Learn About Employment at Vallejo Wastewater

Please visit our website, including the “About the District” and “Programs” tabs at the top of the home page to become familiar with the Vallejo Flood & Wastewater District and the services we provide to the Vallejo community.

The District employs more than 90 individuals in a wide range of roles including wastewater treatment plant operators, collection system technicians, mechanics, engineers, electricians, inspectors, laboratory analysts and technicians, information technology, accounting and administrative support. Please use this LINK to learn more.

Vallejo Flood and Wastewater District is an Equal Opportunity Employer encouraging workforce diversity. All aspects of employment and promotion shall be without regard to race, religion, color, national origin, ancestry, marital status, age, gender, sexual orientation, physical or mental disability, or medical condition. If because of a disability or for religious reasons, you would like to arrange for a reasonable accommodation in order to participate in the application and examination process, we encourage you to contact the Human Resources Department at 707-644-8949. If you have questions regarding Affirmative Action/Equal Employment Opportunity at Vallejo Wastewater you may contact the Human Resources Department at 707-644-8949.

The District is committed to employing only American citizens and legal aliens authorized to work in the United States. If employed, you will be required to submit verification of your identity and legal right to work in the United States pursuant to the Immigration Reform Act of 1986.

If you are the successful candidate for this position, you will be asked to take an Oath or Affirmation of Allegiance for Public Employees. All Vallejo Flood and Wastewater District employees are, by state and federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Assignment may require service at locations, times, and under conditions that are significantly different than normal work assignments and may continue into the recovery phase of the emergency. If a “Local Emergency” is declared during the employee’s shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a “Local Emergency” is declared outside of the employee’s shift, employees must make every effort to contact the direct supervisor or department head to obtain reporting instructions as a Disaster Service Worker.

**Employment Process**

All applications are carefully and thoroughly evaluated for appropriate education, training, experience, skills, knowledge, abilities and other personal qualifications which directly relate to the duties of the position. Successful candidates in this first evaluation step, often called the Application Screening, will be notified of subsequent examinations, such as written exam, oral interview, work performance simulation, hiring interview, background investigation, professional references check, or other examinations appropriate to the duties of the position, as described
by the advertised job announcement. As a post conditional job offer screening process, a medical examination; and if applicable, a drug screen and/or a credit check may be performed.

The types of components anticipated in an examination process, as well as the weight each component carries, are usually outlined in the job announcement. The job announcement will give you a good idea of what to expect as well as any testing dates if they have been scheduled.

In order to increase your chances for an opportunity to compete in the process, it’s imperative that you do a good job on your application materials.

**Application Process**

An online application, and if required, a supplemental questionnaire, must be filed for each position for which you are applying by the filing deadline indicated on the job announcement. A resume may be attached, however, it may not be a substitute for a complete online CalOpps application.

Please use this [CalOpps LINK](#) to view details about and apply for open positions. If this is the first time you are applying for a position using the CalOpps online system, you will need to create an account and select a Username and Password. After your account has been established, you may log onto the site and complete all the sections of your profile. Provide thorough, clear and concise information in your application materials as it helps the District better evaluate your experience. Every time you apply for a position through CalOpps, a copy of your profile is populated into the application where you can review and update as needed for that position. You are also able to choose to receive email notifications for new job opportunities matching your employment search criteria. Your profile will remain active for six months with no login activity required. To keep your profile active you should login at least once every five months. Once a profile has been deleted it cannot be retrieved.

**The Employment Application:** Do a thorough job providing as much information as possible. Attach a resume if you have one, however, it will not be a substitute for completing the employment history portion of the online application. Do not say “see resume” anywhere on your application. Be sure to give 10 years of employment history and account for any gaps in your history. Give complete information about each position held, i.e. dates of employment; supervisor’s name; number of hours worked; reason for leaving; etc. List each position separately, make it clear how much time you spent in each role if you promoted within the same organization.

**The Supplemental Questionnaire (if required):** Answer each question thoroughly and separately. Do not say “see resume” in any of your responses. Make sure all experience you describe in response to a questions corresponds with a job listed in your job history, or you will not receive credit for it.

