



# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

**For State Agency Use Only**

Date received	
Time received	
Received by	

Job Applicant No. \_\_\_\_\_

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** Resumes will not be accepted in lieu of applications, unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME \_\_\_\_\_ **HUHN** \_\_\_\_\_ **JEFFREY** \_\_\_\_\_ **Joseph** \_\_\_\_\_ AC \_\_\_\_\_  
(Last) (First) (Middle) (Daytime Phone)

MAILING ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip) (Country) AC ( ) \_\_\_\_\_  
(Work Phone, Optional)

EMAIL ADDRESS \_\_\_\_\_

List any other names used if different from name on this application. \_\_\_\_\_

List exact title of position or type of work and location for which you wish to apply: <b>Administrative Law Judge I - San Antonio</b>	Job Posting Number <b>18-11</b>	Closing Date <b>Open Until Filled</b>
List the state agency with which you wish to apply: <b>STATE OFFICE OF ADMIN HEARINGS</b>	Do you have any relatives working for this agency? If so, list names and relationships:	

Full-Time  Part-Time  Summer  Temp/Project  Date available for work? Two weeks from job offer

Are you at least 17 years of age? Yes  No

Are you willing to work hours other than 8-5? Yes  No  What days are you unable to work? none

Are you willing to Travel? Yes  No  If yes, what percent of time? 25

Current Driver's License # (if required for position) \_\_\_\_\_ Commercial Driver's License Yes  No   
(State) (Number)

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") San Antonio

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? Yes  No

If your answer is "Yes," explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)**

High School Graduate or GED? Yes  No  If yes, name and location of high school or GED institute: McCullough High School

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	University of Houston, Houston, TX	09	1996	05	1998	May 1998		120	Bachelors Degree	Finance
Graduate School	University of Houston, Houston, TX	08	1988	05	1991	May 1991		90	Doctoral Degree	JD
Technical or Vocational Schools										

AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date Issued	Date Expires	Issued by/Location of Issuing Authority (State or other authority) (City & State)	License No.
Attorney	Nov 1, 1991		State Bar of Texas	10249100

**Special Training/Skills/Qualifications:** List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

**Familiar with microsoft software.**

Approximately how many words per minute do you type? 45

Sign Language (If required for this position) Yes  No  Are you a certified interpreter? Yes  No

Do you speak a language other than English? (If required for this position) Yes  No   
 If yes, what language(s) do you speak? spanish How fluently? Fair  Good  Excellent

Do you write in a language other than English? (If required for this position) Yes  No   
 If yes, which language(s)

Have you ever been employed by the State of Texas? Yes  No  Are you currently employed by the State of Texas? Yes  No

If you have been previously employed by the State of Texas, list the agency/agencies: Texas Commission on Environmental Quality

**FORMER FOSTER YOUTH** (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday? Yes  No   
 If yes, are you currently 25 years of age or younger? Yes  No

**MILITARY SERVICE** (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes  No  If yes, list type of discharge

Dates of Service (From/To):

Are you a surviving spouse of a veteran who has not remarried? Yes  No  Are you a surviving orphan of a veteran? Yes  No

If yes, complete dates of service for veteran:

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED**

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED**

SIGN HERE:

**X**

Signature – Applicant

Date

# EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name:** \_\_\_\_\_  
Last
First
Middle

Position Title: <b>Administrative Law Judge</b> Employer: <b>Public Utility Commission of Texas</b> Mailing Address: <b>1701 N. Congress Avenue</b> City & State/ZIP: <b>Austin, TX 78711</b> Employer's Telephone No.: <b>AC (512) 936-7240</b>						Immediate Supervisor Name: <b>Irene Montelongo</b>		Full-Time <input checked="" type="checkbox"/>	
						Title <b>Director - Docket Management</b>		Part-Time <input type="checkbox"/>	
						Supervisor's Telephone No.: <b>AC (512) 936-7240</b>		Summer <input type="checkbox"/>	
						If supervisory, number of employees you supervised:		Temp/Project <input type="checkbox"/>	
						AC (512) 936-7240		Give average # of hours worked per week if part-time: <b>40</b>	
Starting Date		Leaving Date		Current/ Final Salary	Technical				
Mo.	Day	Yr.	Mo.	Day	Yr.		<input type="checkbox"/>		
12	01	2014				\$ 6280.00	Non-Managerial <input checked="" type="checkbox"/>		
						Supervisory/Managerial		<input type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

