable laws to ensure compliance within assigned areas of accountability. In addition, I participated and provided leadership and direction in the analysis of proposed legislation and regulation through my contribution in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs. I represented the District as requested or assigned in dealings with constituent cities in the District's service area. I served as the District's representative with professional, industry and community groups and customers and to other agencies, organizations, and individuals in addition to participating in major negotiations with contractors, consultants, vendors and other public agencies. I participated in regional, state and national water meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability. Finally, I periodically acted as General Manager in his absence including serving in said role from August 2017- December 31, 2017.

GRANTS AND CONTRACTS ADMINISTRATOR

Reason for Leaving:

Accepted a position with an out-of-town company.

Dates:

From: 6/2014 To: 9/2019

Employer:

Lower Valley Water District

Position Title:

Grants and Contracts Administrator (Contractor)

Address:

1557 F.M 1110

City:

Clint

State:

TX

Hours Per Week:

40

of employees supervised:

2

Duties:

As Grants and Contracts Administrator (*Contracted Consultant), I provided grant writing, project and program implementation and project evaluation of state and federal (competitive) grant programs for the District's water, wastewater, solid waste and utility-related construction and planning efforts. I helped create a multi-year Capital Improvement Plan (CIP) to help meet the constituents' needs through the coordination with key departments, outside consultants, political subdivisions and the public. In addition, I participated in the review, scoring and evaluation of bids submitted for professional services (engineering, legal, etc.) and construction projects. I was tasked with the research and evaluation of all contracts undertaken by the District for projects. In addition, to establish transparency, I was instrumental in creating a project matrix that includes all past, active and future publicly-funded projects and private developments, which was provided to the Board of Director for approval and dissemination to the general public.

Reason for Leaving:

Applied and interviewed for, and accepted, a promotion with the MUD as the Chief Deputy General Manager.

Dates:

From: 3/2013 To: 6/2014

Employer:
El Paso ISD

Position Title:
Grant Writer

Address:
6531 Boeing Dr.

City:
El Paso

State:
TX

Hours Per Week:
40

of employees supervised:
0

Duties:

As a member of the El Paso Independent School District's (EPISD) Grants Team, I assisted in the research, preparation and submittal of externally-funded grant applications and proposals. In addition, I prepared budget general ledgers for internal and external accounting purposes. I coordinated and facilitated planning meetings with various departments in the District, researched and attained data from various sources, and provided the technical writing to attain funding from various sources. In the 15 months I was employed with EPISD, I helped secure over \$19M in funding for the school District's efforts in providing support to many campuses districtwide through the Texas Literacy Initiative (TLI) Grant.

Reason for Leaving:

Laid off due to Reduction in Force (RIF) (NOTE: May not contact supervisor, she is diseased)

Dates:

From: 6/2011 To: 3/2013

Employer:
TIMA Environmental Septic Services

Position Title:
Business Development Manager

Address:
1403 N. Big Spring

City:
Midland

State:
TX

Hours Per
Week: 40

of employees supervised:
5

Duties:

As TIMA's Business Development Manager, I conducted marketing and business development activities for the Government and Oil Exploration sectors. As manager, I initiated, lead, and conducted comprehensive Business Development activities that resulted in small and large-scale septic service and installation contracts. Other responsibilities included short/intermediate and long-range strategic planning; business opportunity identification and validation, capture plan development and execution and customer interaction management. In addition, I was responsible in preparing grant and other funding applications for small communities in the region who were seeking public assistance for the

development of wastewater projects as well as serve as Project/Funds Manager, as a consultant, to the communities that received funding.

Reason for Leaving:

Moved back to El Paso, too much traveling.

Dates:

From: 1/2009 To: 6/2011

Employer:

Texas Water Development Board

Position Title:

Regional Program Specialist II

Address:

1700 N. Congress

City:

Austin

State:

TX

Zip:

78701

Hours Per

Week: 40

Duties:

As Regional Program Specialist II for the Flood Outreach Program of the Texas Water Development Board (TWDB), I was responsible in educating and enrolling communities in the National Flood Insurance Program (NFIP), assist them in creating viable and sustainable floodplain management ordinances, rules and enforcement as well as provided them with the most current Federal Emergency Management Administration (FEMA) maps and data. On a regular basis, I performed audits and inspections as well as investigative work in determining compliance in the program from communities and residents alike as well as deploy to areas affected by floods, following any type of natural disaster, to ensure proper implementation of program regulations when dealing with substantial damage assessments, recovery and mitigation. In addition, I prepared detailed reports on my investigations that are submitted for permanent record with FEMA and with the State Coordinator's Office. As a member of the training core for the state's NFIP, I provided large group (40+ participants) training sessions a minimum of four times annually and to many other groups such as County Commissioners Courts, City Councils and Resident Advisory Groups. Our positions required us to travel regularly especially since my region contained almost 90 counties, spanning to approximately 110,000 square miles (Panhandle, Permian Basin, and Big Bend to El Paso).