**General Information:** Direct experience is always nice to have when it comes to answering questions on the supplemental questionnaire or in an oral interview, but applicants often times overlook the experience they have that is transferrable to the job for which they are applying.
Therefore, before you answer any questions, it's a good idea to take a look at the "big picture" and incorporate in your response any relevant and valuable life experience you may have.

It's important for you to make that connection between your experience and how it qualifies you for the job you are applying for. Even if your connection feels like a long shot (within reason), you should attempt to make that link. All job descriptions include the following language under the Qualifications along with information on a “typical” pattern: Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. So be sure to clearly show how your combination of education and experience demonstrates that you have the knowledge, skills and abilities. Remember, when applications are being screened for most qualified, in addition to being screened against specific criteria, a lot will depend upon the caliber of the applicant pool. It could be that the area you feel you are weak in is also a weak area for the entire pool. Therefore, don't get discouraged...think positive.

Before responding to a question that requires you to link your relevant experience directly to the job, it's important that you have a good understanding of what the job really entails, and the qualities needed in order to be successful. This will help you to write a winning response!

Remember, the supplemental questionnaire was designed by the hiring and Human Resources departments to elicit information about your knowledge and experience in the areas that are of utmost importance to the department and your success on the job.

By looking at the knowledge, ability to, and experience sections of the job specification, you will get a general overview of what is required for the job and the supplemental questionnaire will give you an idea of what specifically is important to this particular position and to the hiring departments.

Anything you can do now to prepare yourself for the testing process is time well spent. Whether it be a visit to our website, scheduling a tour of the plant, and/or taking the relevant course work or required certifications to make yourself ready and marketable. These are the important steps that will assist you in attaining your goal.

**Written Examination Process**

Taking a written examination can be stressful, especially if it has been some time since you have taken one. It’s natural to experience some degree of nervousness before taking a test. The best way to combat that nervousness is to properly prepare yourself to take the exam by knowing what you can expect during the testing process.

**Date Location & Time:** If your application is accepted to participate in the written examination process, you will be notified of the exact date, time, and location of the test. Many times the written test date is published in the job announcement. You should check the announcement for any scheduled dates and make a note of them.

To ensure timely receipt of your notice, all changes of email, address, and phone number must be reported to the Human Resources Department immediately.
If it gets close to the test date published in the job announcement, and you haven't received your notice, you should contact the Human Resources Department immediately, prior to the test date.

If time allows and you are unfamiliar with the location of the test site, you may want to determine the exact location of the test site prior to the test date. This will prevent the possibility of showing up late and being denied admittance. It is expected that you will be on time, and it is always a good idea to arrive early. Parking and seating in the examination room is handled on a first-come, first-served basis.

**Identification:** Since you will be asked to show proof of identity in order to be admitted to the test, be sure you bring photo identification with you.

**Testing:** You should anticipate spending between 2-3 hours taking the test, which includes check in and instructions. Since you will be spending a few hours at the test, you will want to make sure you are comfortable. Business attire is not required in a written test environment...you may dress casually if you wish.

The test that you will take is usually of a technical nature related to the job. Therefore, you need to research the position by reviewing the job description and job announcement more thoroughly to determine what technical knowledge is needed for the job. Depending on the position, the test may include specific questions related to the job as well as questions covering, mathematical abilities, reading comprehension, human relations, etc. The examination may consist of any combination of multiple choice, true/false, or fill-in items.

All testing materials that are needed for the exam will be provided by the District. Testing aids of any kind, such as dictionaries or calculators, are generally not permitted.

After admittance into the examination room, the test proctor will give a brief orientation of the position being recruited for and describe the different components of the examination process so that you will have a good idea of what to expect. If further testing dates have been established, an announcement will be made. The test proctor will be happy to answer any questions of a general nature that you may have. The proctor will also let you know when you can expect the results of the written test.

