



Phelan Piñon Hills Community Services District

4037 Phelan Road, Suite C-1•P. O. Box 294049•Phelan, CA 92329-4049•(760) 868-1212•Fax (760) 868-5072

RECRUITMENT PROCESS

HOW TO APPLY: Applications must be filled out completely, and must clearly show that the qualification requirements are met. A resume will not be accepted in lieu of the official application form. All statements are subject to investigation and verification. Applications must be received in the Human Resources Department no later than the deadline time and date listed on the front of this announcement. Applications postmarked on the filing deadline and received after the deadline time and date will not be considered timely. Faxed applications will not be accepted. If you have not received notification regarding the status of your application within two weeks of the closing date please notify Human Resources. Applicants are responsible for promptly notifying the Human Resources Department of any change of address and/or telephone number. NOTE: Phelan Piñon Hills Community Services District's hours of operation are as follows: Monday–Friday 8:00 a.m. to 5:00 p.m.

EXAMINATION: Phelan Piñon Hills Community Services District reserves the right to rate applicants based on a review of the application materials and to invite only the most qualified applicants to participate in successive parts of the selection process consisting of one or more of the following:

1. A written examination of technical knowledge, skills, and abilities.
2. A technical oral examination or education, experience, training and personal suitability for the position will be evaluated by appearance before an interview board.
3. A performance examination for demonstration of manual skills (i.e., equipment operation, agility/physical fitness).
4. A supplemental questionnaire for measurement of education, experience, and training.

PROTEST PROCEDURE: In order to challenge any phase of the recruitment process, a letter must be directed to the Human Resources Department and received no later than the fourth working day following the date you received notification of the results of any action taken. Any protest must include rationale to support the protest. You will receive a response in writing of any action taken with regard to the final decision.

ADA ACCOMMODATION: Individuals with disabilities who require accommodation in the application or testing process must provide, at time of application, documentation from a qualified authority of the need for accommodation.