

RECRUITMENT INFORMATION

Job Information Line: (760) 633-2726

Application Information: Completed applications, including supplemental applications, if attached, are required for all regular positions and must be received in the Personnel Office **NO LATER THAN THE DATE AND TIME INDICATED.** Postmarks as proof of the final filing date are **not** accepted. Resumes received in lieu of applications will not be accepted.

Eligibility List: A list of the most qualified applicants will be compiled based on the results of examinations and/or interviews.

Offer of Employment: The selected candidate will receive an offer of employment contingent upon passing a physical examination, which may include a drug screening, fingerprinting, and a reference check. Falsifications, misrepresentations, or false statements may be cause for disqualification or dismissal from employment.

Loyalty Oath: All persons are required by law to sign a loyalty oath to the United States and the State of California Constitutions at the time they are hired.

U.S. Right to work: Employment is contingent upon presentation of proof to work in the United States and positive identification.

Probationary Period: New employees serve a six month probationary period for hires in designated positions.

Pay Dates: Bi-weekly

Equal Opportunity Employer: The City of Encinitas and the San Dieguito Water District provide Equal Opportunity for all persons without regard to race, color, sex, age, disability, medical condition, national origin, political opinions or affiliations, material status or sexual orientation, and work environments free from discrimination in accordance with applicable federal and state law, executive orders, and guidelines.

ADA: The City of Encinitas and San Dieguito Water District comply with all ADA non-discrimination requirements in employment practices and activities, and in all terms, conditions and benefits of employment. In accordance with the ADA, all candidates requiring accommodation to perform the tasks of this position should contact the Personnel Office if accommodation is required.

PLEASE NOTE:

The provisions contained herein do not constitute an express or implied contract and may be modified or revoked without notice.

A full-time employee's primary employment shall be performance of work for the City. No outside employment or enterprise may exhaust or distract or otherwise reduce the employee's fitness for duty. There must be no conflict of interest between an employee's outside employment or enterprise and the interest of the City.

The City of Encinitas is committed to a drug free and alcohol free workplace.