SCV WATER

September 19, 2022

Recruitment Process

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Finance & Administration Committee
September 19, 2022

Objective

Provide general understanding of SCV Water and public sector hiring process

Policy

EMPLOYEE MANUAL

https://yourscvwater.com/employee-manual/

SECTION NO.	POLICY NAME
6.0	**Recruitment and Hiring**

6.2 The General Manager or his designee can fill vacant positions by any of the following:

6.2.1 Appointment of qualified present (or laid off) Agency employees without any announcement or examination.

6.2.2 Appointment of present Agency employees following announcement and internal process.

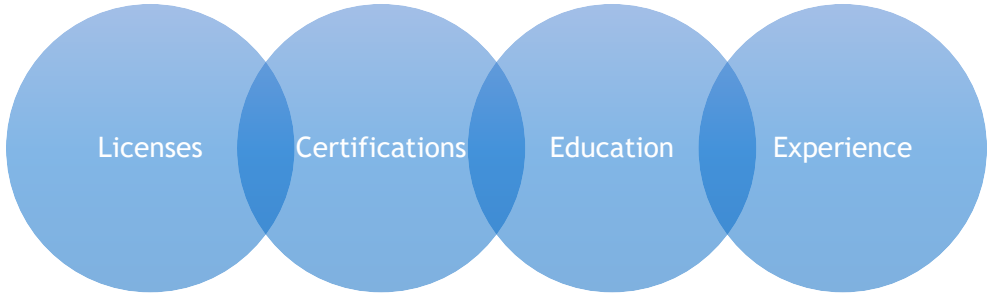
6.2.3 Appointment following announcement and open/competitive process.

Policy

6.3 Open/Competitive Process

The process is open to any person, employee or non-employee, who meets the minimum qualifications for the classification.

Typical ways to meet the minimum qualifications?



6.4 Internal Process

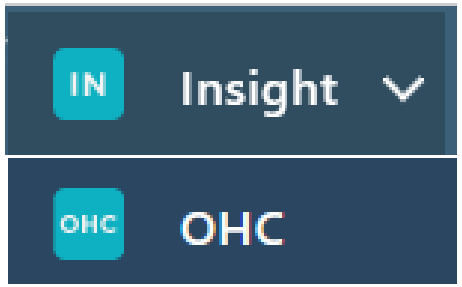
6.5 Temporary Employment

6.7 Equal Employment Opportunity Employer

Job Announcement

NEOGOV

https://www.neogov.com/



Governmentjobs.com

https://www.governmentjobs.com/careers/scvwater

Job Announcement

Class Specification

- Written description, examples of duties, the minimum qualifications and knowledge, skills and abilities.
- Developed by HR, Department Head, Consultant and Legal Counsel
- Board approved

Job Bulletin

- Hiring Manager specifies Departments current needs

Job Announcement

Postings

- Website
- Facebook
- Instagram
- LinkedIn
- All Staff and Temps notified via email

Paid Ads

BC WATERJOBS
WHERE THE INDUSTRY GETS TO WORK

WaterDistrictJobs
The Career Resource for Water and Wastewater Professionals

ASCE CAREER CONNECTIONS

Local Ads

LIVE ◆ WORK ◆ SCV
POWERED BY SCVEDC

COLLEGE OF THE CANYONS

Exam Plan Evaluation Steps

Application Received

- HR minimum quals screening

Application Review

- Hiring Manager and Subject Matter Expert (SME) Review

Written Test

- eSkill

Oral Exam

- Zoom Meeting or In person

Selection

- Panel Interview and Scoring the interview questions

Job Offer

- Successful candidate selected!
- HR presents verbal offer followed by letter with summary of benefits

Pre-Hire Process

- Background Screen
- Medical Examination and Drug Screen
- Fingerpriting

Onboarding

Recruitment Complete!
Any Questions?