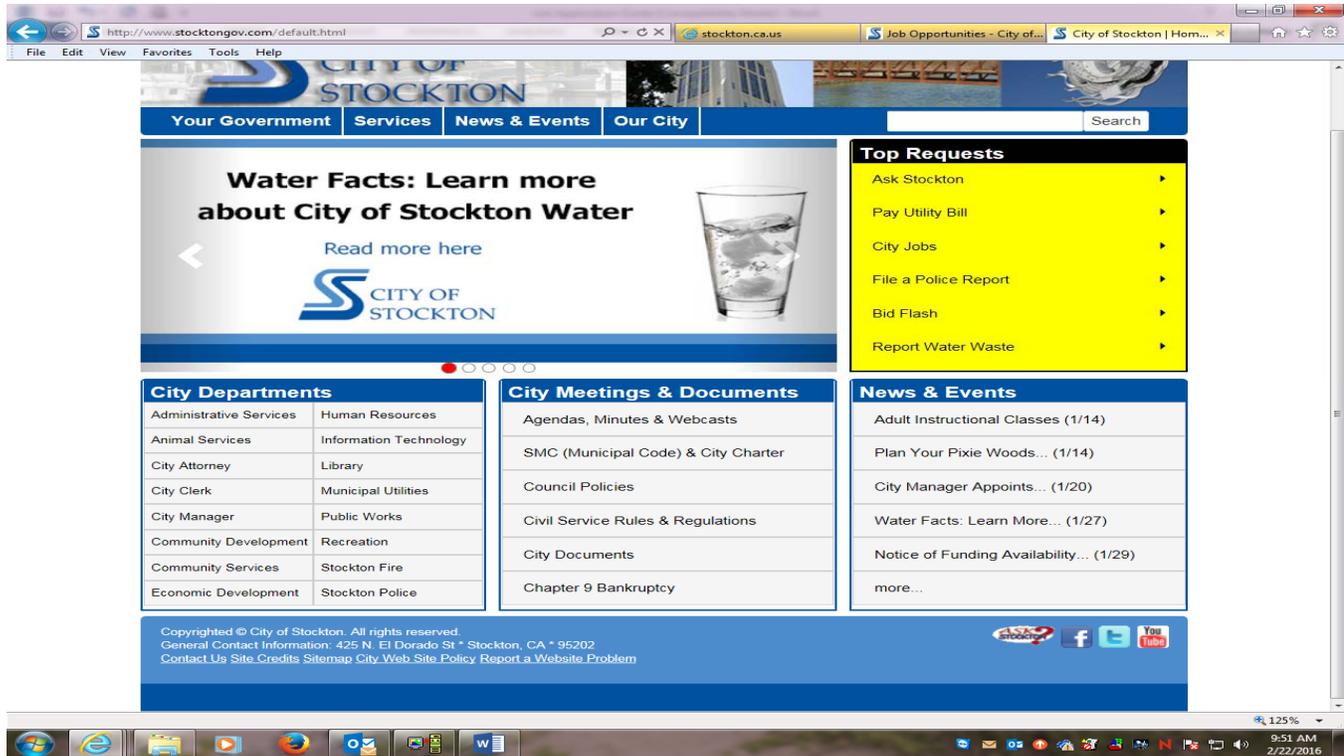




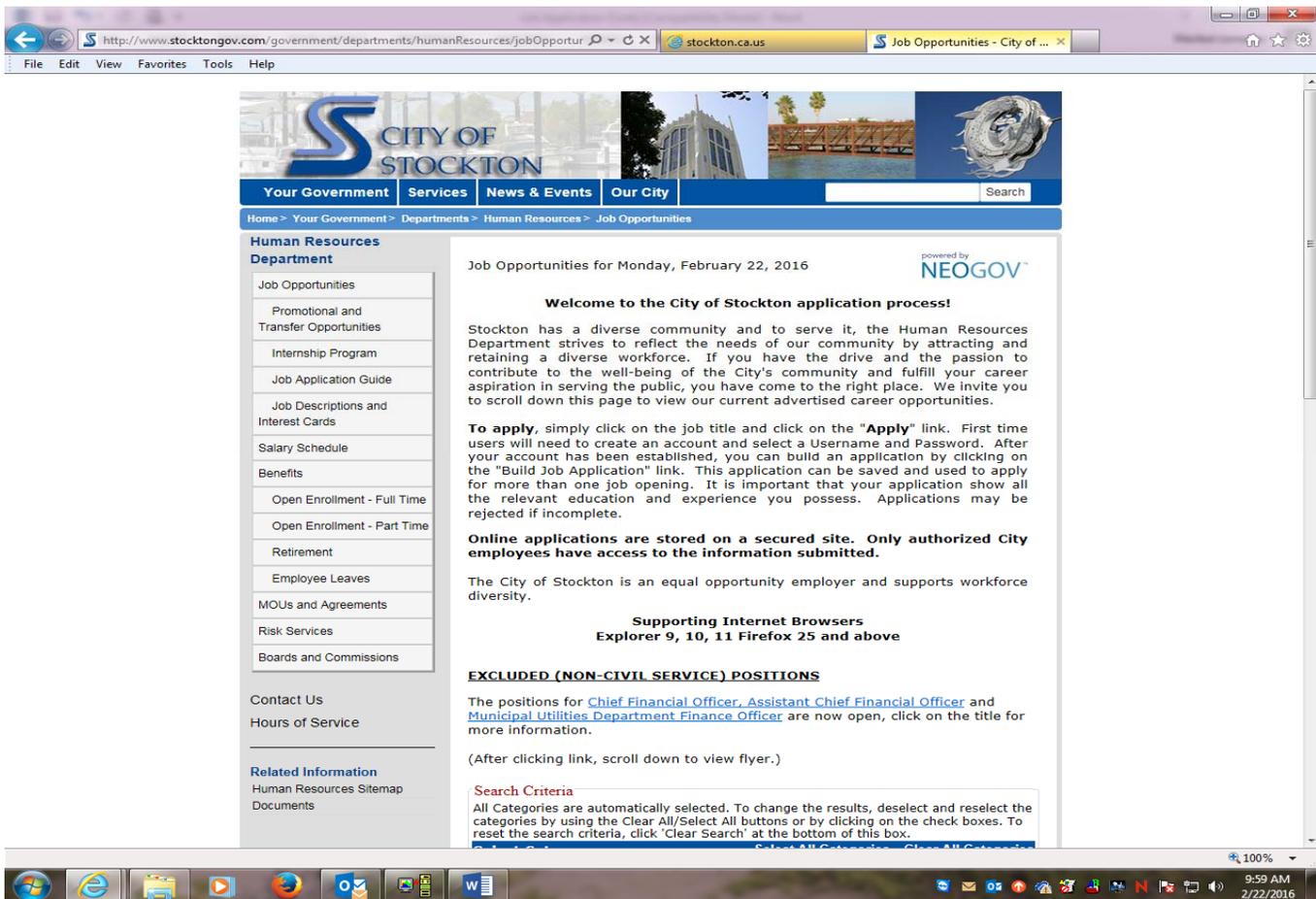
GUIDE TO ACCESS JOB OPPORTUNITIES  
AND COMPLETING APPLICATIONS

This job application guide book has been created to assist you with applying for a position using the automated application process. If, after reviewing this document, or if you are an individual with a disability, and you need further assistance, you may contact the Human Resources Department at (209) 937-8233.

