



City of Phoenix

EMPLOYMENT INFORMATION



BENEFITS

The City of Phoenix offers a wide variety of comprehensive benefits programs. Benefits may vary based on classification and/or assignment. For information on the benefits offered with a position, find the Benefits Category code listed in the reference section of the job announcement and click on the corresponding benefits link:

Employee Group	Description	Link
Field Unit 1	Field and skilled maintenance in Parks & Recreation, Street Transportation, Solid Waste Division, and other depts.	001
Field Unit 2	Field and skilled maintenance in Aviation, Convention Center, Housing, IT, Water Services, Equipment Management, Facilities Management, and other depts.	002
Office/Clerical	Office, clerical, paraprofessional citywide	003
Police	Police Officers	004
Confidential	Office staff in HR, law, budget	008
Supervisory/Prof	Supervisory and professional citywide	007
Mid Manager	Middle management	009
Executive	Executives	010

SALARY

Example: \$16.31 (minimum) - \$23.76 (maximum) hourly / \$33,925 - \$49,421 annually.

The City of Phoenix displays the base hourly rate and/or salary for each position recruited. New hires typically begin at the “first step” and work step by step until they reached the top of the pay range. Levels of pay may be updated according to City Council Approval.

HOW TO APPLY ON-LINE

- Read the job announcement and complete the required information.
- Attach a cover letter, resume, and any other requested material into **ONE document**.
- In the cover letter or resume, please describe your experience as it relates to the qualifications stated including college degrees or classes completed related to the position.
- Only on-line applications are accepted.
- For more information: <http://phoenix.gov/hr/jobs/faqs/onlinejobfaqs/index.html>
- **An email will be sent confirming a successful application submission.**

Rev. 6/24/13

AA/EEO/D Employer - 135 N 2nd Ave, Phoenix, AZ 85003 Job Line: (602) 534-JOBS (5627)

This publication can be provided in an alternative format upon request.



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HOW WILL I BE NOTIFIED I AM ON THE ELIGIBLE TO HIRE LIST?

The results of the application and resume screening process will be sent to your primary email address unless otherwise indicated. Typically, results will be sent out two to three weeks after the last close date of the position recruitment.



RESIDENCY:

The City of Phoenix has a residency requirement for all City employees. All full-time regular employees have 24 months after date of employment to move into the designated residency area. A list of all cities, towns and communities located within the designated residency area are provided below.

<i>Qualified Cities and Towns</i>	
Anthem	Litchfield Park
Apache Junction	Maricopa
Arlington	Mesa
Avondale	New River
Black Canyon City	Paradise Valley
Buckeye	Peoria
Carefree	Phoenix
Cashion	Queen Creek (includes San Tan Valley)
Cave Creek	Salt River Pima-Maricopa Indian Community
Chandler	Scottsdale
El Mirage	Sun City
Fort McDowell Yavapai Nation	Sun City West
Fountain Hills	Sun Lakes
Gila Bend	Surprise
Gila River Indian Community	Tempe
Gilbert	Tolleson
Glendale	Tonopah
Gold Canyon	Waddell
Goodyear	Wickenburg
Guadalupe	Wittman
Higley	Youngtown
Laveen	
Unincorporated areas of Maricopa County are not identified in the list above but are considered eligible.	
The above is intended as a quick reference tool for employees/applicants and may not be all inclusive. Questions regarding employee residency requirements should be directed to the City of Phoenix Human Resources Department, (602) 262-6608.	

Employees in **executive-level positions** must reside within the boundaries of the City of Phoenix within 24 months of appointment or promotion. These positions include the City Manager, Assistant City Manager, Deputy City Managers, department heads, assistant department heads, other classifications in the Executive category, and professional staff as the Mayor, City Council, and the City Manager's Office as designated by the City Manager.

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QUESTIONS

HUMAN RESOURCES CENTER (HR Center): For assistance applying for a job or for employment-related questions, contact our HR Center at (602) 262-6608.

APPLICATION PROCESS The following information addresses commonly asked questions about the application process for positions:

1. **Evaluation and Notification:** A Human Resources Analyst will carefully evaluate your application/resume for eligibility. Eligibility is based on experience, education and training as it relates to the position. Eligibility is determined on a pass/fail basis. Evaluation results will be emailed to applicants 10-15 business days after the close of the recruitment period. For positions open on a continuous basis, notification may take longer to receive.
2. **Reviews and Appeals:** After receiving a fail notice, results must be discussed with the Human Resources Analyst assigned to the recruitment within the first five (5) business days following the date the notice was emailed (or postmarked). Any additional questions regarding reviews or appeals, contact Employment Services (602) 495-5703.
3. **Selection and Eligibility:** After successfully passing the application process, applicants' names will be placed on an "eligible to hire" list for the specified position. Applicants will remain on the eligible list until the expiration of the recruitment, typically for a period of 3 to 24 months, depending on the position. The expiration of the recruitment will be indicated on the eligible "pass" notification.
4. **Vacancies:** When a vacancy occurs in a department, a hiring supervisor will refer to the eligible list and review the application materials, to determine which candidates meet the specific criteria for the department vacancy. If selected for an interview, the hiring department's supervisor will contact the applicant directly. The City of Phoenix Human Resources Department typically does not contact applicants for interviews unless the position is within the Human Resources department.

PRE-EMPLOYMENT SCREENING: The City of Phoenix conducts pre-employment screening for all positions. This may include a drug screening, criminal background check, verification of work history, academic credentials, licenses, personal references, and/or certifications. Other screenings may be conducted based on the level of responsibility and/or access, and requirements of the position or the department.

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DRIVING POSITIONS: For positions requiring the use of personal or City vehicles on City business, individuals must be physically capable of operating the vehicles safely, possess an appropriate valid Arizona driver's license, possess personal insurance coverage, and have an acceptable driving record.

For positions requiring a CDL (Commercial Drivers License): applicants will be required to pass an Arizona Department of Transportation (ADOT) medical examination and possess a valid license. Applicants are responsible for all testing costs. As a condition of continued employment, employees in CDL positions will be subject to unannounced alcohol and drug testing, as required by law.

FREQUENTLY ASKED QUESTIONS/OTHER RESOURCES:

Additional FAQs regarding Employment with the City of Phoenix can be found here:

<http://phoenix.gov/hr/jobs/faqs/employfaqs/index.html>

Cover Letter Tips and Sample:

<http://phoenix.gov/hr/getajob/howapply/coverl.html>

Resume Tips and Sample:

<http://phoenix.gov/hr/getajob/needhelp/index.html>

Subscribe to Weekly Job Opportunities (Email List)

<http://lists.phoenix.gov/fms/joblistssubscribe.html>

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