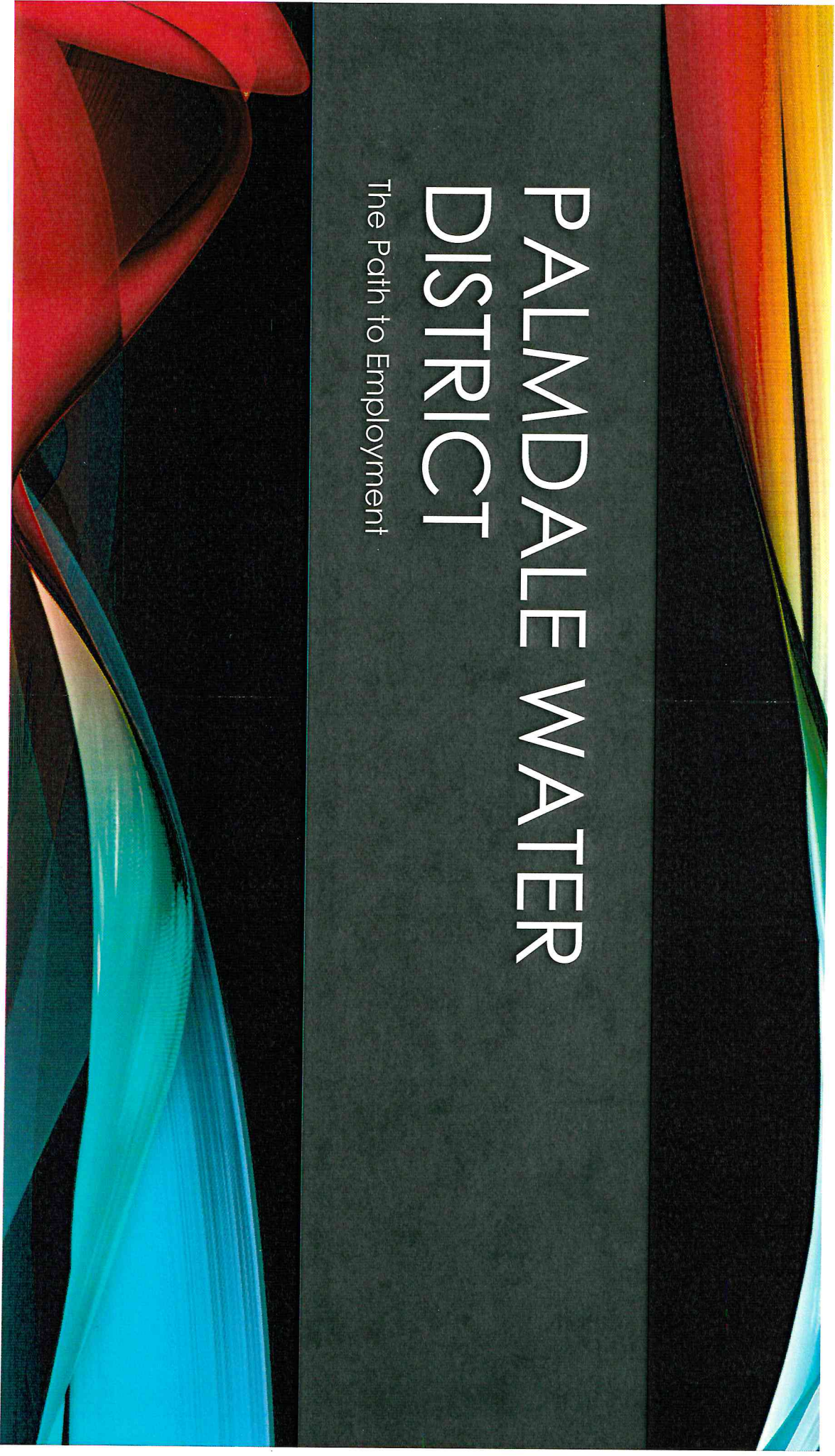


PALMDALE WATER DISTRICT

The Path to Employment





IDENTIFY POSITIONS NEEDED

- Managers identify a need either through the loss of a current staff member or a recognized need for additional staffing.
- If the position is a new position it will be brought to the Personnel Committee/Board for approval.
- Positions are analyzed based on gaps in the Districts ability to meet its strategic goals.



POSTING OF POSITIONS

- Positions are posted through Neo-Gov, Palmdale Water District Website, Indeed.com, governmentjobs.com, bcwaterjobs.com, local colleges.
- An email is sent to all employees announcing openings for all promotional jobs. We have also held workshops for positions which require a further explanation of the required skill sets.
- The posting remains open for two weeks.



REVIEWING OF APPLICATIONS

- Applications are reviewed for skill set, education, job experience, etc. based on the job description.
- Applications which best meet the criteria are forwarded to the hiring manager for review and interviews are scheduled.



INTERVIEWS

- Interviews are conducted by a panel. If possible that panel will include the manager/supervisor of a cross section of departments with which the position will interact.
- Second interviews often include a hands on aspect such as fixing a leaking pipe.



NOTIFICATION

- All external applicants are notified by email when the position has been filled.
- The hiring manager meets with all internal applicants to give information on skills the employee can work on that will help them in future interviews.
- All employees are advised of their ability to utilize their education benefits to further their skill set and education.
- Once a candidate has been chosen a conditional offer is sent and a background check and pre-employment physical are ordered.



ONBOARDING

- New hire paperwork
- Movie regarding the history of Palmdale Water District
- Introductions to staff
- Security passes
- Target Solutions safety courses
- Schedule tour of the District's facilities



OUR RECRUITMENTS

- 24 Promotional positions – 18 filled internally, 6 filled externally
- 18/24 protected class status
- 26 Entry Level positions
- 20/26 protected class status