After turning on computer and opening up the web browser, insert: [www.stocktongov.com](http://www.stocktongov.com). Under "Top Requests", click on "City Jobs".



You will be taken to the City of Stockton's Human Resources Job Opportunities page. Scroll down to view current openings.



http://www.stocktongov.com/government/departments/humanResources/jobOpportur... stockton.ca.us Job Opportunities - City of ...

File Edit View Favorites Tools Help  
 Related Information  
 Human Resources Sitemap  
 Documents

**Search Criteria**  
 All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

**Select Category**      **Select All Categories**      **Clear All Categories**

<input checked="" type="checkbox"/> Community Services (2)	<input checked="" type="checkbox"/> Law Enforcement (4)	<input checked="" type="checkbox"/> Maintenance (1)
<input checked="" type="checkbox"/> Management (1)	<input checked="" type="checkbox"/> Miscellaneous (2)	<input checked="" type="checkbox"/> Public Safety (4)
<input checked="" type="checkbox"/> Public Works (2)	<input checked="" type="checkbox"/> Recreation (1)	<input checked="" type="checkbox"/> Safety (3)
<input checked="" type="checkbox"/> Telecommunications (1)	<input checked="" type="checkbox"/> Wastewater (1)	

**Search**  
 Enter keywords (optional):  [Explain this](#)  
 or [Clear Search](#)

[Print this page](#)

13 records found.  
 Page # 1 of 1

Position	Emp. Type	Salary	Clos
<a href="#">ADULT/YOUTH SPORTS OFFICIAL (SEASONAL/PA...</a>	Part-Time (19 1/2 Hours per Week)	\$10.20 - \$16.25 Hourly	Conti
<a href="#">DEPUTY MUNICIPAL UTILITIES DIRECTOR/WAST...</a>	At-Will	\$101,233.68 - \$140,891.64 Annually	
<a href="#">FIRE TELECOMMUNICATOR II - LATERAL (CONT...</a>	Classified	\$4,075.36 - \$5,231.68 Monthly	
<a href="#">INTERESTED IN POLICE OFFICER?</a>	Other	\$4,360.60 Monthly	Conti
<a href="#">NEW! PLANT MAINTENANCE MACHINIST</a>	Classified	\$4,428.84 - \$5,383.56 Monthly	03/17,
<a href="#">PLANT MAINTENANCE SUPERVISOR</a>	Full-Time (Probationary)	\$4,514.52 - \$5,795.64 Monthly	02/26,
<a href="#">POLICE OFFICER - ACADEMY GRADUATE</a>	Full-Time (Probationary)	\$5,069.80 - \$6,513.60 Monthly	
<a href="#">POLICE OFFICER - LATERAL</a>	Full-Time (Probationary)	\$5,069.80 - \$6,513.60 Monthly	
<a href="#">POLICE OFFICER -</a>			

100% 10:01 AM 2/22/2016

Select the position for which you are applying, and click on "Apply".

http://www.stocktongov.com/government/departments/humanResources/jobOpportur... stockton.ca.us Job Opportunities - City of ...

File Edit View Favorites Tools Help

**CITY OF STOCKTON**  
 Your Government Services News & Events Our City Search

Home > Your Government > Departments > Human Resources > Job Opportunities

**Human Resources Department**

- Job Opportunities
- Promotional and Transfer Opportunities
- Internship Program
- Job Application Guide
- Job Descriptions and Interest Cards
- Salary Schedule
- Benefits
- Open Enrollment - Full Time
- Open Enrollment - Part Time
- Retirement
- Employee Leaves
- MOUs and Agreements
- Risk Services
- Boards and Commissions

Contact Us  
 Hours of Service

Related Information  
 Human Resources Sitemap  
 Documents

powered by **NEOGOV**

**Job Title:** PLANT MAINTENANCE MACHINIST  
**Closing Date/Time:** Thu. 03/17/16 5:30 PM Pacific Time  
**Salary:** \$4,428.84 - \$5,383.56 Monthly  
**Job Type:** Classified  
**Location:** City of Stockton, California  
**FLSA:** Non-exempt position, eligible for overtime compensation.

[Print Job Information](#) | [Apply](#)

**DEFINITION**      Benefits      Supplemental Questions

**OPEN/PROMOTIONAL RECRUITMENT**  
**Monthly Salary Range:**  
 \$4,428.84 - \$4,650.18 - \$4,882.74 - \$5,126.52 - \$5,383.56  
**FLSA Status:** Non Exempt  
**Tentative Exam Date:** Week of 4/03/2016

