

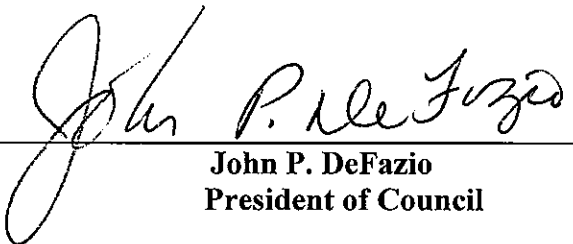
APPOINTMENT

Approving the appointment of Joyce Paver to serve as a member of the Council of Friends organization (South Park), for a term to expire on June 7, 2018.

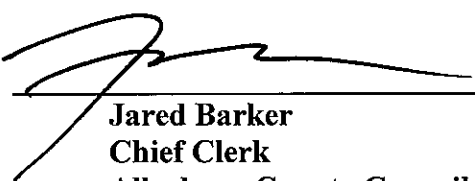
SPONSOR: COUNCIL MEMBER ELLENBOGEN

In Council JUNE 7th, 2016.

Read and approved by Motion of Council.



John P. DeFazio
President of Council

Attest: 

Jared Barker
Chief Clerk
Allegheny County Council



COUNTY OF ALLEGHENY

OFFICE OF THE COUNTY COUNCIL
119 COURTHOUSE · 436 GRANT STREET
PITTSBURGH, PA 15219
PHONE (412) 350-6490 · FAX (412) 350-6499
COUNCIL@COUNTY.ALLEGHENY.PA.US
WWW.COUNTY.ALLEGHENY.PA.US/COUNCIL

Nomination for Appointment

Friends of the Parks Nomination Form

Council Member Jim Ellenbogen

Nominee: Joyce Paver

Address: 1459 Harris Ave. Pittsburgh, PA 15205

Phone: 412-969-2445 Email: jmc_0075@yahoo.com

This nominee shall be a member of the Council of Friends of South
Park. He/She is representative of:

- | | | | |
|-------------------------------------|-------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Labor | <input type="checkbox"/> | Disability Community |
| <input type="checkbox"/> | Education | <input type="checkbox"/> | Sports & Athletic Programs |
| <input checked="" type="checkbox"/> | Environmental Advocates | <input type="checkbox"/> | Landscape Architecture |
| <input type="checkbox"/> | Historic Preservation | <input type="checkbox"/> | Other (please specify) |

Council Member Signature: 

Date: 6/1/16

Joyce Marie Paver
1459 Harris Ave
Pittsburgh, PA 15205
Mobile: 412-969-2445
Day Phone: 412-386-4407
jmc_0075@yahoo.com

**ork
perience:**

National Institute for Occupational Safety and Health

626 Cochran Mill Road
Pittsburgh, PA 15236 United States
05/2013 - Present
Hours per week: 40
Statistical Assistant

Duties, Accomplishments and Related Skills:

Part of a Statistical team who collects data from surveys/national databases and establishes methods to compute the simple statistical data to define injury trends in the mining industry.

- Organizes and maintains data files/updates databases
- Provides analytical support for statistical studies
- Develops and produces statistical reports
- Utilizes various types of software such as SPSS
- Produces complex documents from other sources such as tables and graphs
- Prepares automated forms

Supervisor: Linda McWilliams

National Institute for Occupational Safety and Health

626 Cochran Mill Road
Pittsburgh, PA 15236 United States
08/2008 - 05/2013
Hours per week: 40
Environmental Protection Assistant

Duties, Accomplishments and Related Skills:

