



APPLICATION FOR COUNTY OF ORANGE
BOARD, COMMISSION OR COMMITTEE

Return to: Clerk of the Board of Supervisors
400 W. Civic Center Dr., 6th Floor
Santa Ana, California 92701
Email: response@ocgov.com
Website: https://cob.ocgov.com/

(FOR COUNTY USE ONLY)

RECEIVED
2026 MAY 22 AM 10:57
CLERK OF THE BOARD
COUNTY OF ORANGE
BOARD OF SUPERVISORS

Instructions: Please complete each section below. Be sure to enter the title of the Board, Commission or Committee for which you desire consideration and attach a resume. For information or assistance, please contact the Clerk of the Board of Supervisor's Office at (714) 834-2206. Please print in ink or type.

NAME OF BOARD, COMMISSION, OR COMMITTEE TO WHICH YOU ARE APPLYING FOR MEMBERSHIP. SEE LIST AT <https://cob.ocgov.com/boards-commissions-committees/bcc-name-list-and-contact-information>

IHSS Advisory Committee

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: First Second Third Fourth Fifth

APPLICANT NAME AND RESIDENCE ADDRESS:

Helen Valdez Martinez
First Name Middle Name Last Name

Street Address City State Zip Code

Home Phone Number Cell Phone Number

Email Address

CURRENT EMPLOYER:

OCCUPATION/JOB TITLE:

BUSINESS ADDRESS:

BUSINESS PHONE NUMBER:

EMPLOYMENT HISTORY: Please attach a resume to this application and provide any information that would be helpful in evaluating your application. **A RESUME MUST BE ATTACHED TO YOUR APPLICATION.**

ARE YOU A CITIZEN OF THE UNITED STATES: YES NO

IF NO, NAME OF COUNTRY OF CITIZENSHIP:

ARE YOU A REGISTERED VOTER? YES NO

IF YES, NAME COUNTY YOU ARE REGISTERED IN:

LIST ALL CURRENT PROFESSIONAL OR COMMUNITY ORGANIZATIONS AND SOCIETIES OF WHICH YOU ARE A MEMBER.

ORGANIZATION/SOCIETY	FROM (MO./YR.)	TO (MO./YR.)
IHSS Advisory Committee	2017	Current

WITHIN THE LAST FIVE YEARS, HAVE YOU BEEN AFFILIATED WITH ANY BUSINESS OR NONPROFIT AGENCY(IES)? YES NO

DO YOU OWN REAL OR PERSONAL PROPERTY OR HAVE FINANCIAL HOLDING WHICH MIGHT PRESENT A POTENTIAL CONFLICT OF INTEREST? YES NO

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR CRIME SINCE YOUR 18TH BIRTHDAY? YOU ARE NOT REQUIRED TO DISCLOSE ANY OF THE FOLLOWING: ARRESTS OR DETENTIONS THAT DID NOT RESULT IN A CONVICTION; CONVICTIONS THAT HAVE BEEN JUDICIALLY DISMISSED, EXPUNGED OR ORDERED SEALED; INFORMATION CONCERNING REFERRAL TO AND PARTICIPATION IN ANY PRETRIAL OR POSTTRIAL DIVERSION PROGRAM; AND CERTAIN DRUG RELATED CONVICTIONS THAT ARE OLDER THAN TWO YEARS, AS LISTED IN CALIFORNIA LABOR CODE § 432.8 (INCLUDING VIOLATIONS OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 11357(B) AND (C), 11360(C) 11364, 11365 AND 11550 – AS THEY RELATE TO MARIJUANA)?

YES NO

IF YES, PLEASE EXPLAIN AND ATTACH ADDITIONAL SHEETS, IF NECESSARY.

PLEASE BRIEFLY EXPLAIN WHY YOU WISH TO SERVE ON THIS BOARD, COMMITTEE, OR COMMISSION. ATTACH ADDITIONAL SHEETS, IF NECESSARY.