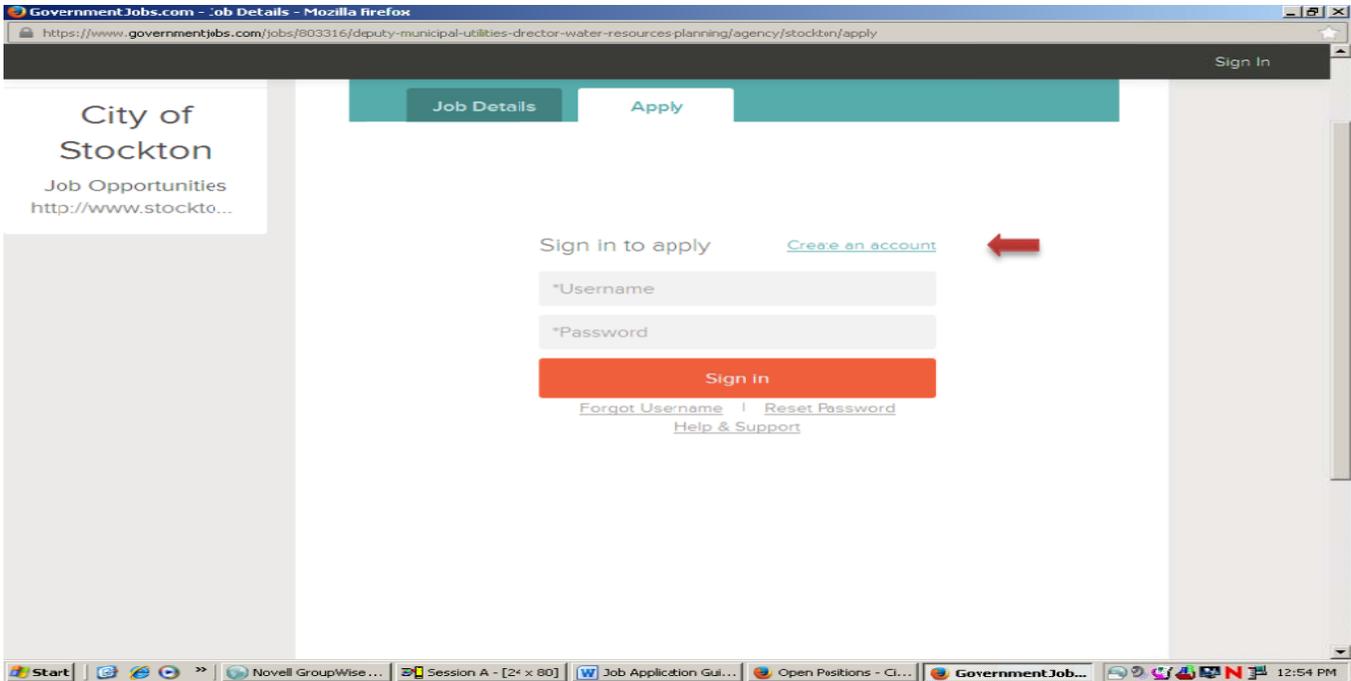
**Incumbents in this position are included in the Civil Service System, in a "for-cause" employment status, and are represented by Operating Engineers Local No. 3 Operations and Maintenance.**

This recruitment is being conducted as an Open/Promotional recruitment. Current full-time City of Stockton employees may apply for this position as a promotional opportunity and successful candidates will be placed on a promotional list. All other candidates may apply for this position as an open competitive opportunity and successful candidates will be placed on an open list. The appointing authority will have the option of requesting names from the promotional list or a combination of both.

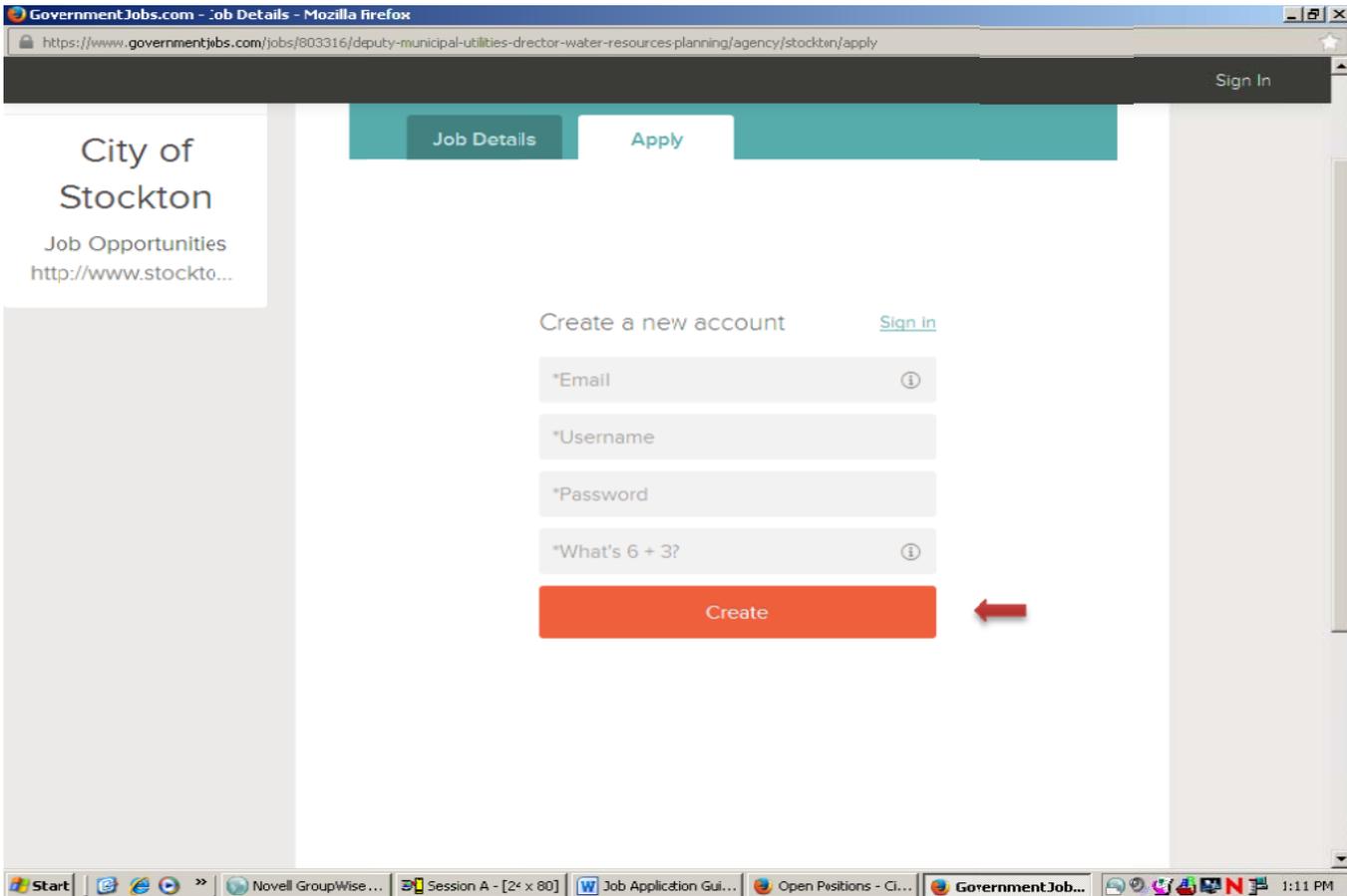
These lists may be used to fill future vacancies.

100% 10:03 AM 2/22/2016

To apply online for a position, you must create an account which includes your username and password. Click on “Create an account”.



Once you have filled in the fields, click on “Create”.



Note: Remember to write this information down and keep it in a safe place for you to access when applying for City positions or other agencies that use NeoGov.

Click on the Apply tab and under the General Information section, input your contact information as required.

DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox

https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/general

Job Search Feedback mpjumaos

GovernmentJobs

Job Title, Keyword

City or State

Find Jobs

DEPUTY MUNICIPAL UTILITIES DIRECTOR - W...

Job Details Apply

Info

### General Information

All fields are required unless they are marked (Optional)

#### Contact Information

**Name**

First M (Opt.) Last

Former Last (Optional)

#### Address

Address Line 1

Address Line 2 (Optional)

City  
Stockton

State  
California

Zip Code Country (Optional)  
Select a country

#### Phone

Primary (Optional) Primary Ext

Alternate (Optional) Alternate Ext

Email Address

Start Novell GroupWise ... Session A - [24 x 80] Job Application Gui... Open Positions - Ci... DEPUTY MUNICI... 1:33 PM

DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox

https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/general

Job Search Feedback mpjumaos

Start Novell GroupWise ... Session A - [24 x 80] Job Application Gui... Open Positions - Ci... DEPUTY MUNICI... 1:37 PM

After inputting your information, click the "Save" button and begin inputting your personal information.

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/general>. The page has a dark header with 'Job Search' on the left and 'Feedback' and a user profile 'mpjumaos' on the right. Below the header is a large orange vertical bar on the left. The main content area contains a 'Save' button (orange) and a 'Cancel' button (grey) at the top. Below these is the 'Personal Information' section, which includes:

- A question: 'Do you have a Driver's License? (Optional)' with radio buttons for 'Yes' and 'No'.
- A sub-section titled 'Driver's License' with three input fields: 'State (Optional)' (a dropdown menu showing 'Select State'), 'Number (Optional)' (a text input field), and 'Class (Optional)' (a dropdown menu showing 'Select').
- A question: 'Date of Birth (Optional)' with two dropdown menus: 'Month' (showing 'Select Month') and 'Day' (showing 'Select').
- A question: 'Do you have proof of your legal right to work in the US?' with radio buttons for 'Yes' and 'No'.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '1:40 PM'.

Click on the "Save" button and input your preferences.

This screenshot shows the same job application form, but now the 'Preferences' section is visible. It includes:

- A 'Save' button (orange) and a 'Cancel' button (grey) at the top.
- A sub-section titled 'Minimum Compensation Requirement' with two input fields: '\$ Per Year (Optional)' and '\$ Per Hour (Optional)'. Both fields are currently empty.
- A question: 'When are you available to work? (Optional)' with six checkboxes: 'Day', 'Evening', 'Night', 'Rotating', 'Weekends', and 'On Call'. All checkboxes are currently unchecked.
- A question: 'Are you willing to relocate? (Optional)' with radio buttons for 'Yes', 'No', 'Maybe', and 'No Response'. The 'Yes' radio button is selected.
- A text input field for 'Comments (Optional)' with the placeholder text 'Enter any comments regarding relocation...'. The field is currently empty.

The Windows taskbar at the bottom shows the system tray with the time '1:42 PM'.

If you failed to input required information, the system will indicate fields that require information. If this should occur, review your information to make sure you have answered or completed all required fields and then click the “Save” button again.

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/general>. The page title is "DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox". The user is logged in as "mpjumaos". The form contains the following sections:

