

Yuima Municipal Water District

34928 Valley Center Rd. Pauma Valley, CA. 92061 – Mailing: P.O. Box 177 Pauma Valley, CA 92061
Phone 760-742-3704 Fax 760-742-2069 E-Mail amy@yuimamwd.com

INSTRUCTIONS TO APPLICANTS FOR EMPLOYMENT

The following instructions have been provided to assist you in completing your employment application and to provide you with important information on the Yuima Municipal Water District recruitment policies.

IMPORTANT – PLEASE BE SURE TO READ THIS INFORMATION CAREFULLY BEFORE FILLING OUT YOUR APPLICATION

1. The employment application is used in all points of the hiring process and is the applicant's primary method of illustrating his/her qualifications. Applications must be filled out completely and clearly to show that the minimum qualifications are met. False statements, as well as failure to disclose requested information, will be cause for disqualification, removal from an eligibility list, or discharge from employment. Resumes may be attached, but will not be accepted in lieu of a completed District application form. If more space is required, attach additional sheets. Please print clearly in ink, or type.
2. Some positions will require a supplemental questionnaire as part of the application process. If one is required to accompany the application form, the supplemental questionnaire will be included in the application package.
3. All statements made on the application are subject to investigation and verification, and applicants may be required to provide documentary evidence of certificates, degrees, training, experience, licenses or educational credits.
4. Completed application materials must be received at the District office by 4:00 p.m. on the closing date. Postmarks will not be accepted. Applications may be submitted in a sealed envelope marked, Attn: Amy Reeh, General Manager, either in person at 34928 Valley Center Rd. Pauma Valley, sent to our post office box 177 by US mail, or to the email address indicated above. Applications and other related application materials, whether accepted or rejected will not be returned. ***Previous employees of Yuima may submit a letter of interest in lieu of an application. Please include the position you are interested in applying for in the letter.***
5. Applicants must complete a separate application form for each job position for which they are applying. Applications shall only be accepted during recruitment periods for the designated position, and will not be held for future recruitments.
6. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.
7. Final candidates will be required to take and pass a drug/alcohol screening, which will be included during the employment entrance medical examination. A positive test result will disqualify an applicant from employment. Candidates are cautioned not to quit or give notice to their present employer until they qualify on the medical and drug/alcohol screening, and a formal job offer has been extended by the District.

EQUAL OPPORTUNITY EMPLOYER: The Yuima Municipal Water District considers applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, veteran status, mental or physical disability, medical condition or any other legally protected status. Qualified disabled applicants with special needs must notify the District in advance and whenever possible accommodation will be made available. Recruitment announcements are for general information only and do not constitute an express or implied contract and may be modified or revised without prior notice.

YUIMA MUNICIPAL WATER DISTRICT
BENEFIT SUMMARY
EFFECTIVE 07/01/2023

HEALTH INSURANCE: The District currently offers a choice of Anthem Blue Cross Classic PPO or CalCare HMO. The District pays up to the CalCare HMO premium level towards health insurance for employees and their dependents. Employees can choose plans annually during the open enrollment period. Employees become eligible for this benefit the first day of the month following 30 days of employment. Effective July 1, 2009 the District offers a monthly opt-out payment for employee health insurance upon proof of other coverage and within the ACWA rules for selecting this option.

DENTAL INSURANCE: The District provides dental the ACWA/JPIA Delta Dental Plan and pays 100% of the premium for the employee and their dependent(s). Employees become eligible for this benefit the first day of the month following 30 days of employment.

VISION SERVICE PLAN: The District provides vision care through the ACWA/JPIA Vision Service Plan and pays 100% of the premium for the employee and their dependent(s). Employees become eligible for this benefit the first day of the month following 30 days of employment.

LIFE INSURANCE: Life Insurance is provided with a benefit of two (2) times the employee's annual salary up to a maximum of \$200,000, with Accidental Death and Dismemberment (AD&D) coverage. Employees become eligible for this benefit the first day of the month following 30 days of employment

PENSION PLAN: ¹The District contracts with the California Public Employees Retirement System (CalPERS):

- 3% @ 60 benefit formula for Classic Members
(Employee contribution rates as of 7/1/2016: 8%)
- 2% @ 62 benefit formula for PEPRA members
(Employee contributes 7.75%)

The District does not participate in the Social Security System.

DEFERRED COMPENSATION: The district currently offers an IRS Section 457 Deferred Compensation Plan with CalPERS 457 and Variable Annuity Life Insurance Company (VALIC), on an individual voluntary basis. Employee is eligible to begin making contributions after 6 months of continuous employment.

