



**Humboldt Community Services District
Invites Applications
as a Utility I, or II DOQ**

FINAL FILING DATE: April 19, 2024
(Positions will remain open until filled)

Both the Utility I and Utility II classifications are full-time, at will, non-exempt hourly positions with five-step salary ranges of:

UTILITY I – Entry level, 5-step Salary Range: Step 1 @ \$19.90/hour (\$3,449 average/month) to Step 5 @ \$24.18/hour (\$4,192 average/month).

UTILITY II – Experienced level, 5-step Salary Range: Step 1 @ \$23.31/hour (\$4,040 average/month) to Step 5 @ \$28.33/hour (\$4,910 average/month).

The HCSD is in search of a new full-time employee to participate in work related to the construction, operation, and maintenance of the District's water distribution system, wastewater collection system, pumping facilities, and water storage reservoirs. The successful candidate will perform a wide variety of water and wastewater related construction and repair of water distribution and wastewater collection systems, pumping facilities, water storage reservoirs, operations and SCADA systems. Responsibilities and expectations for each level of the Utility series increase accordingly. Please review the individual job descriptions (attached) to identify which classification best fits your knowledge and experience prior to completing an application for consideration.

THE SELECTION PROCESS

To be considered for this position, candidates must submit a completed and signed District application. Only candidates with the most relevant qualifications will be invited to participate in the selection process.

After the final filing date of April 19, 2024, a screening committee will evaluate the qualifications of each candidate for this position. Applicants meeting the minimum qualifications are not necessarily guaranteed advancement to the examination process. The decision of the screening committee is final. Applicants invited to participate will receive written notification of the results of the screening process; this can take up to one month or more. An eligibility list will be developed from the results of the examination process. The examination process could include an oral interview, written test or skill testing, or any combination thereof. The eligibility list created from this recruitment may be used to fill full time, part time and/or temporary positions. The District reserves the right to extend the final filing date as necessary.

Application materials are available at our website:
<http://humboldtcsd.org/employment-human-resources> or from:

Humboldt Community Services District
5055 Walnut Drive, Eureka, CA 95503
(707) 443-4558 Fax (707) 443-1490
Email: asm@humboldtcsd.org

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BENEFITS

Retirement – Qualifying PERS Classic (Members prior to 1/1/2013) contract is 2% at 55 with the employee paying their contribution of 7%. PERS PEPRA (Members after 1/1/2013) contract is 2% at 62, and the employee’s contribution is currently 7.75%. For PEPRA employees, the contribution may change with each fiscal year to be at least 50% of the normal cost rate as determined by CalPERS.

Health Insurance –District paid coverage for employee consists of medical (Anthem/Blue Cross HMO), Delta Dental PPO, and VSP vision. Dependent coverage is available with \$20 per month premium co-pay through payroll deductions.

Life and Disability Insurance – The District pays the premium for a life insurance policy worth one-time the annual earnings for all employees. Also provided are Short and Long-Term Disability programs that pay 60% of the employee’s monthly earnings after an initial 14-day waiting period.

Vacation – Vacation begins accruing immediately upon hire at the rate of 11.5 days per year and increases with time in service. The maximum accrual is 42 days (336 hours).

Sick Leave – Sick Leave begins accruing immediately upon hire at the rate of at 8 hours per month with no accrual limit.

Holidays – The District provides 12 paid holidays per year.

Other – Deferred compensation plan (CalPERS 457) and AFLAC available through payroll deductions.

Note: Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.



EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The District is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans with Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-443-4558) prior to the testing/interview date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the District must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential District employees must complete a required pre-employment physical examination, drug screening, and have a satisfactory driving record.

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