**ALJ for Commission held hearings - responsible for scheduling orders, ruling on discovery disputes, preside over evidentiary hearing. During the hearing rule on admission of documents and all objections to testimony.**

**Prepare Proposed Orders for Commission approval - responsible for the processing of contested electricity, water, and telecommunication cases. Issue procedural schedules, rule on discovery disputes and prepare proposed order for consideration by commissioners at Open Meetings.**

**Approve uncontested applications - responsible for the processing of uncontested electricity, water, and telecommunication cases. Issue procedural schedules, rule on discovery disputes and prepare a Notice of Approval, if appropriate.**

Specific reason for leaving: **NA**

Position Title: <b>Staff Attorney</b>						Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>
Employer: <b>Texas Commission on Environmental Quality</b>						<b>Gitanjali Yadav</b>		Part-Time <input type="checkbox"/>
Mailing Address: <b>14250 Judson Road</b>						Title		Summer <input type="checkbox"/>
City & State/ZIP: <b>San Antonio, TX 78233</b>						<b>Senior Attorney</b>		Temp/Project <input type="checkbox"/>
Employer's Telephone No.: <b>AC (210) 490-3096</b>						Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/Final Salary		
Mo.	Day	Yr.	Mo.	Day	Yr.			
<b>04</b>	<b>01</b>	<b>2010</b>	<b>11</b>	<b>30</b>	<b>2014</b>	<b>\$ 5801.00</b>	Technical <input type="checkbox"/>	
						Non-Managerial <input checked="" type="checkbox"/>		If supervisory, number of employees you supervised:
						Supervisory/Managerial <input type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As a staff attorney I represent the Executive Director in enforcement cases against regulated entities. Although I handle cases in all media (Air, Waste, Water), management normally designates me to handle the most complex Air cases. I am also assigned cases when the regulated entity is represented by experienced Environmental Law attorneys. I am also assigned cases scheduled for Evidentiary Hearings at SOAH when another staff attorney leaves the agency or is unable to try the case.

I am a member of the TCEQ's Excessive Emissions Team. The team is required to review all Excessive Emission Events to ensure agency wide consistency.

During the 2013 Legislative session I was a resource witness for the TCEQ in Rock Crusher related issues.

Specific reason for leaving: **NA**

Position Title: <b>Senior Attorney</b>						Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>
Employer: <b>Texas Commission on Environmental Quality</b>						<b>Mary Risner</b>		Part-Time <input type="checkbox"/>
Mailing Address: <b>12100 Park 35, Building A</b>						Title		Summer <input type="checkbox"/>
City & State/ZIP: <b>Austin, TX 78711</b>						<b>Division Director</b>		Temp/Project <input type="checkbox"/>
Employer's Telephone No.: <b>AC (512) 239-0600</b>						Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/Final Salary		
Mo.	Day	Yr.	Mo.	Day	Yr.			
<b>08</b>	<b>01</b>	<b>2006</b>	<b>03</b>	<b>31</b>	<b>2010</b>	<b>\$ 5801.00</b>	Technical <input type="checkbox"/>	
						Non-Managerial <input type="checkbox"/>		If supervisory, number of employees you supervised:
						Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised 12 staff attorneys in the enforcement section of the Litigation Division. Each staff attorney handled between 30-40 cases. As the Senior Attorney I helped the attorneys prepare for trial and agenda presentations. I was responsible for hiring to fill any vacancies, all human resources related issues, and preparing annual appraisals for the 12 staff attorneys.

As a senior attorney I assisted the division director with implementing new procedures to allow the Litigation Division to operate more efficiently and to respond to Executive Level policies.

I was assigned as a bill analyst for the 2007 and 2009 Legislative sessions and was designated as a resource witness for the TCEQ.