ALTERNATE WORK SCHEDULE: The District currently observes a pilot 4/10 work schedule program. Work Hours are Monday – Thursday 6:00 a.m. to 4:30 p.m.

HOLIDAYS: The District observes the following paid holidays.

New Year's Day - January 1	Martin Luther King Day - third Monday in January
Presidents Day - third Monday in February	Columbus Birthday - second Monday in October
Memorial Day - Last Monday in May	Thanksgiving Day - fourth Thursday in November
Independence Day - July 4	Day after Thanksgiving - Friday after Thanksgiving
Labor Day - First Monday in September	Christmas Eve – December 24 th
Two Floating Holidays - to be selected by employee	Christmas Day - December 25 th

Floating holidays are added on the first pay period in February and September. If a holiday falls on a Saturday, the preceding Friday will be observed. If any holiday falls on a Sunday, the following Monday will be observed.

VACATIONS: Regular full-time employees accrue vacation hours from date of hire. The annual accumulation is based on completed years of service. Vacation may be taken the first day following the completion of 6-months service.

- 12 working days' vacation annually after completing one through 5 years of service. (Max 144 hrs)
- 15 working days' vacation annually after 5 years of continuous service. (Max 180hrs)
- 18 working days' vacation annually after 10 years of continuous service. (Max 216 hrs)
- 21 working days' vacation annually after 15 years of continuous service. (Max 252 hrs)
- 22 working days' vacation annually after 22 years of continuous service, plus .67 hours per month for each year of continuous employment up to 25 years.

¹ Adopted 12/13/01 Resolution 834-01

- After 25 years of continuous employment the vacation earnings rate is capped at 16.67 hours per month (200 hours per year).

Employees are permitted to take all or a portion of their vacation each year and to accumulate vacation time up to a maximum of 150 percent (150%) of one year's eligibility. Accumulation in excess of 150% must be authorized by the General Manager.

SICK LEAVE: The District offers a sick leave accrual rate of 12 days per year. Unused sick leave is accumulated from year to year.

WORKERS COMPENSATION: The district is insured with ACWA/JPIA for work related injuries.

STATE DISABILITY PROGRAM: Disability Insurance is administered by State of California (SDI) to help protect against wage loss because of a non-occupational illness or injury in which all accrued time has been exhausted. Employees pay for disability insurance coverage through payroll deduction at rates set by the State.

UNEMPLOYMENT INSURANCE: Unemployment insurance is payable to employees who have met all of the eligibility requirements of the law. No cost to employee.

EMPLOYEE RECOGNITION PROGRAM: The District provides an Employee Recognition Program to recognize, motivate, and reward accomplishments and contributions of its employees.

FIELD EMPLOYEES ALSO RECEIVE:

SAFETY BOOTS: Field employees are reimbursed up to a maximum of \$200.00 per fiscal year for safety boots and insoles. Proof of purchase required.

UNIFORMS: It is the District's policy that field employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. All field employees are supplied with District Uniforms. Uniforms are provided and laundered by uniform company of the District's choice at no cost to the employee. Under the optional pant reimbursement program a reimbursement is provided in the amount of \$169/yr. with proof of purchase. This is offered to those who wish to purchase, launder and wear their own blue denim pants. The Operations Manager is eligible for the optional shirt reimbursement program in the amount of \$104/year with proof of purchase.

STAND-BY PAY: Employees assigned stand-by duty shall receive an hourly rate in an amount established by the Board for all non-worked/non-paid hours while on call. (Presently \$ 2.00/hr.)

MEAL ALLOWANCE: Field Employees will be paid a dinner meal allowance (currently \$5.00) if overtime exceeds two hours worked from 4:30 to 6:30 p.m. *and* the District does not provide meals. Meal allowance will be paid from notation on timecard. If a receipt for the meal is presented it will be considered reimbursement up to the amount of \$5.00 whichever is less.



ADMINISTRATIVE CLERK

SALARY RANGE

Hourly: \$19.00 - \$23.75

Bi-Weekly: \$1520.00 - \$1900.00

Annual \$39,520.00 - \$49,400.00

Position Summary

Under supervision of the General Manager and Finance and Administrative Services Manager, provides administrative support to all departments, performs customer service and cashiering activities, performs a wide variety of clerical work, which require research, analysis, varied word processing, record keeping on a District-wide basis and performs other duties as assigned. This position will be responsible for ensuring efficient workflow of front-desk clerical and general administrative tasks.