Member of a team responsible for the comprehensive environmental, health and safety (EH&S) program that ensures NIOSH-Pittsburgh activities/operations were conducted in accordance with all federal, state and local laws and regulations. Assisted project officer with contracts providing environmental, industrial hygiene, preventative health, and safety and health services to employees. Assisted hazardous waste management coordinator and responsible for the proper handling, accumulation, storage and disposition of hazardous waste. Advised laboratory personnel on the proper procedures for storage and disposal of waste chemicals and radioactive materials. Independently prepared monthly monitoring reports for sanitation permits. Assisted in inspections by the Allegheny County Health Department. Customer service representative for the Automatic External Defibrillator Program. (AED) Independently worked with security to analyze and resolve any issues regarding AED's. Updated and electronically submitted annual Air Emissions Inventory database. Successfully interfaced with regulatory agencies regarding requirements on EH&S issues. Conducted health and safety surveys, conducted fire prevention program. Received visitors, served as a tour guide. Scheduled appointments, meetings, and conferences. Collected data using CDC's Integrated Financial Management System (IFMS), Worker Injury Management System (WIMS), Environmental Management System (EMS), Compliance and Process Tracking System (CPTrack), Allegheny County Air Emissions (ISteps), and HHS Learning Portal for Clarity Net On the Job Training. Independently inspected work areas to verify discrepancies. Established procedures and forms for the distribution of correspondence, action documents, and reports. Assisted Safety Officer to document, track and log any incidents/accidents that occurred on site, including implementing corrective actions. Collected and recorded numerical data into Excel. Maintained incident/accident data in the WIMS system to ensure NIOSH was meeting important deadlines and requirements. Served as a member of the Emergency Response Team ensuring security and safety procedures and practices were being met. Organized permit data and reports for internal standard operating procedures. Routinely assisted Property Department in tracking all equipment for inventory, entering numerical data into system to ensure proper use and ownership. Assisted in facility audits/inspections. Comprised detailed lists of all Laboratory and Building Profiles; documented hazards, and provided lists of any corrective actions deemed necessary. Occasionally assisted Security Personnel to perform background checks, investigations and Smart Card assistance. Performed New Hire Employee Orientation and at times filled in for Security Personnel to give Security Training. Ability to perform duties at a variety of environments and locations.

-Position requires great attention to detail

-Strong verbal and written communication skills, the ability to maintain accurate and confidential records, and the translation

of technical materials

- Independently able to review, analyze and resolve difficult environmental or safety/security issues
- Gather data and enter into various systems to recommend a final course of action
- Participate in distance learning classes to enhance level of education
- Serve as a Mentor for new employees
- Collaborate with EH&S Office co-workers to follow-up and correct deficiencies before they become violations
- Ability to coordinate, develop and implement safety and security procedures to ensure NIOSH is meeting objectives
- Utilize computer knowledge; create reports using Outlook, PowerPoint, Word, and Excel

Supervisor: Barbara Heirendt

National Institute for Occupational Safety and Health

626 Cochran Mill Road

Pittsburgh, PA

03/2002 - 08/2008

Hours per week: 40

General Clerk

Duties, Accomplishments and Related Skills:

Provided clerical and administrative support as well as facilitated the overall operations for the Administrative Services Branch (ASB), at the National Institute for Occupational Safety and Health (NIOSH), which is comprised of the following offices: Facilities Management, Environmental Health and Safety, Engineering, Property, Information Technology, and Audio Visual Technology. Successfully interfaced with these different groups, both individually and as part of a team. Maintained office equipment; routinely inventoried and ordered supplies. Created various memos, correspondence, and reports using Microsoft Word, PowerPoint, Excel and Publisher. Received and screened telephone calls, referring inquiries to appropriate staff members. Scheduled appointments, meetings, and conferences. Tracked vehicle data mileage and prepared monthly reports. Prepared data using CDC's Mainframe, Integrated Financial Management System (IFMS), Worker Injury Management System (WIMS), Environmental Management System (EMS), Managing Account Credit Card System (MACCS), and HHS Learning Portal for Clarity Net Training. Entered data and maintained the Environmental Health and Safety Chemical Inventory for the entire Pittsburgh Site in the Cispro System. Worked closely with Industrial Hygienist to assist with Radiation Fit Testing, tracking statistical data, preparing reports and keeping records up to date. Established procedures and forms for the distribution of correspondence, action documents, and reports. Worked with the Safety Officer to document, track and log any incidents/accidents that occurred on the site, including implementing corrective actions. Responsible for maintaining incident/accident data in the WIMS system to ensure NIOSH is meeting important deadlines and requirements. Served as a member of the Emergency Response Team for Environmental Health and Safety, including organizing permit data and reports for internal standard operating procedures. Routinely assisted the Property Department in tracking all equipment for inventory to ensure proper use and ownership. Assisted in facility audits/inspections. Comprised detailed lists of all Laboratory and Building Profiles; documented hazards, and provided lists of any corrective actions deemed necessary.