Reason for Leaving:

Laid off due to statewide Reduction in Force (RIF)

Dates:

From: 4/2003 To: 1/2009

Employer:

Office of the Texas Secretary of State

Position Title:

Regional Coordinator

Address:

401 E. Franklin

City:

El Paso

State:

TX

Zip:

79901

Hours Per
Week: 40

of employees supervised:
0

Duties:

As Regional Coordinator, I was responsible for the governmental (state-level) oversight of colonia water, waste water, housing, community and economic development and health services projects in coordination with other state agency partners. The position required me to represent colonia residents seeking first-time water, electricity and natural gas service through high density projects. I collaborated with organizations such as the Lower Valley Water District, El Paso Water Utilities, Texas Gas Service, El Paso Electric Company and other major utility providers to bring projects to rural areas, as well as testifying at the Texas Legislature on behalf of the best interests of the communities and its constituency along the border counties. In this very autonomous position, I represented the Secretary of State Office of Border Affairs from El Paso to Presidio County along border communities. Unofficially, I served as the "eyes and ears" for the Texas Governor's office in regard to Border Affairs. In addition, I mediated between federal, state, and local entities undertaking quality of life projects along our border county regions as well as provided grant writing and grants management support to ensure funding to the region.

Reason for Leaving:

Accepted a position with different state agency.

Dates:

From: 1/2000 To: 4/2003

Employer:
Habitat for Humanity of El Paso, Inc.

Position Title:
Executive Director

Address:
9210 Dyer St.

City: State:
El Paso TX

Hours Per
Week: 45

of employees supervised:
4

Duties:

As Executive Director, I was responsible for the programmatic, fiscal, and administrative duties of the organization, managing over \$3.5 million dollars in grants, operational funds, and mortgages. I directed fundraising efforts and secured grant funds from several corporate, private foundation and governmental entities. I was responsible for all grant writing and grants management activities. As Executive Director, I led the organization's development and fund-raising efforts, resulting in the generation of predominantly private support with focus on major gifts for housing initiatives. Additionally, identified, cultivated and solicited major gifts, as part of the organization's Planned Giving efforts, generating full house sponsorships of \$50,000 dollars or greater. As Habitat's Administrator, I planned the development and construction of energy efficient, barrier-free homes as well as the education and case management of new and existing Habitat homeowners, providing them with educational seminars on energy savings through lighting and HVAC upgrades, window and door options and passive-solar construction. I supervised several staff, interns and school employment program participants, volunteers, and contractors. I served as the organization's

mortgage loan officer, reviewing credit, determining affordability, gathering documents for closings, requesting title work and educating new homeowners on financial management, home maintenance and other pertinent courses. Finally, I served on several community-planning groups that helped determine residents' needs regarding affordable housing, infrastructure (water/wastewater projects) and the provision of supplemental social services.

Reason for Leaving:

Was recruited to work on a more regional state with state agency.

Dates:

From: 1/1999 To: 1/2000

Employer:

The Salvation Army-Phoenix

Position Title:

Program Director

Address:

2792 E. Washington

City:

Phoenix

State:

AZ

Hours Per Week:

40

of employees supervised:

6

Duties:

In my position as Director, I was responsible for the provision of direct services to the homeless population residing in the City of Phoenix parks. I facilitated outreach and case management services to homeless individuals, referring them to behavioral health partners, drug and alcohol treatment, veterans' agencies and medical centers, housing (temporary and long-term) and educational enrichment. I represented the organization on planning groups such as the Coalition to End Homelessness, Stand Down VA Planning Committee, and other state and federal program initiatives.

Reason for Leaving:

Relocated to El Paso.

Dates:

From: 9/1997 To: 1/1999

Employer:

Planned Parenthood Center of El Paso, Inc.

Position Title:

Associate Program Director

Address:

1130 Montana Ave.

City:

El Paso

State:

TX

Hours Per

Week: 40

of employees supervised:

26

Duties:

In my position as Associate Program Director of Health Education and Risk Reduction (HERR), I allied with agency staff, community-based organizations, Health Departments, and other groups to facilitate HIV prevention and testing activities as well as general health education presentations citywide. I played a key role in the design, development, modification, implementation, and evaluation of one of Texas' largest HIV/AIDS educational programs. I helped determine program feasibility not just for our own program but for region-wide efforts implemented by the Texas Department of Health (TDH) and the Centers for Disease Control and Prevention (CDC). Furthermore, I supervised 26 staff members, which consisted of Community Health Educators, Social Workers (LSW and LMSW level), and Certified Medical Assistants. This program was client centered; therefore, I developed operating procedures, in the form of plans and manuals, to allow staff to provide educational and case management services most needed by the clients.

Reason for Leaving:

Moved to Phoenix due to my wife's job transferring her there.

CERTIFICATES AND LICENSES

Certified Floodplain Manager (CFM)- Association of State Floodplain Managers (ASFPM) 2022
Texas Drivers License (In good standing)

Skills

Office Skills:

General office management skills
Fax and phone systems

Other Skills:

MS Office (most versions) - Proficient
GIS (Esri) platforms- GIS online, Collector App
Graphic Design
Can read/interpret blue prints/CAD drawings

Language(s):

Speak
English, Spanish

Read
English, Spanish

Write
English, Spanish