CLASS CHARACTERISTICS

Initially under close supervision, incumbent works independently and closely with staff in support of Administration, Finance and Operations. Incumbents are responsible for preparing correspondence, assembling and posting Board packets¹, receiving incoming phone calls and preparing and updating a variety of routine reports, filing and recordkeeping¹. Work requires judgment in assembling and evaluating information. Incumbents in this position have some independence in selecting work methods from a variety of standard methods/procedures. Incumbents use significant judgment in assembling and evaluating information, utilize clerical methods and procedure while employing District policies and procedures.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

- Answers telephone lines, determines nature of call; records and processes emergency customer service requests and service orders; directs callers to proper person, provides information to callers, or takes messages as appropriate; ensures a high level of customer service. Greets, screens, and refers visitors at the District office. Receives and records payments, and other monies, and issues receipts; verifies and posts details of transactions, such as funds received and disbursed and totaling receipts.¹
- Acts as clerical assistant for the Administrative, Finance and Operations departments which includes making appointments, conference/seminar travel arrangements, coordinates calendar and activities.¹
- Composes and types correspondence, reports and meeting minutes, forms and specialized documents from drafts, notes, dictated tapes, or brief instructions which may include confidential materials using computer or typewriter, proofreads and checks printed material for accuracy, completeness, compliance with policies, and correct English usage including grammar, punctuation and spelling.¹
- Performs general records management duties including creating and maintaining files and District website, central filing, archives, etc., scanning and indexing of all District documents and maintenance of daily correspondence log.¹

1) This task is the primary reason the position exists.

- Develops meeting agendas, assembles meeting packets and takes meeting minutes. ¹
- Performs administrative support activities to include operating standard office equipment, distributing mail, processing outgoing mail, receiving or referring office equipment repair requests to appropriate staff or vendor.
- Interacts with customers, contractors, general public, management staff and employees.
- Maintains and stocks supply area and orders supplies as needed.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Observes and complies with all District mandates, safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Techniques used in dealing with customers in person and over the phone; standard office administrative practices and procedures, including business writing and the operation of standard office equipment; basic office functions; principles and practices of record keeping, methods and techniques of generating reports and preparing business communication; correct English usage, including spelling, grammar, punctuation and vocabulary; modern equipment and communications tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to: Deal tactfully and effectively with customers and others both in person and on the phone; provide varied secretarial, clerical and office administrative assistance to department staff; use initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence and perform clerical and related assignments from brief oral or written instructions; organize work, set priorities and follow up assignments with a minimum of supervision; learn District functions, personnel and the specific policies and procedures related to the work; work effectively, meet deadlines and maintain attention to detail despite frequent interruptions; learn and use varied software employed by the District; communicate clearly and concisely, both orally and in writing, and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

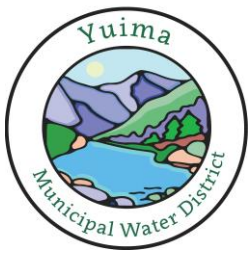
Equivalent to a High School Diploma.

Experience: Minimum of one year of general office experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Yuima MWD employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate Yuima MWD needs, in addition to responding as a Disaster Emergency Service Worker.

<p>Board Approval Effective Date: 7/1/2023</p> <p>Revision Date:</p>
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1) This task is the primary reason the position exists.



Yuima Municipal Water District Employment Application

OFFICIAL
USE ONLY

34928 Valley Center Road
P. O. Box 177
Pauma Valley, CA 92061

760-742-3704 office
760-742-2069 f a x
www.yuimamwd.com

Personal Information

Last Name	First Name	Middle Initial	Today's Date
Are there other names under which you have worked?	Phone Number	Email Address	
Street Address	City	State	Zip
What position are you applying for?	Desired Starting Salary	Your Availability Full Time Part Time	Are you willing to work, overtime, swing or shift duty? Yes No
Why are you interested in this position?			
If hired, could you provide proof of work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have bilingual skills in English and Spanish? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Date of Availability:	

Education

High School Name: Location:	Did you graduate?	Diploma or GED
College/University/Trade School Name: Location:	Major	Degree/Diploma
College/University/Trade School Name: Location:	Major	Degree/Diploma
Professional Certificates (Include date of issuance) (Water/Wastewater/Engineering/Clerical, etc.)	Software Applications/Clerical Skills	Equipment/Machines operated

A condition of employment is that an applicant must pass a job-related physical examination, *which for safety-sensitive positions only*, will include a drug and alcohol screening test, to be administered by a District appointed physician.