**Questions:** You will be informed by the proctor what conduct will be expected from candidates in the testing room. Once the test has begun, talking will not be permitted. If you have a question or need assistance during the test, raise your hand and the proctor will be there to assist you. Be aware that the test proctor cannot interpret or clarify a test question for you. You must answer the test questions to the best of your ability. However, if you feel that a test question is unclear or misleading, please notify the proctor after you have finished and turned in your test. The test item in question will be analyzed. If there is merit to your concerns, the test question will be eliminated. The Human Resources Department encourages this type of feedback from candidates.

Once the test has begun, the start and stop times will be posted within view. You will be alerted toward the end of the test of how much time there is remaining to complete the test. If you have lost track of time, this will be a chance for you to refocus your attention.
Completion: If you finish early, you may use that time to review your test materials, or you may leave. The test proctor will give you specific instructions on how this will be handled prior to the start of the test.

The most important thing to remember is not to judge your progress on how fast others finish the test everyone has a different testing style, and it is important for you know your own personal style, relax and pace yourself throughout the exam. Only then will you do your best. Good luck in the testing process!

Oral Board/Appraisal Interview & Eligibility List

Depending on the type of position you apply for, the appraisal interview process may be the only, or just one of many components of the examination process. The appraisal interview is one of the more frequently used methods of testing, and is generally weighted heavily when it is used. It may count as part of, or 100% of your final score. Your final score determines your placement on the eligibility list.

During the appraisal interview process, candidates will go through a structured interview, where a set of job-related questions will be asked of all candidates and will be interviewed by a panel of three or more individuals, who are usually subject matter experts in the field for which you are testing.

Job Related Qualifications: During the appraisal interview process, the interview panel will focus on a candidate's job related qualifications for the position. Therefore, it would be to your advantage to research the position in advance in order to determine what knowledge and skills may be evaluated during the interview process.

Oral Responses: Each candidate will be asked the same basic set of questions, with some follow-up questioning based on the answers given. Although copies of candidates' applications will be available for review, they will be used only as a resource tool, not as a basis for rating. However, prior to beginning the interview, the panel members may ask you to explain any gaps in employment or clarify any inconsistencies related to your job history on your application. Ratings will be based only on candidates' oral responses to the questions. The panel will not be able to accept for evaluation any additional materials brought to the interview. Remember, this is an oral test, so do not rely on your application materials to "say it for you." You must articulate whatever it is you want the panel to know about your qualifications for the position.

Because the interview time is limited, candidates should try to keep their answers to the questions as concise and as well organized as possible, but at the same time, you need to provide the panel with enough information about your qualifications so they can accurately rate you. Remember that, if you are invited to an interview, you will be asked to discuss your qualifying background during the interview, so be sure you have taken the time to arrange your thoughts and know exactly what you are going to say. Also, remember to relate your background to the job for which you are applying.

Personal Appearance: Personal appearance needs to be considered. While it is not a factor that is measured in the testing process, it is important to present oneself in a
professional manner in an oral testing situation, and dressing appropriately is a must. Casual attire, such as jeans or sweat suits, is not considered professional attire for an oral interview.

**Closing Statements:** At the conclusion of an interview, the panel will ask if there’s anything a candidate wishes to add. This is an opportunity to make a closing statement briefly summarizing your qualifications or reinforcing your interest in the position. If there is some particular factor that qualifies you for the job but was not covered in the interview, this is the time to mention it to the panel.

**Determining Eligibility:** This appraisal interview process does not determine which candidate gets the job; the final selection will be made by the hiring department. The purpose of the interview panel is to determine whether or not a candidate is qualified to be on the eligible list, and to rank the candidates relative to each other.

Candidates successful in the appraisal interview process will proceed to the next phase of the examination process according to the selection process outlined in the job announcement.

**Notification:** Once you complete all the components of the testing process, you will be notified by email the result and information pertaining to the next step in the hiring process. When an eligibility list is established, it is generally active for a minimum of one year but no more than two years. Notification for additional openings while the list is active will also be by email or phone, so it is important to remember to notify the Human Resources Department as soon as possible if you have a change of contact information.

**Questions:** If you have any questions or concerns regarding Vallejo Wastewater's appraisal interview process, please contact the Human Resources Department at 707-644-8949. Good luck in your career endeavors!