Specific reason for leaving: **Allowed to transfer to San Antonio Regional Office**



Position Title: <b>Staff Attorney</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>
Employer: <b>Texas Commission on Environmen</b>							<b>Mary Risner and Guy Henry</b>		Part-Time <input type="checkbox"/>
Mailing Address:							Title		Summer <input type="checkbox"/>
City & State/ZIP: <b>Austin, TX</b>							<b>Senior Attorney</b>		Temp/Project <input type="checkbox"/>
Employer's Telephone No.: <b>AC (512) 296-0600</b>							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/>	AC (512) 296-0600	
Mo.	Day	Yr.	Mo.	Day	Yr.		Non-Managerial <input checked="" type="checkbox"/>		
11	22	2004	08	01	2006	\$ 4100.00	Supervisory/Managerial <input type="checkbox"/>		
							If supervisory, number of employees you supervised:		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

**Staff Attorney in the litigation division of the Office of Legal Services. As a staff attorney I represented the Executive Director in enforcement actions against regulated entities. I handled between 40-50 cases at all times. I was responsible for filing petitions and presenting cases to an Administrative Law Judge requesting administrative penalties for violations of Texas Environmental statutes and rules. I was also assigned as a bill analyst during the 2005 legislative session.**

**Staff Attorney in the Environmental Law Division. Specifically assigned to the Low Level Radioactive Waste Team.**

**Specific reason for leaving: Promoted to Senior Attorney**

Position Title: <b>Teacher</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>
Employer: <b>Little Flower</b>							<b>Sr. Judy Scheffler</b>		Part-Time <input type="checkbox"/>
Mailing Address:							Title		Summer <input type="checkbox"/>
City & State/ZIP: <b>San Antonio, TX</b>							<b>Team Leade</b>		Temp/Project <input type="checkbox"/>
Employer's Telephone No.: <b>AC( )</b>							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/>	AC( )	
Mo.	Day	Yr.	Mo.	Day	Yr.		Non-Managerial <input checked="" type="checkbox"/>		
08	01	2002	07	31	2004	\$ 2000.00	Supervisory/Managerial <input type="checkbox"/>		
							If supervisory, number of employees you supervised:		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

**Science and Math Teacher for 6th, 7th & 8th grade.**

**Specific reason for leaving: Went back to law practice**

Position Title: <b>Accounts Payable Manager</b>						Immediate Supervisor Name:		Full-Time <input type="checkbox"/>
Employer: <b>Sanitors, Inc.</b>						Title		Part-Time <input type="checkbox"/>
Mailing Address:						Supervisor's Telephone No.:		Summer <input type="checkbox"/>
City & State/ZIP: <b>San Antonio, TX</b>						AC( )		Temp/Project <input type="checkbox"/>
Employer's Telephone No.: AC( )						If supervisory, number of employees you supervised:		Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Technical <input type="checkbox"/>		
Mo.	Day	Yr.	Mo.	Day	Yr.	Current/ Final Salary		
12	01	2000	06	01	2002	Non-Managerial <input type="checkbox"/>		
						Supervisory/Managerial <input type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
**Responsible for accounts payable and accounts receivable for Sanitors, Inc. and 13 subsidiaries. Also responsible for preparing all Federal and State Returns for the corporation and its subsidiaries.**

Specific reason for leaving: **Hired as a teacher**

Position Title: <b>Attorney</b>						Immediate Supervisor Name:		Full-Time <input type="checkbox"/>
Employer: <b>Law office of Jeffrey J. Huhn</b>						Title		Part-Time <input type="checkbox"/>
Mailing Address:						Supervisor's Telephone No.:		Summer <input type="checkbox"/>
City & State/ZIP: <b>Corpus Christi, TX</b>						AC( )		Temp/Project <input type="checkbox"/>
Employer's Telephone No.: AC( )						If supervisory, number of employees you supervised:		Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Technical <input type="checkbox"/>		
Mo.	Day	Yr.	Mo.	Day	Yr.	Current/ Final Salary		
01	01	1994	11	01	1999	Non-Managerial <input type="checkbox"/>		
						Supervisory/Managerial <input type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
**Sole practitioner in Corpus Christi, Texas. Handled criminal cases in Federal and State Court, including Juvenile matters. Also represented clients in family law and probate matters.**

Served as general counsel for two corporations.

Specific reason for leaving: **Moved [redacted] to San Antonio**