Applicant's Signature

Date

Employment History

Beginning with your present or last position, list the three most recent jobs you have held, including a summary of major duties and computer hardware/software use that relate to the position for which you are applying. If you need more space to describe other positions where you developed relevant experience, attach a page outlining that employment and experience. Include military experience that may relate to the position you are seeking. If you have a resume, attach it to this application.

Employer		Type of Business	
Address		Phone	Are you eligible to be rehired? Yes No
Dates of Employment			
From:		To:	
Starting Job Title	Last Job Title	Supervisor's Name	May we contact? Yes No
Reason for Leaving			
Please Describe Job Duties and Responsibilities (Attach additional pages if needed)			

Employer		Type of Business	
Address		Phone	Are you eligible to be rehired? Yes No
Dates of Employment			
From:		To:	
Starting Job Title	Last Job Title	Supervisor's Name	May we contact? Yes No
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Please Describe Job Duties and Responsibilities (Attach additional pages if needed)			

Employer		Type of Business	
Address		Phone	Are you eligible to be rehired? Yes No
Dates of Employment			
From:		To:	
Starting Job Title	Last Job Title	Supervisor's Name	May we contact? Yes No
Reason for Leaving			
Please Describe Job Duties and Responsibilities (Attach additional pages if needed)			

Please describe any periods of time not accounted for in your Employment History, including any periods of unemployment. (Attach additional pages if needed.)

All Field Employees are required to reside within 30 minutes response time to the District's Control Center upon receiving a call to respond to an emergency.

Employees assigned 24-hour standby duty must be within immediate reach by telephone and be able to arrive at the District's Control Center within 30 minutes of receiving a call to respond.

Is there any reason known to you why you might be unable to perform work duties consistently and properly?

Yes No If YES, please explain:

I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for herein may be sufficient cause for cancellation of consideration or dismissal from Yuima MWD service if I have been employed.

I agree that Yuima Municipal Water District and my previous employers shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsification of the statements and answers in this application form. If I am employed, I understand that additional personal data will be required for statistical purposes.

I further understand that any offer of employment is contingent upon my taking and passing a job-related physical examination which, *for safety-sensitive positions only*, will include a drug and alcohol screening test, to be administered by a District appointed physician.

I hereby acknowledge that I have read the above statement and understand it.

Applicant Signature

Date

Please email your application, and all attachments, amy@yuimamwd.com. Applications sent to alternate email addresses may not be reviewed. You may also print out and mail your application, or deliver it in person at the District Administration Office at 34928 Valley Center Road, Valley Center, CA, 92082.

It is the policy of Yuima Municipal Water District to recruit, hire and promote for all job classification without regard to race, religion, creed, color, national origin, ancestry, sex, sexual orientation, gender, marital status, pregnancy, physical or mental disability, medical condition, or age.

**DISCLOSURE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION
YUIMA MUNICIPAL WATER DISTRICT**

As an applicant for employment, I hereby authorize YUIMA MUNICIPAL WATER DISTRICT to conduct a limited background investigation of my personal history. I understand this investigation may include my work history, criminal conviction records, pending trials and warrants, driving records, and references obtained from business and personal associates. If I am denied employment, either wholly or partly because of information contained in the report, YUIMA MUNICIPAL WATER DISTRICT will tell me so.

I hereby fully release YUIMA MUNICIPAL WATER DISTRICT, and its employees, directors, agents, successors and assigns, and all other parties involved in conducting this background investigation, including but not limited to YUIMA MUNICIPAL WATER DISTRICT and those companies or individuals who provide information concerning me, from all claims or actions for any liability whatsoever related to this process.

I also certify that all representations made by me, and all information that I have provided, are true and accurate to the best of my knowledge. I understand that any misrepresentation or omission of facts, or my providing of false information, will exclude me from further consideration as an applicant. It may result in the termination of my employment if I am hired by YUIMA MUNICIPAL WATER DISTRICT before their discovery of the misrepresentation, omission or falsity.

I also understand that this will be considered a continuing authorization, and will remain valid until such time as I inform YUIMA MUNICIPAL WATER DISTRICT, in writing, that I wish to revoke it.

I understand that this Authorization is not an offer for employment, nor is it a contract for employment.

If you wish to have a free copy of the completed report, please check this box and YUIMA MUNICIPAL WATER DISTRICT will give one to you.

(Date)

(Applicant's Signature)

(Print Name)

(Date)

(Company Rep. Signature)

(Print Name, Title)

The following agency will be providing the report to YUIMA MUNICIPAL WATER DISTRICT:

Employee Relations, Inc.
431 North Brand Blvd., Suite 308
Glendale, CA 91203
Phone (800) 716-7773

www.erelations.com