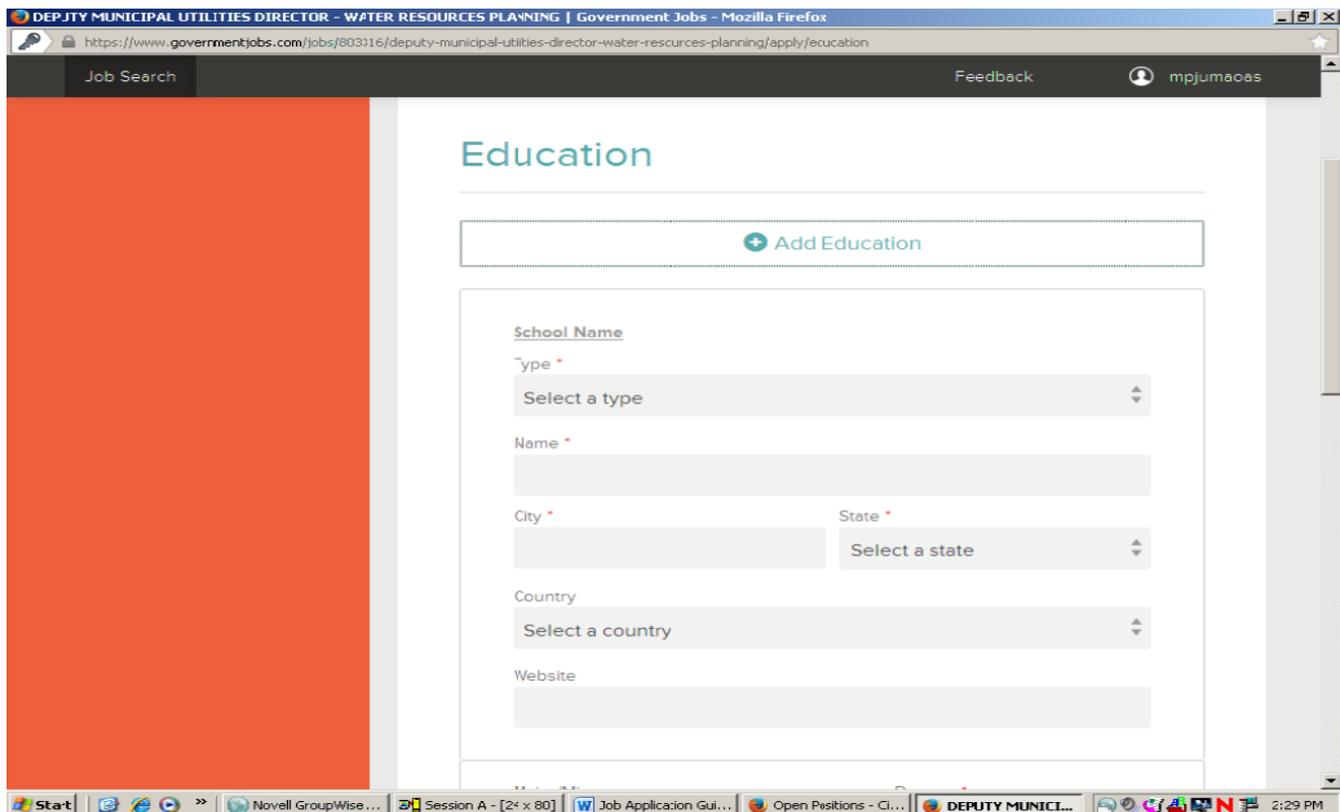
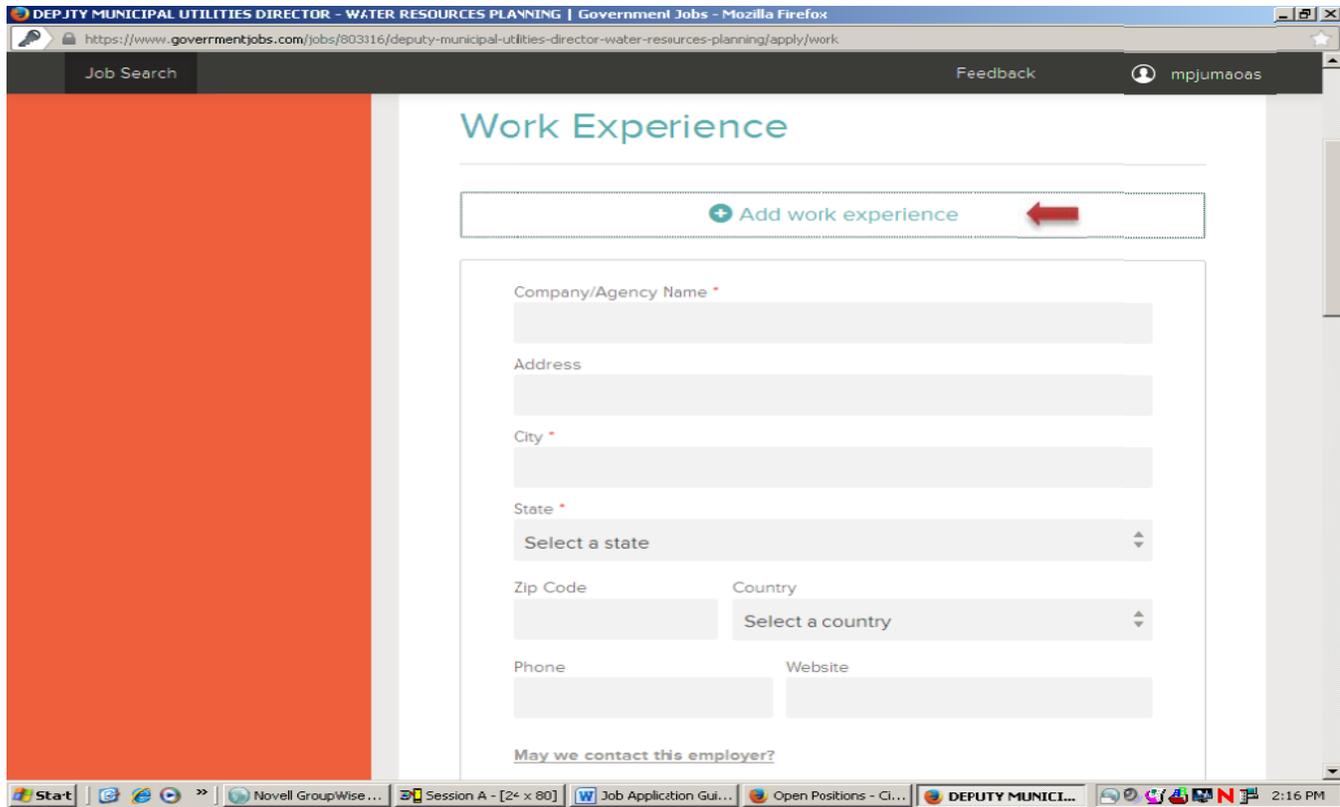
- Driver's License:** Fields for State (Optional), Number (Optional), and Class (Optional). The State field is highlighted with a red border and a message "This field is required".
- Date of Birth (Optional):** Fields for Month and Day. The Month field is highlighted with a red border and a message "This field is required".
- Legal Right to Work:** A question "Do you have proof of your legal right: to work in the US?" with radio buttons for "Yes" and "No". The entire section is highlighted with a red border and a message "This field is required". A red arrow points to this message.
- Education:** A question "What is your highest level of education?" with a dropdown menu. The dropdown is highlighted with a red border and a message "This field is required".
- Buttons:** "Save" and "Cancel" buttons.

You will be given an opportunity to review your personal profile (personal information) again and to make changes, if necessary, select the “Edit” button on the right hand side of the screen. Click the “Next” button to proceed.

The screenshot shows the same web browser window as the previous one. The form is now scrolled down to the "Preferences" section. The "Education" field from the previous section is still visible at the top, highlighted with a red border and a message "This field is required". The "Preferences" section contains the following items:

- What is your minimum compensation requirement?** with an "Edit" button and a pencil icon. A red arrow points to the "Edit" button.
- Are you willing to relocate?**
- Relocation Comments**
- What shifts are you available to work?**
- What type of job are you looking for?**
- What type of work will you accept?**
- Objective**
- Buttons:** "Save" and "Cancel" buttons are visible above the Preferences section. A "Next" button is located at the bottom right of the form.

If your information is correct, you may now start building your work experience and education information into your application. For each of the sections, you will be able to add information such as: "Add work experience" or "Add education". Click on these sections and input relevant information.



After inputting your information into each of the sections, you may click the “Save” button and “Next” to proceed. If you need to add additional information, you may do so by clicking on the + buttons. As you continue to update your information, your application will be built.

DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox

https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/additional

Job Search Feedback mpjumaos

## Additional Information

**Certificates and Licenses**

+ Add certificate and license

**Skills**

+ Add skills

Typing speed Edit

Data Entry

**Languages**

+ Add language

**Supplemental Information**

+ Add supplemental information

Next

DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox

https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/references

Job Search Feedback mpjumaos

## References

+ Add Reference

Reference Type  Personal  Professional

**Name**

First \*

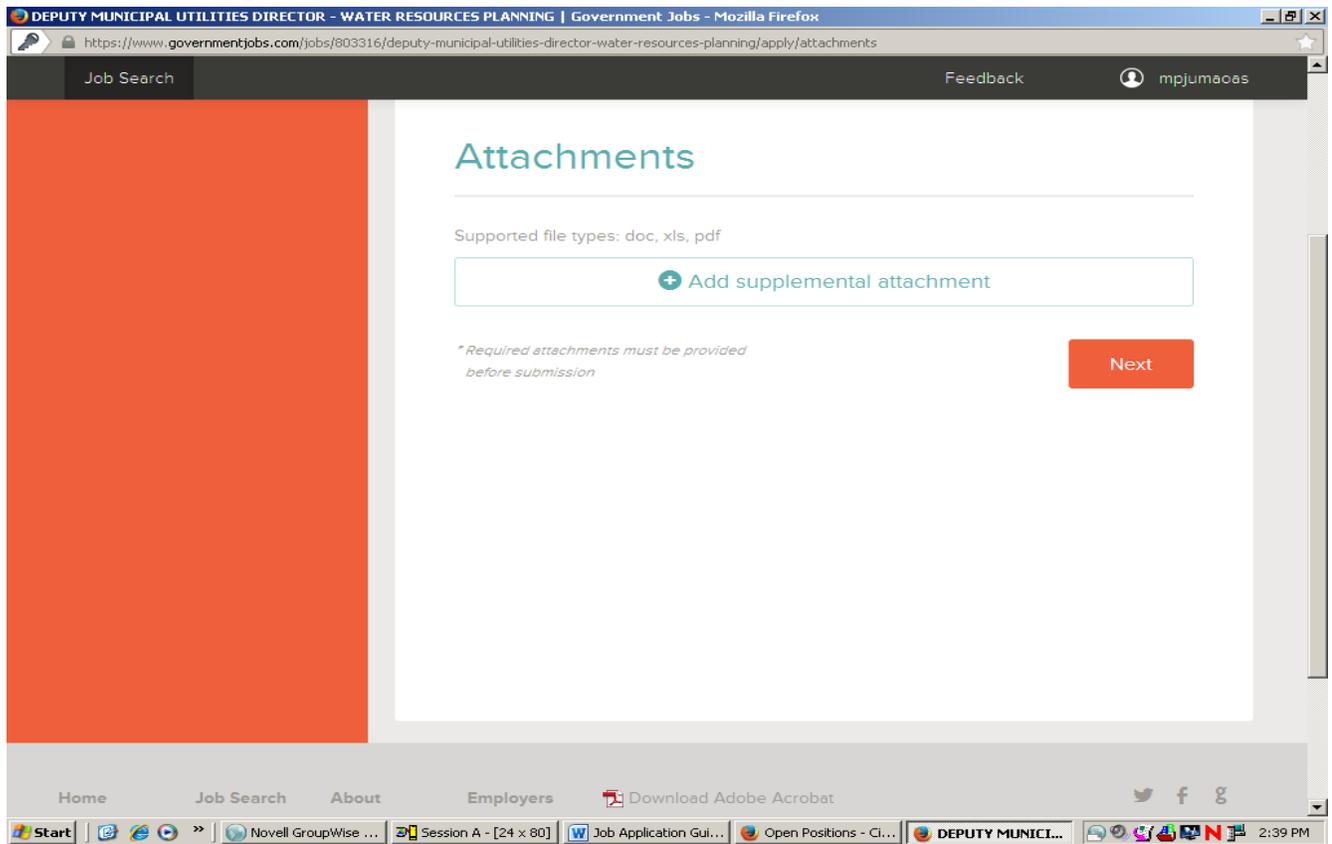
Last \*

Title

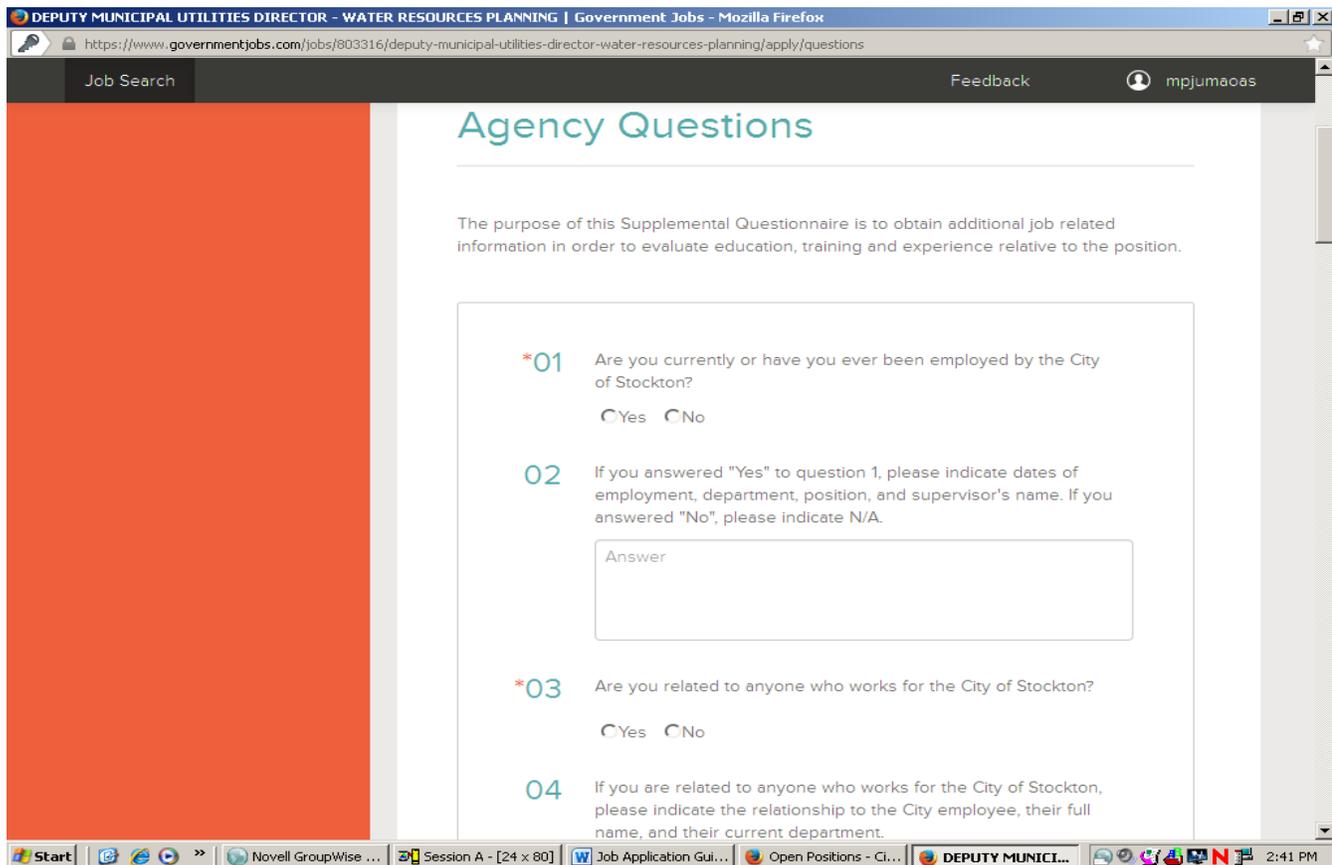
**Address**

Address Line 1

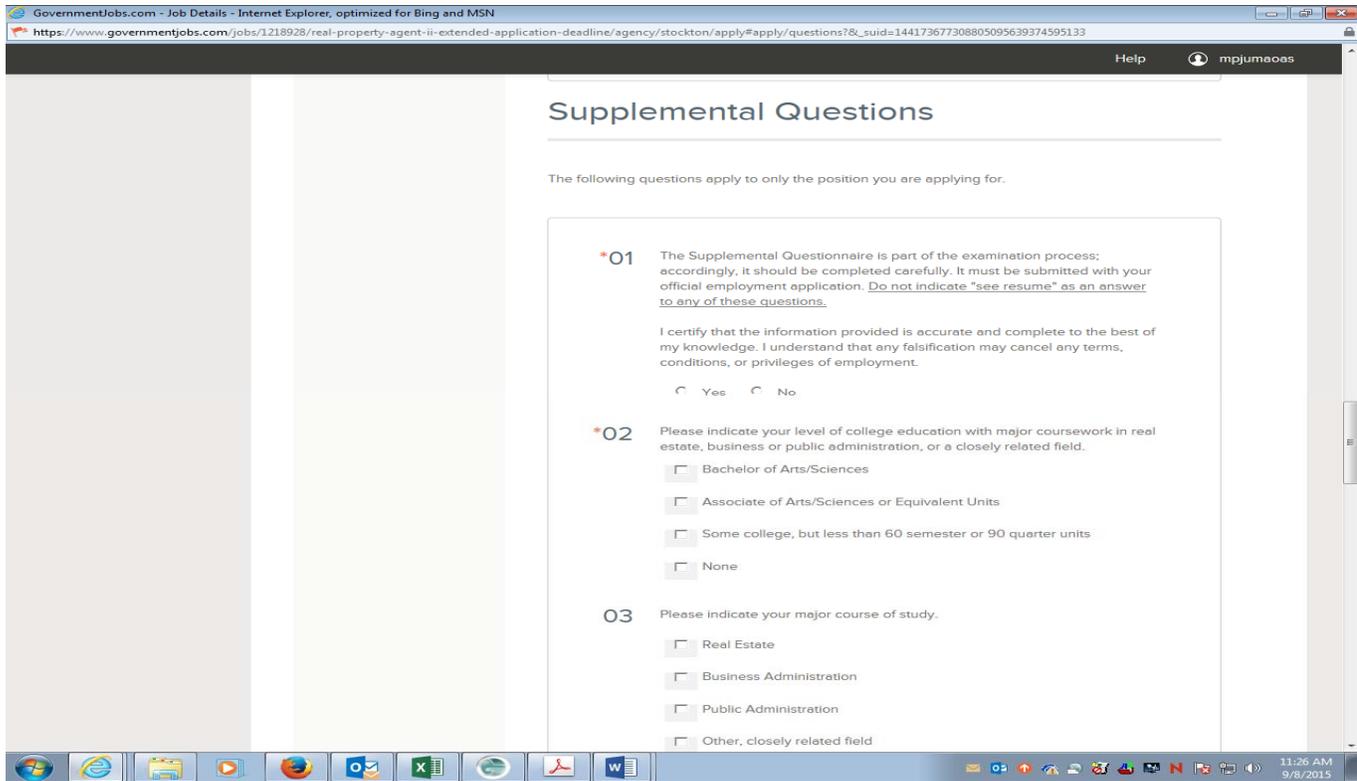
NOTE: If you are attaching a resume, the City's policy is that a resume does not take the place of a completed application. Failure to complete an application will be grounds for rejecting an application.



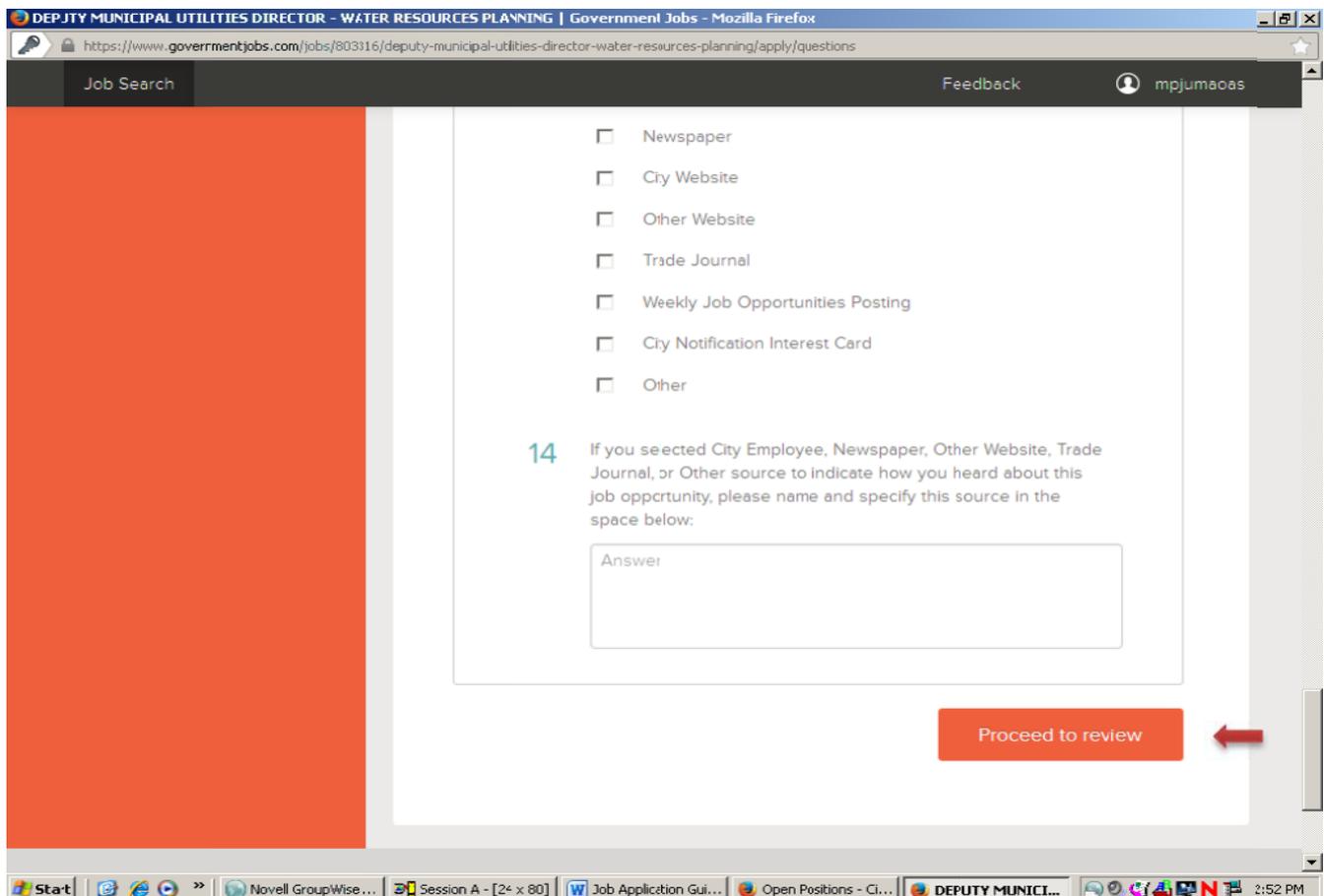
All positions have required agency questions for applicants to complete. Please answer all questions completely.