- Utilized computer knowledge of Outlook, PowerPoint, Word, Excel, Access, and Publisher
- Played key role in coordinating outreach/public relations activities for the Pittsburgh site including: Scouting for Food Campaign, Mine Tours, Rock and Mineral booths at the Carnegie Science Center, Combined Federal Campaign (CFC), Bring Your Children to Work Day, and the Diversity Steering Council
- Played key role assisting the Visual Information Specialist with the Alice Hamilton Awards Ceremony
- Position required strong verbal and written communication skills, the ability to maintain accurate and confidential records, and the translation of technical materials
- Distance Learning Courses

Supervisor: Barbara Heirendt

Community College of Allegheny County

Route 885

West Mifflin, PA

01/2002 - 05/2004

Hours per week: 15

Career Services Administrative Assistant-Work Study

Duties, Accomplishments and Related Skills:

Served as an Administrative Assistant for the Career Services/Job Placement Office. Scheduled and coordinated student and faculty appointments. Maintained the student and faculty career database in Access, which contained information regarding Financial Aid, Enrollment, and Job Placement. Worked closely with students and parents to obtain personal information for input into this system. Supported school counselors in administering and scoring of placement tests. Assisted continuing education students in the preparation of resumes and cover letters. Assisted in preparing and posting job openings for the college.

- Maintained student files for Career Services Department, which included placement testing/personality testing results for the entire college

- Prepared classroom schedules for Career Services Staff
- Utilized computer knowledge of Word, Excel, Access, Career Link, PowerPoint, and Publisher
- Played key role in maintaining smooth operations of the Career Services Office without supervision
- Position required great attention to detail
- Strong verbal communication skills and the ability to maintain confidential, accurate records
- Served as customer service representative aiding students and returning adult students to find a career path using programs such as: Discovery, Career Link and Placement Tests
- Advised students regarding tuition assistance programs
- Answered phones and followed-up on student files
- Assisted other college departments such as Student Life with the organizing of student functions
- Trained new work-study personnel
- Routed and delivered mail to appropriate parties
- Position required the ability to keep time records for the entire Career Services Office
- Experience with Distance Learning, Blackboard, Placement Testing

Supervisor: Melanie Porach

Acordia Employers Service

Mill Craft Center

Washington, PA

08/2000 - 01/2002

Hours per week: 40

Medical Bills Specialist/Office Manager

Duties, Accomplishments and Related Skills:

Served as Office Manager for a team of seven employees. Interfaced with doctors, attorneys, and administrative staff to gather facts on clients who filed claims for workers compensation. Entered that data into various programs to summarize and explain what had been observed. Worked as part of a team of investigators to determine eligibility of claims based solely on policy and regulations. Worked closely with repricing companies to validate claims.

- Position required confidentiality and the ability to complete tasks within specific time frames

- Pay great attention to detail

- Utilized computer knowledge of Word, Excel, PowerPoint

- Strong organizational skills/attention to detail required

- Maintained postage meter for all outgoing correspondence

Supervisor: Jayne Lemon

Dealer Parts Service

Bethel Park, PA 15102

08/1998 - 12/2000

Hours per week: 40

Administrative Assistant

Duties, Accomplishments and Related Skills:

Served as a customer service representative affiliated with Ford and GMC vehicles, which serviced the tri-state area. Researched vendor catalogs and conducted market research analysis for price comparison and parts availability. Conducted negotiations with vendors prior to purchasing. Created and verified payments entering data into system and ensured that authentic product was received before making final payments.

- Effectively managed 14-line phone system

- Maintained all Material Safety Data Sheets (MSDS) for all products purchased

- Periodically inventoried and ordered supplies for entire warehouse

Supervisor: Doug Ripper

Executive Management

Boyce Road

Pittsburgh, PA 15241

08/1997 - 02/1998

Hours per week: 25

Background Investigator

Duties, Accomplishments and Related Skills:

Part time private investigative work running background checks on employees for companies such as department stores, restaurants, hospitals and other businesses in the South Hills area.