I am disabled, and I also have an adult disabled daughter. I am very interested in advocating for the disabled.

DATE: 8/05/2025

APPLICANTS SIGNATURE: *Alan Martinez*

CLERK OF THE BOARD OF SUPERVISORS USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received: _____	Received by: _____ Deputy Clerk of the Board of Supervisors			
Date referred: _____				
To: <input type="checkbox"/> BOS District 1	<input type="checkbox"/> BOS District 2	<input type="checkbox"/> BOS District 3	<input type="checkbox"/> BOS District 4	<input type="checkbox"/> BOS District 5
<input type="checkbox"/> All BOS	<input type="checkbox"/> BCC Contact Person Name _____			

HELEN MARTINEZ

DEPENDABLE	TRUSTWORTHY	PROBLEM SOLVER
RESULTS ORIENTED	GOAL ORIENTED	DETAIL ORIENTED

WORK EXPERIENCE

April 2019 – present Santa Ana Security Service, Inc Santa Ana, CA

Office Manager/Payroll/Human Resources/Compliance Manager/Courier

- Manage all administrative aspects of a business office
- Schedule 200 employees for shifts for a 24/7 security services business in Orange County
- Oversee compliance and respond to audits by state/industry regulators
- Process bi-weekly payroll and deliver checks to various work sites on payday
- Process new hires, assist with background checks, reference checks, resume/application screening

Jan./2000–July/2000 ReMax Realtors Irvine, CA

Office Assistant

- Lead broker previews of homes
- Scheduled meetings and managed all essential office tasks.
- Conducted marketing support activities within demanding time frames.
- Identified goals and priorities and supported complex, deadline driven operations
- Excellent customer service and resolve issues in the initial stages.

Sept./1999–Dec./1999 Kennedy Court Reporting Santa Ana, CA

Collections Clerk

- Responsible for monitor delinquent accounts.
- Customer relations.
- Represented the company in court.

Sept.1998–Sept.1999 Mission Hills Mortgage Santa Ana, CA

Closed Loan Auditor

- Audited closed loans.
- Reverified documents in the loan, and verified employment status for the loan customers.

March/1987–May/1998 Rockwell International Newport Beach, CA

Utility Operator

- Lead a group of 8 to 10 employees.
- Inspected product before moving it to the next step.

- Worked closely with production control.

EDUCATION

2002--2006 Santa Ana College- AA Degree Santa Ana, CA
2006-2010 California State University Long Beach Long Beach, CA

- IHSS Advisory Committee – Commissioner
- Orange County GOP Central Committee -Former Alternate
- OCTA Special Needs – Former Commissioner
- California Federation of Republican Women- Former Speaker Roster Chairwoman
- Santa Ana Republican Women's Federated, Past President
- Next Generation Republicans- Former Committee Member
- 32 Por Mexico- Former Board Member
- Santa Ana Parent Union, Former member
- LULAC, Former Vice President
- Marian Bergeson Excellence in Public Service Series Program graduate, 2015.
- Former PTA Council President for SAUSD. Responsible for the 20 PTA Schools. 2009/2015
- Assisted and trained the new PTA site specific officers. I coordinated and led monthly meetings with the school presidents; kept PTA informed of happenings at the County, State, and National levels. I assisted parents with students concerns and connected with them with school administration to address their concerns.
- Volunteer In Probation-assigned to Orange County Juvenile Hall/ OC Probation Department - December 2004 to December 2008.
- Mentored a group of 15 – 54 girls once a week; tutored them in Math to increase their Math Proficiency.
- Ran Study Hall weekly for a group of 6 girls.
- Coordinated motivational guest speakers to present to the study hall group.
- As the parent of a 38-year-old disabled child, I am experienced in advocacy with multiple agencies. I have experience in In Home Support Services, OC Regional Center, and other agencies in the process of application through the finish.

REFERENCES UPON REQUEST.