**MAMMOTH COMMUNITY WATER DISTRICT – PERSONNEL SERVICES**



**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HUMAN RESOURCES MANAGER**

**Recruitment No. 25-008**

**Salary Range: $71.57 – $90.67 Hourly**

**Date Opened: Monday, 07/07/2025**

**Filing Deadline: Monday, 08/11/2025 @ 4:30 p.m.**

Job Type: General and Open

Recruitment Contact: Ms. Chris L. Weibert

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUPPLEMENTAL APPLICATIONS ARE TO BE SUBMITTED BY EMAIL ONLY ALONG WITH THE OTHER REQUIRED APPLICATION MATERIALS**

**Name:**

Please submit responses to the following questions along with the required application materials on and/or before the filing deadline. Attach additional sheets if necessary.

**Questions:**

1. Do you have at least five years of increasingly responsible experience in personnel system development and administration, including experience with staff recruitment and selection, position classification, compensation system development, labor law compliance, and benefits administration? Substitution: Possession of a Master's Degree from a college or university that is acceptable within the United States' accredited college or university system may be substituted for one year of experience.

[ ]  Yes [ ]  No If yes, please provide details:

|  |  |
| --- | --- |
| *From (mm/dd/yyyy) to (mm/dd/yyyy)* | *Employer & Description of Experience* |
|  |  |
|  |  |
|  |  |

1. Do you have at least two years in a management or supervisory capacity?

[ ]  Yes [ ]  No If yes, please provide details:

|  |  |
| --- | --- |
| *From (mm/dd/yyyy) to (mm/dd/yyyy)* | *Employer & Description of Experience* |
|  |  |
|  |  |
|  |  |

1. Additional qualifying experience may be substituted for the required education on a year-for-year basis. Are you substituting experience for education?

[ ]  Yes [ ]  No If yes, please provide details:

|  |  |
| --- | --- |
| *From (mm/dd/yyyy) to (mm/dd/yyyy)* | *Employer & Description of Experience* |
|  |  |
|  |  |
|  |  |

1. Describe specifically how your past experience is applicable to this position.

*Response:*

1. Describe your past experience with union negotiations.

*Response:*

**Certification of Applicant:**

|  |
| --- |
| **Read this statement carefully before signing:** *I hereby certify that all the information provided in the Supplemental Application Questionnaire is true, correct and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of material fact herein will cause forfeiture on my part of all rights to employment by Mammoth Community Water District.* *By typing in my name, I acknowledge signing this supplemental application:*Signature: Date:  |