Education:

California University of Pennsylvania California, PA United States

Bachelor Arts and Science Degree 12/2008

Relevant Coursework, Licenses and Certifications:

-Business Professional Women's Scholarship, 5/2008

Community College of Allegheny County West Mifflin , PA United States

Associate in Science Degree 05/2004

Relevant Coursework, Licenses and Certifications:

-Deans List, 2002, 2003, 2004

-Phi Theta Kappa, 2002

**b Related
aining:**

Security Awareness 2015, 2016
Credit Card Purchase Training 2015
MACCS Purchase Card Training 2015
Survey of Statistics 2014
Excel 2014, 2015, 2016
Ethics 2014, 2015
Hazardous Waste Lion Technology, 2012
Telework, 2015
New Supervisor Cert for Training Admin, 2012
Safety Orientation 2015, 2016
Training Admin Refresher 2015
Appropriation Law, 2011
Records Management, 2011, 2012, 2013, 2014, 2015
Advanced Hazardous Waste Management, 2011, 2012
Hazard Communications, 2010, 2011, 2012, 2013, 2014
National Incident Management, NIMS, 2010, 2011, 2012
Hazardous Waste Management, 2010, 2011, 2012
Principles in Finance and Accounting, 2010
Safety Survival Skills, Pt1-4, 2009, 2010, 2011, 2012, 2013, 2014
Medical Records Training, 2009
Worker Injury Management System Training, 2008, 2009, 2010, 2011, 2012
Integrated Facilities Management System, 2007, 2008
Forensic Science and Law, Distance Learning, 2008
Intercultural Communications, 2008
English/Literature, 2008
Criminological Theories, 2008
Distance Learning, Criminal Justice, 2007
Building Evacuation Training, 2007, 2008, 2009, 2010, 2011, 2012
Chemical Inventory Training, 2007
Principles of Management, 2007
Accident Investigation, 2007
Fire Safety, 2007, 2008, 2009, 2010, 2011, 2012
Hazardous Chemical Waste Management for CDC Workers, 2007
Hazmat Awareness, 2007
Safety Orientation, 2007, 2008, 2009, 2010, 2011, 2012
Psychology of Stress Management, 2007
CPR AED Training, 2007, 2008, 2009, 2010, 2011, 2012
Judicial Administration, 2007
Criminal Procedures, Criminal Justice, 2006
Basic Records Operations, 2006, 2007, 2008, 2009, 2010, 2011, 2012
Organizational Psychology, 2006, Social Psychology, 2007
How to Write a Winning Resume, 8/2005
Excel, level 1-2, 2005, 2006, 2008, 2010
Word, level 2, 2005
PowerPoint, level 2, 2005
Spanish, 2005
Instructional Technology, 2004
Earth Science, 2004
Ethic, 2004
College Math, 2004
Leadership Training, Communications 2004

Leadership Training, 102, 2004
Life Science, 2003
American Government, 2003
Intro to Computers, 2003
English Comp I, II, 2002
Oral Communications, 2000

affiliations: Greater Pittsburgh Literacy Council - Adult Tutor

References:	Name	Employer	Title	Phone	Email
	John Columbia	Department of Health and Human Service	Program Analyst	412-386-5569	JColumbia@cdc.gov
	Nicole Muffi	Department of Health and Human Service	Health Communication Specialist	412-386-6606	NMuffi@cdc.gov
	Ellen Gave	Home	Administrative	925-200-2209	gaves@pacbell.net

Additional Information: -Performance Award, 2008-2014
-Women In Business Scholarship, 2008
-Service Award, Alice Hamilton, 2007
-NIOSH Diversity Steering Council, 2002-2004



JAMES R. ELLENBOGEN DISTRICT 12

OFFICE OF THE COUNTY COUNCIL
119 COURTHOUSE · 436 GRANT STREET
PITTSBURGH, PA 15219
PHONE (412) 350-6580 · FAX (412) 350-6499
JAMES.ELLENBOGEN@ALLEGHENYCOUNTY.US
[HTTP://WWW.ALLEGHENYCOUNTY.US/COUNCIL](http://www.allegHENYcounty.us/council)

CHAIR,
PUBLIC SAFETY

COMMITTEES
GOVERNMENT REFORM
HEALTH & HUMAN SERVICES
PARKS
PUBLIC WORKS
MARKETING

June 8, 2016

Ms. Joyce Paver
1459 Harris Avenue
Pittsburgh, PA 15205

Dear Ms. Paver:

This letter is to inform you that at the Regular Meeting of Allegheny County Council held on June 7, 2016 Council approved your appointment to serve as a member of the Council of Friends to South Park for a term to expire on June 7, 2018.

We congratulate you on your appointment and wish you the best of luck in this undertaking. We look forward to receiving your recommendations and stand willing to assist you in any way you believe appropriate.

Sincerely,

James R. Ellenbogen
District 12 Representative

cc: Andy Baechle, Director, Allegheny County Parks Department

JRE/sb