Some positions will have supplemental questions. For those positions, you must complete this section to continue.



When you have completed the responses to the questions, you may click on “Proceed to review”.



You will have an opportunity to review your application and your responses to the requested information. If the application meets with your satisfaction, click on "Proceed to Certify and Submit".

DEPUTY MUNICIPAL UTILITIES DIRECTOR - WATER RESOURCES PLANNING | Government Jobs - Mozilla Firefox

https://www.governmentjobs.com/jobs/803316/deputy-municipal-utilities-director-water-resources-planning/apply/review

Job Search Feedback mpjumaos

Retirement System (CalPERS) agency: Are you currently, or have you ever been, enrolled in CalPERS?  
Yes

Please help us measure the effectiveness of our outreach. How did you learn of this job opportunity?  
No answer(s) specified

If you selected City Employee, Newspaper, Other Website, Trade Journal, or Other source to indicate how you heard about this job opportunity, please name and specify this source in the space below:  
No answer(s) specified

### Attachments

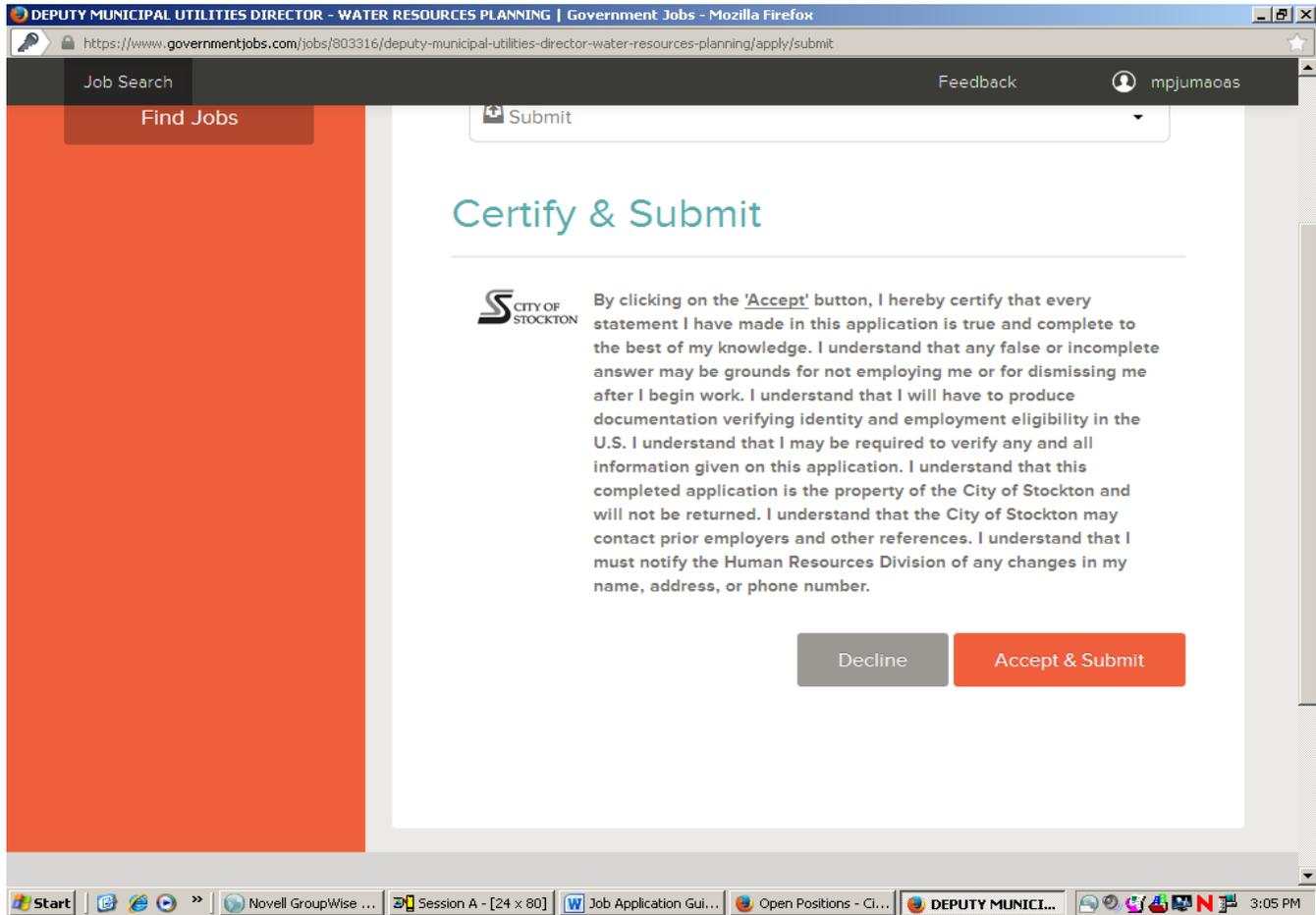
Supported file types: doc, xls, pdf

Add supplemental attachment

Proceed to Certify and Submit

Start Novell GroupWise... Session A - [24 x 80] Job Application Gui... Open Positions - Cl... DEPUTY MUNICI... 2:58 PM

Review the Application Certification statement carefully. False representations made on an employment application may be grounds for rejection or termination after hire. In addition, completed applications are required. Once you have read and understand the statement, you may choose to “Accept & Submit” or “Decline”. If you decline, your application will not be submitted. Accepting acknowledges your understanding of the statement and your application will be submitted. If you have any questions that need clarification before accepting, you may contact the Human Resources Department at (209) 937-8233.



After clicking “Accept & Submit”, your application will be sent electronically to the Human Resources Department for review. Print this screen and save for your files. The system will notify you periodically by email as to the status of the application process. You will be notified if you are selected for testing or for an interview.

Good luck on your job search!